



**REPUBLIC OF KENYA  
MINISTRY OF DEVOLUTION AND PLANNING  
STATE DEPARTMENT OF PLANNING AND STATISTICS**

**COAST DEVELOPMENT AUTHORITY**

**BIDDING DOCUMENT**

**FOR**

**CONSTRUCTION OF A WATER PAN IN VITENGENI  
DIVISION GANZE SUB-COUNTY, KILIFI COUNTY;**

**TENDER CDA T 007/2017-2018**

**JULY**

**2017**

## **TENDER CDA T 007/ 2017-2018**

### **TENDER NAME: - CONSTRUCTION OF A WATER PAN IN VITENGENI DIVISION GANZE SUB-COUNTY, KILIFI COUNTY.**

Coast Development Authority (CDA) a State Corporation established by an Act of Parliament (CAP.449) No. 90 hereby invites tenders for the proposed Construction of Water Pan in Vitengeni Division Ganze Sub-County, Kilifi County.

Interested eligible candidates may obtain further information from and inspect the tender documents at Procurement office **Coast Development Authority Headquarters at Mama Ngina Drive** during normal working hours from 8.00 AM to 5.00 PM

A complete set of tender documents may be downloaded Free of Charge from CDA portal at [www.cda.go.ke](http://www.cda.go.ke) or IFMIS Supplier Portal; <http://supplier.treasury.go.ke>.

The completed tender document in plain sealed envelope clearly marked “**tender for construction of Water Pan in Vitengeni Division Ganze Sub-County, Kilifi County**” and **reference number** should be dropped at the tender Box situated at Coast Development Authority (CDA) offices so as to be received on or before **26<sup>th</sup> July, 2017 at 10.00am**. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

The tenders will be opened immediately thereafter in CDA Main Boardroom in presence of bidders or their representatives who may wish to attend.

## **INSTRUCTIONS TO BIDDERS**

**Note:** The bidder must comply with the following conditions and instructions. Failure to do so will result in rejection of the bid.

### **1. GENERAL DEFINITIONS**

(a). **“Bidder”** means any person or persons, partnership firm or company submitting a sum or sums in the Bills of Quantities in accordance with the Instructions to Bidders, Conditions of Contract Parts I and II, Specifications, and Bills of Quantities for the work contemplated, acting directly or through a legally appointed representative.

(b). **“An Eligible Bidder”** means the bidder who has fully fulfilled the eligibility criteria as outlined in this bid document.

(c). Any noun or adjective derived from the word **“bid”** shall be read and construed to mean the corresponding form of the noun or adjective **“tender”**. Any conjugation of the verb **“bid”** shall be read and construed to mean the corresponding form of the verb **“tender”**

(d). **“Employer”** means Coast development authority.

### **2. COST OF BIDDING**

The bidder shall bear all costs associated with the preparation and submission of his/her bid and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **3. BID**

**1.1** The bid documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to bidders.

- a. Form of Invitation to Bidders.
- b. Form of Bid
- c. Appendix to form of Bid.
- d. Instructions to bidders.
- d. Appendix to Instructions to Bidders.
- e. General Conditions of Contract – Part I

- g. Specifications
- h. Bills of Quantities
- j. Confidential Business Questionnaires

The bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications in the bid documents. Pursuant to clause 23 of Instructions to Bidders, bids which are not substantially responsive to the requirements of the tender documents will be rejected.

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

**4. CLARIFICATION OF BID DOCUMENTS**

A prospective bidder requiring any clarification of the bid documents may notify the Employer in writing at the Employer’s mailing address indicated in the Invitation to Bid. The Employer will respond in writing to any request for clarification which he receives earlier than five (5) days prior to the deadline for the submission of bids. Written copies of the Employer’s response (including the query but without identifying the source of the inquiry) will be sent to all prospective bidders who invited to bid.

**5. AMENDMENT OF BID DOCUMENTS**

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

If during the period of bidding, any circular letters (bid notices) shall be issued to bidders by, or on behalf of, the Employer setting forth the interpretation to be placed on a part of the bid documents or to make any change in them, such circular letters will form part of the bid documents and it will be assumed that the bidder has taken account of them in preparing his bid. The bidder must promptly acknowledge (in writing or by cable to the Employer) any circular letters he may receive.

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

## **PREPARATION OF BIDS**

### **6. LANGUAGE OF BID**

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

### **7. DOCUMENTS COMPRISING THE BID**

The bid to be prepared by the bidder shall comprise: the Form of Bid and Appendix thereto, the Priced Bills of Quantities, Schedules, the information on eligibility and qualification, and any other materials required to be completed and submitted in accordance with the Instructions to Bidders embodied in these bid documents. The Forms, Bills of Quantities and Schedules provided in the bid documents shall be used without exception [subject to extensions of the schedules in the same format and to the provisions of clause 13.2 regarding the alternative forms of Bid Surety].

### **8. BID PRICES**

All the insertions made by the bidder shall be made in INK. The relevant space in the Form of Bid and Bills of Quantities shall be completed accordingly without interlineations or erasures except those necessary to correct errors made by the bidder in which case the erasures and interlineations shall be initialed by the person or persons signing the bid.

A price or rate shall be inserted by the bidder for every item in the Bills of Quantities whether the quantities are stated or not. Items against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bills of Quantities.

The prices and unit rates in the Bills of Quantities are to be the full [all-inclusive] value of the Work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the bid is based. All duties, taxes inclusive of input and output V.A.T. and other levies payable by the Contractor under the Contract or for any other cause as of the date 14 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the bidder.

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

Every rate entered in the Bills of Quantities, whether or not such rate be associated with a quantity, shall form part of the Contract. The Employer shall have the right to call for any item of work contained in the Bills of Quantities, and such items of work to be paid for at the rate entered by the bidder and it is the intention of the Employer to take full advantage of unbalanced low rates.

The bidder shall furnish with his bid written confirmation from his suppliers or manufacturers of basic unit rates for the supply of items listed in the Conditions of Contract clause 70 where appropriate. The Employer may require the bidder to justify such rates so obtained from the suppliers or manufacturers.

The rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract only in accordance with the provisions of the Conditions of Contract. The bidder shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under clause 25 of the Conditions of Contract Part II.

## **9. CURRENCIES OF BID AND PAYMENT**

Bids shall be priced in Kenya Shillings and the bid sum shall be in Kenya Shillings. The rate or rates of exchange used for pricing the bid shall be selling rate or rates of the Central Bank ruling on the date thirty (30) days before the final date for the submission of bids.

Bidders must enclose with their bids, a brief justification of the foreign currency requirements stated in their bids.

## **10. BIDVALIDITY**

The bid shall remain valid and open for acceptance for a period of ninety (90) days from the specified date of bid opening or from the extended date of bid opening whichever is the later.

In exceptional circumstances prior to expiry of the original bid validity period, the Employer may request the bidder for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile. A bidder may refuse the request without forfeiting his Bid Surety. A bidder agreeing to the request will not be required nor permitted to modify his tender, but will be required to extend the validity of his Bid Surety correspondingly.

**11. BIDSURETY**

The bidder shall furnish as part of his bid, a Bid Surety in the amount stated in the Appendix to Instructions to Bidders.

The unconditional Bid Surety shall be in Kenya Shillings and be in form of a certified cheque, a bank draft, an irrevocable letter of credit or a guarantee from a reputable Bank approved by the Employer located in the Republic of Kenya.

The format of the Surety shall be in accordance with the sample form of Bid Surety included in these bid documents. Other formats may be permitted Subject to the prior approval of the Employer. The Bid Surety shall be valid for twenty eight (28) days beyond the Bid validity period.

Any bid not accompanied by an acceptable Bid Surety will be rejected by the Employer as non-responsive.

The Bid Sureties of unsuccessful bidders will be returned as promptly as possible but not later than twenty eight (28) days after both parties signing the Contract Agreement and after a Performance Security has been furnished by the successful bidder. The Tender Surety of the successful bidder will be returned upon the bidder executing the Contract Agreement and furnishing the required Performance Security.

The Bid Surety may be forfeited:

(a). If a bidder withdraws his bid during the period of bid validity

**OR**

(b). In the case of a successful bidder, if he fails, within the specified time

- (i). to sign the Contract Agreement, **OR**
- (ii). to furnish the necessary Performance Security.

(c). If a bidder does not accept the correction of his tender price pursuant to clause

## **12. NOALTERNATIVEOFFERS**

The bidder shall submit an offer which complies fully with the requirements of the bid documents.

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

The bidder shall not attach any conditions of his own to his tender. The bid price must be based on the bid documents. The bidder is not required to present alternative construction options and he shall use without exception, the Bills of Quantities as provided, with the amendments as notified in bidder notices, if any, for the calculation of his bid price. Any bidder who fails to comply with this clause will be disqualified.

## **12. FORMAT FOR SIGNING OF BIDS**

The bidder shall prepare his tender as outlined in clause 9 above and mark appropriately one set “**ORIGINAL**” and the other “**COPY**”.

The copy of the bid and Bills of Quantities shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Proof of authorization shall be furnished in the form of the written power of attorney which shall accompany the bid. All pages of the bid where amendments have been made shall be initialled by the person or persons signing the bid.

The complete bid shall be without alterations, interlineations or erasures, except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

## **13. SUBMISSION OF BIDS:- SEALING AND MARKING OF BIDS**

The bidder shall seal the original and copy of the bid in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**”. The envelopes shall then be sealed in an outer separate envelope.

The inner and outer envelopes shall be addressed to the Employer at the address stated in the Appendix to Instructions to Bidders and bear the name and identification of the Contract stated in the said Appendix with a warning not to open before the date and time for opening of bids stated in the said



Appendix.

The inner envelopes shall each be indicated the name and address of the bidder to enable the bid to be returned unopened in case it is declared "late", while the outer envelope shall bear no mark indicating the identity of the bidder.

If the outer envelope is not sealed and marked as instructed above, the Employer will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely for this cause will be rejected by the Employer and returned to the bidder.

**14. DEADLINE FOR SUBMISSION OF BIDS**

Bids must be received by the Employer at the address specified on the date and time specified in the Letter of Invitation,

Bids delivered by hand must be placed in the "Tender box", as stated in the "Form of Invitation to Bid" provided in the office of the Employer.

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

The Employer may, at his discretion, extend the deadline for the submission of bids through the issue of an Addendum in accordance with clause 7, in which case all rights and obligations of the Employer and the bids previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

Any bid received by the Employer after the prescribed deadline for submission of bid will be returned unopened to the bidder.

**15. MODIFICATION AND WITHDRAWAL OF BIDS**

The bidder may modify or withdraw his bid after bid submission, provided that written notice of the modification or withdrawal is received by the Employer prior to prescribe deadline for submission of bids.

The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of bids, with the inner and outer envelopes additionally marked "**MODIFICATION**" or "**WITHDRAWAL**" as appropriate.

No bid may be modified subsequent to the deadline for submission of bids.

No bid may be withdrawn in the interval between the dead line for submission of bids and the period of bid validity specified on the bid form. Withdrawal of a bid during this interval will result in the forfeiture of the Bid Surety.

Subsequent to the expiration of the period of bid validity prescribed by the Employer, and the bidder having not been notified by the Employer of the award of the Contract or the bidder does not intend to conform with the request of the Employer to extend the tender validity, the bidder may withdraw his bid without risk of forfeiture of the Bid Surety.

## **BIDOPENINGAND EVALUATION**

### **16. BIDOPENING**

The Employer will open the bids in the presence of the bidders' representatives who choose to attend at the time and location indicated in the Letter of Invitation to Bidders. The bidders' representatives who are present shall sign a register evidencing their attendance.

Bids for which an acceptable notice of withdrawal has been submitted pursuant to clause 19 will not be opened. The Employer will examine the bids to determine whether they are complete, whether the requisite Bid Sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

At the bid opening, the Employer will announce the bidder's names, total bid price, bid price modifications and bid withdrawals, if any, the presence of the requisite Bid Surety and such other details as the Employer, at his discretion, may consider appropriate. No bid shall be rejected at the bid opening except for late bids.

The Employer shall prepare minutes of the bid opening including the information disclosed to those present.

Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

### **17. PROCESSTOBECONFIDENTIAL**

After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process until the award of Contract is announced.

Any effort by a bidder to influence the Employer in the process of examination, evaluation and comparison of bids and decisions concerning award of Contract may result in the rejection of the bidder's bid.

**18. CLARIFICATION OF BIDS**

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

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

**19. DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of bids the Employer will determine whether each bid is substantially responsive to the requirements of the bid documents.

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

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

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

**20. CORRECTION OF ERRORS**

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

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

(b). Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case adjustment will be made to the entry containing that error.

(c). In the event of a discrepancy between the bid amount as stated in the Form of Bid and the corrected bid figure in the main summary of the Bills of Quantities, the amount as stated in the Form of Bid shall prevail.

(d). The Error Correction Factor shall be computed by expressing the difference between the bid amount and the corrected bid sum as a percentage of the corrected contracts works (i.e. corrected bid sum less P.C. and Provisional Sums).

(e). The Error Correction Factor shall be applied to all contract works (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuations of variations.

(f). The amount stated in the bid will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid may be rejected and the Bid Security may be forfeited in accordance with clause 13.

(g) Project Variation

This can occur due to the following

## 21. **EVALUATIONANDCOMPARISONOFBIDS**

The Employer will evaluate only bids determined to be substantially responsive to the requirements of the bid documents in accordance with clause 23.

In evaluating bids, the Employer will determine for each bid the evaluated bid price by adjusting the bid price as follows;

(a). Making any correction for errors pursuant to clause 24.

(b). Excluding Provisional Sums and provision, if any, for Contingencies in the Bills of Quantities, but including Day works where priced competitively.

The Employer reserves the right to accept any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the bid documents or otherwise result in the accrual of unsolicited benefits to the Employer, shall not be taken into account bid evaluation.

Price adjustment provisions in the Conditions of Contract applied over the period of execution of the Contract shall not be taken into account in bid

evaluation.

If the lowest evaluated bid is seriously unbalanced or front loaded in relation to the Employer's estimate of the items of work to be performed under the contract, the Employer may require the bidder to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the relationship between those prices, proposed construction methods and schedules. After evaluation of the price analyses, the Employer may require that the amount of the Performance Security set forth in clause 29 be increased at the expense of the successful bidder to a level sufficient to protect the Employer against financial loss in the event of subsequent default of the successful bidder under the Contract.

## **22. EVALUATIONCRITERIA**

### **PRELIMINARYEVALUATION(MANDARORYREQUIREMENT)**

In carrying out the evaluation, the following factors will be considered as the preliminary and carries 30 Marks;

- a) NCA water works category 6 and above (Mandatory)
- b) Valid Tax compliance (Mandatory)
- c) Certificate of incorporation (Mandatory)
- d) Bid bond of 2 percent (Mandatory)
- e) CR 12 form (Mandatory)

**TECHNICAL EVALUATION**

a) Provide Project schedule with project completion period (5 Marks).....

b) Valid business Permit Government Entity  
(5

Marks).....

c) Dully filled business questioner (10

Marks).....

d) ORIGINAL and Copy of the BQ (5

Marks).....

e) Proof of experience in similar works ( attach LSO/certificate of  
work completion or Notification of award (10 Marks)

.....

f) Provide List and Log books of at least earth moving plants  
(Equipment's)  
as below

a. 2 Tipper of 20 tons (5 Marks).....

b. 2 excavator (5 Mark).....

c. 1 Dozer (5 Marks).....

g) Personnel

✓ One (1) Surveyor with Diploma and minimum 5 years' experience  
(10 Marks).....

✓ One (1) Site foreman with minimum 5 years experience  
(10Marks).....

**Total Marks for Technical evaluation = 70 Marks**

**Required Pass Mark Point from Technical = 50**

**FINANCIAL RESPONSIVENESS**

a) **Two (2) years audited financial account between 2014-2015 and 2015-2016 (20 marks)**

**Required Minimum Pass Mark from Financial shall 10**

**Total financial evaluation = 20 Marks**

**NB: Pass mark for combined Technical and Financial evaluation for both shall be 60 %**

## **AWARDOFCONTRACT**

### **23. AWARD**

The Employer will award the Contract to the bidder whose bid is determined to be substantially responsive to the bid documents and who has offered the lowest evaluated bid price subject to possessing the capability and resources to effectively carry out the Contract Works as required in Sub-clause 2.1 and 2.2 here above.

The Employer reserves the right to accept or reject any bid, annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Employer's action.

### **24. NOTIFICATION OF AWARD**

Prior to the expiration of the period of bid validity prescribed by the Employer, the Employer will notify the successful bidder by way of a hard copy or via a mail and confirmed in writing by registered letter that his bid has been accepted or hand delivered registered on a delivery note. This letter (hereinafter and in all Contract documents called "Letter of Acceptance") shall name the Sum (hereinafter and in all Contract documents called "the Contract Price") which the Employer will pay to the Contractor in consideration of the execution and completion of the Works as prescribed by the Contract.

Notification of award will constitute the formation of the Contract.

Upon the furnishing of a Performance Security by the successful bidder, the unsuccessful bidders will promptly be notified by the Employer in writing or by cable that their bids have been unsuccessful.

Within Fourteen [14] days of receipt of the Form of Contract Agreement from the Employer, the successful bidder shall sign the Form of Contract Agreement and return it to the Employer together with the required Performance Security.

## **25. BIDSURETY**

Add to the Clause 13.1 "**Amount of Bid Surety shall be 2% of the Bid price in the form of Tender Security or a banker's Cheque, from reputable Commercial Bank, to Coast Development Authority**

The name and address of the Employer for the purposes of submission of tenders is: COAST DEVELOPMENT AUTHORITY (CDA), P.O. BOX 1322-80100, Mombasa. The Bids shall be deposited in the box marked "Tender Box" situated at Coast Development Authority (CDA) reception.

## **26. GENERAL**

The Conditions of Contract Part II – Conditions of Particular Application modify and compliment like-numbered clauses in the Conditions of Contract Part I – General Conditions. Both Parts shall be read together, with the Conditions of Particular Application prevailing in case of conflict or discrepancy. Clauses of the General Conditions not specifically modified and supplemented shall remain in effect.

### **27. Project Manager's Duties and Authority**

The Project Manager shall obtain specific approval of the Employer before taking any of the following actions specified in Part I:

- (i). Consenting to the sub-letting of any part of the Works under Clause 4.
- (ii). Certifying additional cost determined
- (iii). Determining an extension of time.
- (iv). Issuing a variation except in an emergency situation as reasonably determined by the Project Manager.
- (v). Fixing rates or prices

## **28. CONTRACT DOCUMENTS**

The language governing this Contract shall be English. Communication between the Contractor and Project Manager or Project Manager's Representative shall be in English.

The Contract shall in all respects be construed in accordance with and subject to the Laws of Kenya.

## **GENERAL OBLIGATIONS**

### **29. CONTRACTOR'S GENERAL RESPONSIBILITIES**

Substitute the first sentence of the sub-clause with the following: "The Contractor shall with due care and diligence execute and complete the Works and remedy any defects therein in accordance with the provisions of the contract".

### **30. PROGRAMME TO BE SUBMITTED**

The Contractor shall submit to the Project Manager for approval within Seven (7) days after receiving the Project Manager's Letter to Commence Work, **2 copies** of a detailed Works Programme. The work programme shall be arranged in the form of a Time-Bar chart OR schedule.

### **31 TAKEOVER OF THE WORKS**

The contract work shall be considered satisfactorily complete and ready for handing over to the Employer only when the contract work and supporting services have been tested and operational to the satisfaction of the Project



Manager

**32     DEFECTSLIABILITYPERIOD**

Delete the sub-clause and replace with the following words; The Defects Liability Period shall be Six (6) months.

The Defects Liability Period shall start after issuance of Substantial Completion or Take-Over Certificate. During this period, the contractor shall make good all the defects communicated to him/her in writing by the Project Manager within Thirty (30) days after the system hand over, and thereof during this period.

**BILLS OF QUANTITIES FOR THE PROPOSED 12,000 m<sup>3</sup> WATER PAN EXTENSION AT MIDOINA**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.0	<b><u>GENERAL ITEMS</u></b>				
1.1	- Allow for mobilization and demobilization upon completion of works	LS	1		
2.0	<b><u>SITE CLEARANCE AND EARTHWORKS</u></b>				
2.1	Clear site of all vegetation, grass, bushes, stump etc. Remove and dispose off site	SM	7000		
2.2	Excavate to remove top soil 200mm deep. Dispose off site	SM	7000		
2.3	Excavate for reservoir to depth of 3.0m for main pan and 2.0m for the silt trap. Dispose off site as directed.	CM	12300		
2.4	- Excavate to form inlet to main pan. Include for trimming of the sides. Dispose off site as directed.	CM	50		
2.5	Ditto but for outlet channel	CM	70		
3.0	<b><u>CONCRETE &amp; MASONRY</u></b>				
3.1	Provide all material and place 300mm thick rip-rap for inlet and outlet channels	SM	700		
3.2	Provide all material and construct concrete inlet and outlet sills as per drawing. Allow for formwork.	CM	6		
	<b>To collection</b>			<b>Kshs.</b>	
	2/1/1				
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
4.0	<b><u>AUXILIARY WORKS</u></b>				

4.1	Provide all material and construct a seven strand, 12½ Gauge galvanized barbed wire fencing with 2.1m high 200mm dia. Cider post at 2.5m centers mortised	LM	500		
4.2	Provide all material and construct standard two door VIP Latrine as per drawings	NO	1		
4.3	Provide all material, lay and joint 110mm dia. UPVC Class D Pipe 25m long and perforated pipe 25m long. Include for excavation and backfilling of trench.	Item	1		
4.4	Provide geotextile material surround the perforated pipe and filter material bed and surround	LM	3		
4.5	Provide all material and construct standard shallow well 6.0m deep as per drawings and equip with afridev hand pump	NO	1		
4.6	Provide all material and construct standard cattle trough as per drawings. Include for pipe work.	NO	1		
<b>To collection</b>					<b>Kshs.</b>
Sub - Total 1					
Sub - Total 2					
<b>GRAND TOTAL</b>					

**FORM OF TENDER**

Date \_\_\_\_\_  
Tender No. \_\_\_\_\_

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

\_\_\_\_\_  
*[name and address of procuring entity]*

Gentlemen        and/or  
Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[Insert numbers]*.the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(Insert equipment description)*) in conformity with the said tender documents for the sum of ..... *(total tender amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract , in the form prescribed by ..... *( Procuring entity)*.

4. We agree to abide by this Tender for a period of ..... *[Number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.

6. We understand that you are not bound to accept the lowest or any tender that receive you may

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

[Signature] \_\_\_\_\_

[in the capacity of] \_\_\_\_\_

Duly authorized to sign tender for an on behalf of \_\_\_\_\_

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

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

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

### *Part 1 – General:*

Business Name .....

Location of business premises. ....

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

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business ,.....

Registration Certificate No. ....

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 .....																														
	Nationality ..... Country of origin .....																														
	<input type="checkbox"/> Citizenship details .....																														
	<input type="checkbox"/>																														
	Part 2 (b) Partnership																														
	Given details of partners as follows:																														
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 30%;">Name</th> <th style="width: 20%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 15%;">Shares</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....					
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	Part 2 (c) – Registered Company																														
	Private or Public .....																														
	State the nominal and issued capital of company-																														
	Nominal Kshs. ....																														
	Issued Kshs. ....																														
	Given details of all directors as follows																														
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5.	.....	.....	.....	.....																											
	Date ..... Seal/Signature of Candidate .....																														

## TENDER SECURITY FORM

Whereas ..... [*Name of the tenderer*] (Hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the supply, installation and commissioning of ..... [*name and/or description of the equipment*]  
(Hereinafter called “the Tender”)  
..... KNOW ALL PEOPLE by these presents that WE ..... of ..... having our registered office at ..... (Hereinafter called “the Bank”), are bound unto ..... [*Name of procuring entity*] (Hereinafter called “the Procuring entity”) in the sum of ..... for which payment well and truly to be made to the said Procuring entity, 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 tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

We undertake to pay to the Procuring entity up to the above amount upon receipt of its first written demand, without the Procuring entity having to substantiate its demand, provided that in its demand the Procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

*[Signature of the bank]*

(Amend accordingly if provided by Insurance Company)

**CONTRACT FORM**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*Country of Procurement entity*] (Hereinafter called “the Procuring entity) of the one part and ..... [*Name of tenderer*] of ..... [*city and country of tenderer*] (Hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for [certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*Contract price in words and figures*] (Hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:
2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer
  - (b) the Schedule of Requirements
  - (c) the Technical Specifications
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of contract; and
  - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the goods and to remedy the defects therein in conformity in all respects with the provisions of this Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_)

**PERFORMANCE SECURITY FORM**

To ..... [*Name of procuring entity*]

WHEREAS ..... [*Name of tenderer*] (hereinafter called “the tenderer”) has undertaken , in pursuance of Contract No. [*Reference number of the contract*] dated \_\_\_\_\_ 20 \_\_\_\_\_ to supply ..... [*Description of goods*] (Hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee: THEREFORE WE

hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of ..... [*amount of the guarantee in words and figure*] and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of ..... [*Amount of guarantee*] as aforesaid, without you needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

*(Amend accordingly if provided by Insurance Company)*



**BANK GUARANTEE FOR ADVANCE PAYMENT**

To .....  
[name of Procuring entity]

[name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract an amount of ..... [amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [Amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, 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 remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [Date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

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

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

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

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

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

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

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

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

SIGNED FOR ACCOUNTING OFFICER

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical  
address.....Fax No.....Tel. No.....Email ....., hereby request the Public  
Procurement Administrative Review Board to review the whole/part of the above mentioned decision on  
the following grounds , namely:-

- 1.
- 2.

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

- 1.
- etc

SIGNED ..... (Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board  
Secretary