



**MINISTRY OF WATER, SANITATION & IRRIGATION**  
**KENYA WATER INSTITUTE**

**PROPOSED RENOVATION (CONVERSION OF HOSTEL ROOMS TO OFFICES)  
AND DEMOLITION OF 2NO. PREFABRICATED HOUSES FOR KENYA WATER  
INSTITUTE- MAIN CAMPUS, NAIROBI.**

**KEWI/TENDER/003/2023 - 2024**

**CLIENT:**

**THE DIRECTOR/CEO,  
KENYA WATER INSTITUTE,  
P. O BOX 60013 - 00200,  
NAIROBI**

**CLOSING DATE: MONDAY 18<sup>TH</sup> DECEMBER, 2023 AT 10.00 A.M.**

**DECEMBER 2023**



**PROPOSED RENOVATION (CONVERSION OF HOSTEL ROOMS TO OFFICES)  
AND DEMOLITION OF 2NO. PREFABRICATED HOUSES FOR KENYA WATER  
INSTITUTE- MAIN CAMPUS, NAIROBI.**

**TENDER DOCUMENTS**

**PROJECT MANAGER**

Works Secretary  
Ministry of L, PW, H&UD  
State Department for Public Works,  
P.O. BOX 30743 – 00100  
**NAIROBI**

**ARCHITECT**

Chief Architect,  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-00100,  
**NAIROBI.**

**QUANTITY SURVEYOR**

Chief Quantity Surveyor,  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-00100,  
**NAIROBI.**

**ELECTRICAL ENGINEER**

Chief Engineer (Electrical),  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-00100,  
**NAIROBI.**

**MECHANICAL ENGINEER**

Chief Engineer (Mechanical-BS),  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-00100,  
**NAIROBI.**

**STRUCTURAL ENGINEER**

Chief Engineer (Structural),  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-

**NAIROBI.**

**INTERIOR DESIGNER**

Chief Designer,  
Ministry of L, PW, H&UD,  
State Department for Public Works,  
P.O. Box 30743-00100

**NAIROBI.**

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**Prepared and issued by: -**

Quantities and Contracts Department,  
State Department for Public Works,  
P.O Box 30743-00100  
NAIROBI.

The contract for the above-mentioned works entered into this ..... day of ..... 2023 by the undersigned refers to these Bills of Quantities and the Ministry of Works General Specification dated March, 1976 (together with any amendments issued thereto) shall be read and construed as part of the said contract.

.....  
**CONTRACTOR**

.....  
**KENYA WATER INSTITUTE**  
**P.O BOX 60013-00200**  
**NAIROBI.**

Date.....

Date.....

**SPECIAL NOTES**

- 1) The Contractor is required to check the numbers of the pages of these Bills of Quantities and should he find any missing or in duplicate or figures indistinct he must inform the Principal Secretary, State Department for Public Works, Ngong Road, Nairobi at once and have the same rectified.
- 2) Should the Contractor be in doubt about the precise meaning of any item or figure for any reason whatsoever, he must inform the Principal Secretary, Stated Department for Public Works, Ngong Road, Head Office in order that the correct meaning may be decided before the date for submission of tenders.
- 3) No liability will be admitted nor claim allowed in respect of errors in the Contractor's Tender due to mistakes in the Specifications which should have been rectified in the manner described above.

**SIGNATURE PAGE AND NOTES**

**PROPOSED RENOVATION (CONVERSION OF HOSTEL ROOMS TO OFFICES) AND DEMOLITION OF 2NO. PREFABRICATED HOUSES FOR KENYA WATER INSTITUTE- MAIN CAMPUS, NAIROBI.**

**IDENTIFICATION OF TENDER:** KEWI/TENDER/003/2023 - 2024

**PROCURING ENTITY: Kenya Water Institute**

**P.O. Box 60013 - 00200**

**Nairobi**

**Ole – Shapara Avenue, Nairobi South C**

**Telephone No: 0722207757**

**Email: [info@kewi.or.ke](mailto:info@kewi.or.ke)**

**CONTRACT NAME AND DESCRIPTION:**

1. Tender for proposed renovation (conversion of hostel rooms to offices) and demolition of 2no. Prefabricated houses for kenya water institute- main campus, nairobi.
2. The **Kenya Water Institute** invites sealed tenders for the proposed renovation (conversion of hostel rooms to offices) and demolition of 2no. Prefabricated houses for kenya water institute- main campus, nairobi.
3. **Tendering will be conducted** under open competitive method (National Open Tender) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
4. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **[8:00 am – 5:00 pm]** at the address given below.

**Procurement Office  
Kenya Water Institute  
P.O. Box 60013 - 00200**

**Nairobi**

**Ole – Shapara Avenue, Nairobi South C**

**Telephone No: 0722207757**

**Email: [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke)**

A complete set of tender documents may be obtained electronically from the Institute Website: [www.kewi.go.ke](http://www.kewi.go.ke) or PPIP Portal: [supplier.treasury.go.ke](http://supplier.treasury.go.ke). Tender documents obtained electronically will be free of charge.

5. Tender documents may be viewed and downloaded for free from the website [www.kewi.go.ke](http://www.kewi.go.ke) or PPIP Portal: [supplier.treasury.go.ke](http://supplier.treasury.go.ke). Tenderers who download the tender document must forward their particulars immediately to [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke) to facilitate any further clarification or addendum.
6. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for **(150)** days from the date of opening of tenders.
7. All Tenders must be accompanied by a Tender Security of **Kshs. 500,000** in form of a bankers cheque, a bank guarantee / bankers cheque from a reputable bank or an insurance firm approved by PPRA and valid for 150 days.
8. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

9. Completed tenders must be delivered to the address below on or before **10.00 am on Monday 18<sup>th</sup> December, 2023**. Electronic Tenders will not be permitted.
10. Pre tender site visit shall be on Wednesday 13<sup>th</sup> December 2023 from 1000hrs to 1200 Noon at Kenya Water Institute
11. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and times specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
12. Late tenders will be rejected.
13. The addresses referred to above are:

**Procurement Office**  
**Kenya Water Institute**  
**P.O. Box 60013 - 00200**  
**Nairobi**  
**Ole – Shapara Avenue, Nairobi South C**  
**Telephone No: 0722207757**  
**Email: [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke)**

A. Address for obtaining further information and for purchasing tender documents

**Procurement Office**  
**Kenya Water Institute**  
**P.O. Box 60013 - 00200**  
**Nairobi**  
**Ole – Shapara Avenue, Nairobi South C**  
**Telephone No: 0722207757**  
**Email: [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke)**

Address for Submission of Tenders.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at Kenya Water Institute or be addressed to: -

**Director/CEO**  
**Kenya Water Institute**  
**P.O. Box 60013 - 00200**  
**Nairobi**  
**Ole – Shapara Avenue, Nairobi South C**  
**Telephone No: 0722207757**  
**Email: [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke)**

B.

And dropped in Tender Box situated at the Main Gate, Main Campus in Nairobi, so as to reach the Institute on or before **Monday 18<sup>th</sup> December, 2023 at 10:00 am.**

Tenders that do not fit in the tender box will be submitted at the Procurement Office.

Opening of the bid documents will be done immediately thereafter in the presence of applicants or their representatives who choose to attend.

A. Address for Opening of Tenders.

**Kenya Water Institute**  
**P.O. Box 60013 - 00200**  
**Nairobi**  
**Ole – Shapara Avenue, Nairobi South C**  
**Telephone No: 0722207757**  
**Email: [procurement@kewi.or.ke](mailto:procurement@kewi.or.ke)**

Venue for opening of the bid documents will be communicated during closing of the tenders at the location of the tender box as communicated above.

**Director/CEO**

**Kenya Water Institute**

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**PART1: TENDERING PROCEDURES**

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## SECTION I - INSTRUCTIONS TO TENDERERS

### A GENERAL PROVISIONS

#### 1.0 Scope of tender

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

1.2 Throughout this tendering document:

- a) The term "in writing" means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the TDS, distributed or received through the electronic procurement system used by the Procuring Entity) with proof of receipt;
- b) if the context so requires, "singular" means "plural" and vice versa;
- c) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

#### 2.0 Fraud and corruption

2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

2.3 Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

2.4 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm an unfair competitive advantage over competing firms.

#### 3.0 Eligible tenderers

3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.8, or an individual or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for or on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

- 32** Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister, Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have substantial or controlling interests shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 33** A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
- a) Directly or indirectly controls, is controlled by or is under common control with an other tenderer;
  - b) Receives or has received any director indirect subsidy from another tenderer;
  - c) Has the same legal representative as an other tenderer;
  - d) Has a relationship with an other tenderer, directly or through common third parties, that puts it in a position to influence the tender of an other tenderer, or influence the decisions of the Procuring Entity regarding this tendering process;
  - e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender;
  - f) Any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation;
  - g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document;
  - h) Has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and:
    - i) Are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
    - ii) May be involved in the implementation or supervision of such Contract unless the conflicts stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
- 34** A tenderer shall not be involved in corrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified
- 35** A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. Members of a joint venture may not also make an individual tender, be a sub-contractor in a separate tender or be part of another joint venture for the purposes of the same Tender. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender.
- 36** A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 37** A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).
- 38** A Tenderer that is a state-owned enterprise or a public institution in Kenya may be eligible to tender and be awarded Contract(s) only if it is determined by the Procuring Entity to meet the

following conditions, i.e. if it is:

- i) A legal public entity of Government and/or public administration,
- ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and;
- (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it to compete with firms in the private sector on an equal basis.

**39** Firms and individuals shall be ineligible if their countries of origin are:

- (a) As a matter of law or official regulations, Kenya prohibits commercial relations with that country;
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

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

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

**3.11** Pursuant to the eligibility requirements of ITT 3.10, a tender is considered a foreign tenderer, if it is registered in Kenya and has less than 51 percent ownership by nationals of Kenya and if it does not subcontract to foreign firms or individuals more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms registered in Kenya have less than 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.

**3.12** The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website [www.nca.go.ke](http://www.nca.go.ke).

**3.13** The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke).

4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

**40 Eligible goods, equipment, and services**

**41** Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not ineligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.

42 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### 50 **Tenderer's responsibilities**

51 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.

52 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Works and its surroundings and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be the tenderer's own expense.

53 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the examination and inspection

54 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

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

#### 60 **Sections of Tender Document**

61 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 10.

#### **PART 1: Tendering Procedures**

Section I – Instructions to Tenderers

Section II – Tender Data Sheet (TDS)

Section III- Evaluation and Qualification

Criteria Section IV – Tendering Forms

#### **PART 2: Works'**

**Requirements** Section V -

Bills of Quantities Section

VI - Specifications Section

VII - Drawings

#### **PART 3: Conditions of Contract and Contract Forms**

**Section VIII - General Conditions (GCC)**

Section IX - Special Conditions of Contract

Section X- Contract Forms

62 The Invitation to Tender Notice issued by the Procuring Entity is not part of the Contract documents. Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of a pre-arranged site visit and those of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

63 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.

## 70 Clarification of Tender Document, Site Visit, Pre-tender Meeting

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

## C. PREPARATION OF TENDERS

### 9. Cost of Tendering

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

### 10.0 Language of Tender

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

### 11.0 Documents comprising the Tender

#### 11.1 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT 12;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITT 12 and ITT 14;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 19.1;
- d) Alternative Tender, if permissible, in accordance with ITT 13;
- e) **Authorization**: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 20.3;
- f) **Qualifications**: documentary evidence in accordance with ITT 17 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Conformity**: a technical proposal in accordance with ITT 16;
- h) Any other document required in the **TDS**.

#### 11.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed JV Agreement. Change of membership and conditions of the JV prior to contract signature will render the tender liable for disqualification.

### 12.0 Form of Tender and Schedules

#### 12.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alteration to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

#### 12.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

### 13. Alternative Tenders

#### 13.1 Unless otherwise specified in the TDS, alternative Tenders shall not be considered.

#### 13.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

133 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

134 When specified in the TDS, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the TDS, as will the method for their evaluating, and described in Section VII, Works' Requirements.

#### **140 Tender Prices and Discounts**

141 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.

142 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tenderer is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tenders so determined will be used for price comparison.

143 The price to be quoted in the Form of Tender, in accordance with ITT 12.1, shall be the total price of the Tender, including any discounts offered.

144 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 12.1.

145 It will be specified in the TDS if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.

146 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 14.4, provided the Tenders for all lots (contracts) are opened at the same time.

147 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

#### **150 Currencies of Tender and Payment**

151 The currency(ies) of the Tender and the currency(ies) of payments shall be the same.

152 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by

the Tenderer in the Bill of Quantities, entirely in Kenya shillings.

- a) A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya (referred to as “the foreign currency requirements”) shall (if so allowed in the TDS) indicate in the Appendix to Tender the percentage(s) of the Tender Price (excluding Provisional Sums), needed by the Tenderer for the payment of such foreign currency requirements, limited to no more than two foreign currencies.
- b) The rates of exchange to be used by the Tenderer in arriving at the local currency equivalent and the percentage(s) mentioned in (a) above shall be specified by the Tenderer in the Appendix to Tender and shall be based on the exchange rate provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening. Such exchange rate shall apply for all foreign payments under the Contract.

**153** Tenderers may be required by the Procuring Entity to justify, to the Procuring Entity's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Schedule of Adjustment Data in the Appendix to Tender are reasonable, in which case a detailed break down of the foreign currency requirements shall be provided by Tenderers.

## **16.0 Documents Comprising the Technical Proposal**

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

### **17.0 Documents Establishing the Eligibility and Qualifications of the Tenderer**

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

is complete, current and accurate as at the date of submission to the Procuring Entity.

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

## **18.0 Period of Validity of Tenders**

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

## **19.0 Tender Security**

- 191** The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency **specified** in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 192** If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
- i) cash;
  - ii) a bank guarantee;
  - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority;
  - (iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya, from a reputable source, and an eligible country.
- 193** If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security

shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.

- 194** If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- 195** If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the TDS. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.
- 196** The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the TDS.
- 197** The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension there to provided by the Tenderer; or
  - b) if the successful Tenderer fails to: -
    - i) sign the Contract in accordance with ITT 47; or
    - ii) furnish a Performance Security and if required in the TDS, and any other documents required in the TDS.
- 198** Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA to debar the Tenderer from participating in public procurement as provided in the law.
- 199** The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 19.10** A tenderer shall not issue a tender security to guarantee itself.

## **200 Format and Signing of Tender**

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

- 205** Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. SUBMISSION AND OPENING OF TENDERS**

### **21.0 Sealing and Marking of Tenders**

- 21.1** The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
  - b) in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
  - c) if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
    - i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
    - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

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

### **22.0 Deadline for Submission of Tenders**

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

### **23.0 Late Tenders**

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

### **24.0 Withdrawal, Substitution, and Modification of Tenders**

- 24.1** A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
- a) prepared and submitted in accordance with ITT 20 and ITT 21 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly

marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and

- b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.

**242** Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.

**243** No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

## **25. Tender Opening**

**251** Except in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified **in the TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 22.1, shall be as specified in the **TDS**.

**252** First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

**253** Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

**254** Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

**255** Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

**256** Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bill of Quantities (to be decided on by the tender opening committee) are to be initialed by the members of the tender opening committee attending the opening.

**257** At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).

**258** The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum: -

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts;
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security, if new as required;
- e) number of pages of each tender document submitted.

**259** The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers.

## **E. EVALUATION AND COMPARISON OF TENDERS**

### **26 Confidentiality**

261 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 43.

262 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.

263 Notwithstanding ITT 26.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it shall do so in writing.

### **27.0 Clarification of Tenders**

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

272 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

### **28.0 Deviations, Reservations, and Omissions**

281 During the evaluation of tenders, the following definitions apply: -

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

### **29.0 Determination of Responsiveness**

291 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 11.

292 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:

- a) Affect in any substantial way the scope, quality, or performance of the Works specified in the Contract;
- b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract;
- c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

293 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 16, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

294 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the

material deviation, reservation, or omission.

### **30.0 Non-material Non-conformities**

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

### **31.0 Arithmetical Errors**

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

### **32.0 Conversion to Single Currency**

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

### **33.0 Margin of Preference and Reservations**

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

### **34.0 Nominated Subcontractors**

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

### **35. Evaluation of Tenders**

- 35.1** The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Lowest Evaluated Tender in accordance with ITT 40.
- 35.2** To evaluate a Tender, the Procuring Entity shall consider the following:
- a) price adjustment in accordance with ITT 31.1 (iii); excluding provisional sums and contingencies, if any, but including Daywork items, where priced competitively;
  - b) price adjustment due to discounts offered in accordance with ITT 14.4;
  - c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 32;
  - d) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 30.3; and
  - e) any additional evaluation factors specified in the **TDS** and Section III, Evaluation and Qualification Criteria.
- 35.3** The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 35.4** Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers based on a lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

### **36.0 Comparison of tenders**

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

### **37.0 Abnormally low tenders and abnormally high tenders**

#### **Abnormally Low Tenders**

- 37.1** An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that

genuine competition between Tenderers is compromised.

- 372** In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 373** After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

### **Abnormally high tenders**

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

### **380 Unbalanced and/ or front-loaded tenders**

- 381** If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or frontloaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.
- 382** After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:
- a) accept the Tender;
  - b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price;
  - c) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works;
  - d) reject the Tender,

### **390 Qualifications of the tenderer**

- 391** The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is

selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

**392** The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Sub-contractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

**393** An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

#### **400 Lowest evaluated tender**

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

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

#### **41.0 Procuring entity's right to accept any tender, and to reject any or all tenders.**

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

### **F. AWARD OF CONTRACT**

#### **42.0 Award criteria**

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

#### **430 Notice of Intention to Enter into a Contract/Notification of Award**

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

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

#### **44.0 Stand still Period**

**44.1** The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

**44.2** Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to

each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

#### **45.0 Debriefing by The Procuring Entity**

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

#### **46.0 Letter of Award**

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

#### **47.0 Signing of Contract**

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

#### **48.0 Performance Security**

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

#### **49.0 Publication of Procurement Contract**

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

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the

- selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration;
- d) dates of signature, commencement and completion of contract;
- e) names of all Tenderers that submitted Tenders, and their Tender prices as readout at Tender opening.

**50.0 Procurement related Complaints and Administrative Review**

50.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

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

**Section II - Tender Data Sheet (TDS)**

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

<b>REFEREN CE TO ITC CLAUSE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
<b>A. General</b>	
<b>ITT 1.1</b>	<p>The name of the contract is proposed renovation (conversion of hostel rooms to offices) and demolition of 2no. Prefabricated houses for kenya water institute- main campus, nairobi.</p> <p>The reference number of the Contract is KEWI/TENDER/003/2023-2024</p> <p>The number and identification of lots (contracts)comprising this Tender are N/A</p>
<b>ITT 2.4</b>	<p>The Information made available on competing firms is as follows:</p> <ol style="list-style-type: none"> <li><b>a. Standard tender documents</b></li> <li><b>b. Bills of quantities</b></li> <li><b>c. Specifications</b></li> </ol>
<b>ITT 2.4</b>	<p>The firms that provided consulting services for the contract being tendered for are: State Department for Public Works, P.O.BOX 30743-00100, NAIROBI; The roles are defined as follows:</p> <p>Project Manager: Works Secretary  Architect: Chief Architect  Quantity Surveyor: Chief Quantity Surveyor  Electrical Engineer: Chief Engineer Electrical  Structural Engineer: Chief Engineer Structural  Mechanical Engineer: Chief Engineer Mechanical (BS)  Interior Designer: Chief Designer</p>
<b>ITT 3.1</b>	Maximum number of members in the Joint Venture (JV) shall be: <i>N/A</i>
<b>B. Contents of Tender Document</b>	
<b>ITT 7.1</b>	<p>(i) (The Tenderer will submit any request for clarifications in writing at the Address</p> <p style="text-align: center;"><b>Procurement Office</b>  <b>Kenya Water Institute</b>  <b>P.O. Box 60013 - 00200</b>  <b>Nairobi</b>  <b>Ole – Shapara Avenue,</b>  <b>Nairobi South C</b>  <b>Telephone No: 0722207757</b>  <b>Email: <a href="mailto:procurement@kewi.or.ke">procurement@kewi.or.ke</a></b></p> <p>to reach the Procuring Entity not later than Monday 18<sup>th</sup> <b><u>December 2023.</u></b></p> <p>(ii) The Procuring Entity shall publish its response at the website <a href="http://www.kewi.go.ke">www.kewi.go.ke</a></p>
<b>ITT 7.2</b>	(A) A pre-arranged pretender site visit <i>indicated in the Tender advertisement will take</i>

REFEREN CE TO ITC CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS	Page 29
	place at the following date, time and place: Date: <u>Wednesday 13<sup>th</sup> December 2023.</u> Time: <u>10.00 a.m</u> Place: <u>kewi main campus, South C, Nairobi</u>	
ITT 7.3	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than Monday 18 <sup>th</sup> December 2023 at 10.00 am.	
ITT 7.5	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre-arranged pretender will be published is N/A	
ITT 9.1	For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity's address is:  <p style="text-align: center;"> <b>Procurement Office</b>  <b>Kenya Water Institute</b>  <b>P.O. Box 60013 - 00200</b>  <b>Nairobi</b>  <b>Ole – Shapara Avenue,</b>  <b>Nairobi South C</b>  <b>Telephone No:</b>   <b>0722207757</b>   <b>Email: <a href="mailto:procurement@kewi.or.ke">procurement@kewi.or.ke</a></b> </p>	
<b>C. Preparation of Tenders</b>		
ITT 11.1 (h)	The Tenderer shall submit the following additional documents in its Tender: <i>a) Original Standard tender documents as issued by the Procuring entity</i> <i>b) Conditions of the contract</i>	
ITT 13.1	Alternative Tenders <i>shall not</i> considered.	
ITT 13.2	Alternative times for completion <i>shall not be</i> permitted.	
ITT 13.4	Alternative technical solutions shall be permitted for the following parts of the Works: <i>shall not be</i> permitted.	
ITT 14.5	The prices quoted by the Tenderer shall be shall <b>be fixed.</b>	
ITT 15.2 (a)	Foreign currency requirements <b>not allowed.</b>	
ITT 18.1	The Tender validity period shall be <b>150 days.</b>	
ITT 18.3	(a) The Number of days beyond the expiry of the initial tender validity period will be <b>30 days.</b>  (b) The Tender price shall be adjusted by the following percentages of the tender price:  (i) By <b>0%</b> of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, <i>and</i> (ii) By <b>0%</b> the foreign currency portion of the Contract price adjusted to reflect the	

REFEREN CE TO ITC CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS	Page	30
	<i>international inflation during the period of extension.</i>		
<b>ITT 19.1</b>	Tender shall provide a <b>Tender Security</b> The type of Tender security shall be <i>be</i> The Tenderer shall submit the following additional documents in its Tender: <ol style="list-style-type: none"> <li><i>a) Original Standard tender documents as issued by the Procuring entity</i></li> <li><i>b) Conditions of the contract</i></li> </ol> <b>500,000.00 that is valid for 150 days from tender opening date</b>		
<b>ITT 20.1</b>	In addition to the original of the Tender, the number of copies is: <b>ONE (1)</b>		
<b>ITT 20.3</b>	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <b>written power of attorney/Authorization letter</b>		
<b>D. Submission and Opening of Tenders</b>			
<b>ITT 22.1</b>	(A) For Tender submission purposes only, the Procuring Entity's address is: <ol style="list-style-type: none"> <li>(1) Name of Procuring Entity: <b>Kenya Water Institute</b></li> <li>(2) Postal Address P.O BOX 60013-00200, NAIROBI</li> <li>(3) Physical address for hand Courier Delivery to an office or Tender Box (City, Street, Building, Floor Number and Room)   City: Nairobi  Street Name: Ole Shapara Ave  Building: Procurement office  Floor Number and Room: Procurement office</li> <li>(4) Date and time for submission of Tenders <b>Monday 18<sup>th</sup> December 2023 at 10.00 am.</b></li> <li>(5) Tenders shall <b>shall not submit</b> tenders electronically.</li> </ol>		
<b>ITT 25.1</b>	The Tender opening shall take place at the time and the address for Opening of Tenders provided below: <ol style="list-style-type: none"> <li>(1) Name of Procuring Entity: Kenya Water Institute – Main Campus</li> <li>(2) Physical address for the location   City: Nairobi  Street Name: Ole Shapara Ave  Building: Auditorium  Floor Number and Room: 1<sup>st</sup> Floor</li> <li>(3) State date and time of tender opening <b>Monday 18<sup>th</sup> December 2023 at 10.00 am</b></li> </ol>		
<b>ITT 25.1</b>	If Tenderers are allowed to submit Tenders electronically, they shall follow the electronic tender submission procedures <i>N/A</i>		
<b>E. Evaluation, and Comparison of Tenders</b>			
<b>ITT 30.3</b>	The adjustment shall be based on the <b>average</b> price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.		

REFEREN CE TO ITC CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS	Page	31
TT 32.1	<p>The currency that shall be used for Tender evaluation and comparison purposes only to convert at the selling exchange rate all Tender prices expressed in various currencies into a single currency is: <b>Kenya Shillings</b>.</p> <p>The source of exchange rate shall be: <b>The Central bank of Kenya</b> (mean rate)</p> <p>The date for the exchange rate shall be: <b>the deadline date for Submission of the Tenders</b>.</p> <p><i>For comparison of Tenders, the Tender Price, corrected pursuant to ITT 31, shall first be broken down into the respective amounts payable in various currencies by using the selling exchange rates specified by the Tenderer in accordance with ITT 15.1. In the second step, the Procuring Entity will convert the amounts in various currencies in which the Tender Price is payable (excluding Provisional Sums but including Daywork where priced competitively) to the single currency identified above at the selling rates established for similar transactions by the authority specified and, on the date, stipulated above.</i></p>		
ITT 33.2	A margin of preference “shall not” apply.		
ITT 33.4	The invitation to tender is; OPEN NATIONAL COMPETITIVE BIDDING		
ITT 34.1	<p>At this time, the Procuring Entity “intends”] to execute certain specific parts of the Works by subcontractors selected in advance.</p> <p><b>a) Electrical Installation Services</b> <b>b) Mechanical Installation Services</b></p>		
ITT 34.2	Contractor’s may propose subcontracting: Maximum percentage of subcontracting permitted is: <i>0% of the total contract amount</i> . Tenderers planning to subcontract more than 0% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience.		
ITT 34.3	<p><i>Indicate N/A if not applicable]</i></p> <p>The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as following:N/A</p> <p>For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Tenderer for the purpose of evaluation.</p>		
ITT 35.2 (e)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.		
ITT 48.1	Other documents required in addition to the Performance Security are Insurances		
ITT 50.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRa Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a>.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p>		

REFEREN CE TO ITC CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS	Page	32
	<p>For the attention: Director/<i>CEO</i></p> <p>Title/position: Director/<i>CEO</i>            Procuring Entity: <i>Kenya Water Institute</i>            Email address: info@kewi.or.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following (among others):</p> <ul style="list-style-type: none"> <li>(i) the terms of the Tender Documents; and</li> <li>(ii) the Procuring Entity’s decision to award the contract.</li> </ul>		

## **SECTION III-EVALUATION AND QUALIFICATION CRITERIA**

### **SECTION III - EVALUATION AND QUALIFICATION CRITERIA**

#### **10 GENERAL PROVISIONS**

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

#### **13 EVALUATION AND CONTRACT AWARD CRITERIA**

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

- (1) Preliminary Evaluation
- (2) Technical Evaluation
- (3) Financial Evaluation
- (4) Due Diligence
- (5) Recommendation for Award

#### **2.0 PRELIMINARY EXAMINATION FOR DETERMINATION OF**

##### **RESPONSIVENESS Preliminary examination for Determination of**

##### **Responsiveness**

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

S/No	MANDATORY REQUIREMENTS(MR)
MR1	Valid Copy of certificate of incorporation/ Registration including the domestic sub-contractors
MR2	Valid Current Tax Compliance Certificate-Statement of tax compliance from Bidding Company, and if JV, from each member of the JV.
MR3	<ul style="list-style-type: none"> <li>• Valid copy of NCA 1,2 or 3 registration certificates-and License Builder's Work</li> <li>• Valid copy of NCA 1,2,3 or 4 registration certificates and License -Mechanical works</li> <li>• Valid copy of NCA 1,2,3 or 4 registration certificates-Electrical works and License works</li> <li>• ICT Authority (ICTA 1) ICT Networking Certificate (Shall be Verified Online)</li> </ul>
MR4	<p>Current annual contractors practicing license from National Construction Authority (NCA).</p> <ul style="list-style-type: none"> <li>• Builder's Work</li> <li>• Mechanical works</li> <li>• Electrical works</li> </ul>
MR5	Dully filled and signed Confidential business questionnaire for the main contractor only
MR6	Self-Declaration Forms SD1(Non Debarment), SD2 (Corruption or Fraudulent Practices) and SD3 (Code of Ethics) to be completed and signed accordingly ] including all the domestic sub-contractors
MR7	Tenderers Information Form ELI-1.1 and Form ELI-1.2 [For JV Partners] duly signed and filled.
MR8	Valid Copy of Single Business permit-2023
MR9	Submission of valid CR12 form showing the list directors /shareholding (issued within the last Six Months) or National Identity Card for Sole Proprietor including the domestic sub-contractors
MR10	Details of Historical Contract Non Performance, Pending Litigation and Litigation History as per Form Con-2. Including for the domestic Sub-contractors
MR11	Dully filled and signed Certificate of Independent Tender Determination as per the form on of the Standard Tender Document
MR12	The Tender Security of <b>Ksh. 500,000/= Five Hundred Thousand</b> valid for 150 days from a reputable bank or insurance firms approved by Public Procurement Regulatory Authority (PPRA) in the format as detailed on of the Standard Tender Document for the Main contractor.
MR13	Submit a copy of Certified Audited accounts for the last three (3) years (2020, 2021 and 2022).The accounts to be signed by the auditor preparing them and the company directors. The financial Situation and Performance[Form Fin-3.1]as well as Average Annual Construction Turnover [Form Fin – 3.2]
MR14	Letter of authority to seek references from the Tenderer's bankers for the Main contractor.
MR15	Dully filled and signed and stamped form of tender.
MR 16	Tenderers shall submit <b>One Original and One Copy</b> of the completed tender document in the format provided.
MR 17	The original and (1) copy of tender document should be properly TAPE BOUND and paginated in the correct sequence and all pages must be initialed. NB: Spiral Binding and use of

S/No	MANDATORY REQUIREMENTS(MR)	Page 35
	Spring or Box Files will not be allowed and will result in automatic disqualification.	
<b>MR 18</b>	Provide proof of Power of attorney (of Tender Signatory) for the Main contractor	
<b>MR 19</b>	Provide documentary evidence of being duly registered with the National Hospital Insurance Fund and having a valid NHIF compliance certificate( Shall be Verified)	
<b>MR 20</b>	Provide documentary evidence of being duly registered with the National Social Security Fund and having a valid NSSF compliance certificate.( Shall be Verified)	
<b>MR 21</b>	Must submit a copy of the Communications Authority of Kenya (CAK) valid License as Licensed TELECOMMUNICATIONS CONTRACTOR (TEC) for structured cabling for main contractor or domestic sub contractor (Shall be Verified Online)	
<b>MR 22</b>	Valid Work Injury Benefit Insurance (WIBA) Valid for Six Month	
<b>MR 23</b>	Domestic Contractor's Agreement- A duly signed and stamped Agreement dated within the period of tender for this works between the Main contractor and the a) Electrical Installation works subcontractor b) Mechanical Installation Works Subcontractor Stating that if the main contractor is awarded the contract, he shall work with the firms as their domestic subcontractors The agreement must be witnessed by an attorney/advocate (Not necessary if the main contractor is registered for specialist works)	

**Bidders who do not satisfy any of the above requirements shall be considered non responsive and their tenders will not be evaluated further**

**30 TENDER EVALUATION (ITT 35)**

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

- (i) Alternative Completion Times, if permitted under ITT13.2, will be evaluated as follows:  
.....
- (ii) Alternative Technical Solutions for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows:.....
- (iii) Other Criteria; if permitted under ITT 35.2(j):  
.....

**40 MULTIPLE CONTRACTS**

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

**OPTION 1**

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

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

**5.0 ALTERNATIVE TENDERS (ITT 13.1)**

**Alternative Tenders (ITT 13.1)**

*An alternative if permitted under ITT 3.1, will be evaluated as follows:*

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2 - Works requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

**60 MARGIN OF PREFERENCE**

**61** If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of share holding of Kenyan citizens is less than fifty-one percent (51%).

**62** Contractors shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.

**63** After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) *Group A:* tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) *Group B:* tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

**64** All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award of contract. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 6.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected forward. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

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

a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.

b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya *Shillings 20,000,000.00 (Attach evidence in form of letter from bank, overdraft facility, current bank statements for the last 6 months)*\_\_\_\_\_
- ii) Minimum average annual construction turnover of Kenya Shillings *120,000,000.00* equivalent calculated as total certified payments received for contracts in progress and/or completed within the last 3 years.

- iii) At least \_\_\_\_\_ 3 of contract(s) of a similar nature executed within Kenya, or the East African Community or a broad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings \_\_\_\_\_ 20,000,000 equivalent. (Attach evidence of letter of award, acceptance letter, contract signed and certificate of practical completion)
- iv) Contractor's Representative and Key Personnel, which are specified as listed in qualification form \_\_\_\_\_
- v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as *listed in qualification form* \_\_\_\_\_
- iv) Other conditions depending on their seriousness.

a) **History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last **3 years** The required information shall be furnished in the appropriate form.

b) **Pending Litigation**

Financial position and prospective long-term profit ability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last \_\_\_\_\_ **3 years**. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or on going under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

## STAGE 2 QUALIFICATION FORM

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	<i>Document To be Completed by Tenderer</i>	<i>For Procuring Entity's Use (Qualification met or Not Met)</i>
1	Nationality	Nationality in accordance with ITT 3.6	Forms ELI – 1.1 and 1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by Kenya Revenue Authority in accordance with ITT 3.14.	Attachment	
3	Conflict of Interest	No conflicts of interest in accordance with ITT 3.3	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by the PPRA as described in ITT 3.7	Form of Tender	
5	State- owned Enterprise	Meets conditions of ITT 3.8	Forms ELI – 1.1 and 1.2, with attachments	
6	Goods, equipment and services to be supplied under the contract	To have their origin in any country that is not determined ineligible under ITT 4.1	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since 1 <sup>st</sup> January [.....].	Form CON-2	
8	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on-execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9	Form of Tender	
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.	Form CON – 2	
10	Litigation History	No consistent history of court/arbitral award decisions against the Tenderer since 1 <sup>st</sup> January [2019].	Form CON – 2	
1. Non performance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but				

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
<p>fully settled against the contractor. Non performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.</p> <p>2. This requirement also applies to contracts executed by the Bidder as JV member.</p>				
11	Financial Capabilities	<p>(i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kenya Shillings <b>20,000,000.00</b> equivalent for the subject contract(s) net of the Tenderer's other commitments.</p> <p>(ii) The Tenderers shall also demonstrate, to the satisfaction of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last [3] years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability. <b>Attach evidence in form of letter from bank, overdraft facility, current bank statements for the last 6 months)</b>_____</p>	Form FIN – 3.1, with attachments	
12	Average Annual Construction Turnover	Minimum average annual construction turnover of Kenya Shillings <b>120,000,000.00</b> , equivalent calculated as total certified payments received for contracts in progress and/or completed within the last 3 years, divided by 3 years <b>Attach evidence in form of audited accounts serialized on every page ; duly signed and stamped by a</b>	Form FIN – 3.2	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		<i>registered auditor /audit firm(ICPAK REGISTERED)</i>		
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least 6years, starting 1 <sup>st</sup> January 2017.A minimum number of 1 contract Provide Completion certificates	Form EXP – 4.1	
14	Specific Construction & Contract Management Experience	<p>A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January 2019 and tender submission deadline i.e. ....3 (contracts, each of minimum value Kenya shillings.....<b>20,000,000.00</b>..... equivalent.</p> <p>[Bidders shall attach copies of the following:</p> <p>a) Letters of Award or,</p> <p>b) Signed Contract and Completion Certificate for the respective projects. Or</p> <p>If project is ongoing, it must be at least 80% complete. Bidder to attach copies of interim payment certificatesThe similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITT 34.3]</i></p>	Form EXP 4.2(a)	
<p>1.The similarity shall be based on the physical size, complexity, methods/technology and/or other characteristics described in the Bills of Quantities and Drawings. Summation of number of small value contracts (less than the value specified under requirement) to meet the overall requirement will not be accepted.</p> <p>2.Substantial completion shall be based on 80% or more works completed under the contract.</p> <p>3.For contracts under which the Bidder participated as a joint venture member or sub-contractor, only the Bidder's share, by value, shall be</p>				

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
<p>considered to meet this requirement.</p> <p>4. In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.</p>				
15	Contractors key equipment	<ol style="list-style-type: none"> <li>1. Pick up (2 tonne)– One</li> <li>2. Tipper (20 tonne) -Two(2 No.) for transportingasbestos</li> </ol> <p>Notes</p> <ul style="list-style-type: none"> <li>• If the equipment is owned, must provide CLEAR copies of logbook or proof of ownership.</li> <li>• MUST provide CLEAR copies of current NEMA License for motor vehicles that transports asbestos</li> <li>• If equipment is hired or leased Provide a commitment letter from the lessor of the equipment addressed to the KENYA WATER INSTITUTE, P.O.BOX 40530-00100, NAIROBI. indicating that the lessor shall avail the equipment upon award of the tender and submit a copy of a written agreement to lease between lessee and lessor indicating list of equipment and their corresponding copies of log books or proof of ownership by lessor;</li> </ul> <p>The equipment listed shall be available on site when required</p>	Form EQU: Equipment	
16	Contractor's Representative and Key Personnel			
		<ol style="list-style-type: none"> <li>a) Project Manager</li> </ol> <p>Minimum qualifications and technical experience</p> <ol style="list-style-type: none"> <li>1. Bachelor's degree in Architecture, Quantity Surveying, Construction Management or Civil / Structural Engineering.</li> <li>2. Registered Professional with the respective registration bodies Engineers Board of Kenya (EBK) or Board of</li> </ol>	Form PER -1 & Form PER -2	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		Registration of Architects and Quantity Surveyors (BORAQS) with a valid practicing license - Mandatory 3.General Experience –15 years. 4.Specific experience on Construction of building works – 10 years.		
		b) Site Agent Minimum qualifications and technical experience 1.Higher Diploma in Building Construction or equivalent. 2.Specific experience on Construction of building works – 10 years.	Form PER -1 & Form PER -2	
		c)Foreman Minimum qualifications and technical experience 1.Certificate- Building Construction, Electrical, Mechanical 2.Experience – 5 years	Form PER -1 & Form PER -2	
		d)Artisans 4No.Carpenter, Plumber, Mason,Tiller Minimum qualifications and technical experience 1 Trade Test certificate in relevant field 2 Experience-5 years	Form PER -1 & Form PER -2	
		e) Occupational Health and Safety Personnel Qualifications and technical experience 1. Bachelor's Degree/ Diploma in Occupational and HealthSafety 2. Experience – 5 years 3. Attach OSH License/Certificate	Form PER -1 & Form PER -2	
17	Work Methodology and Work Programme	<ul style="list-style-type: none"> <li>• Submit a brief Work methodology highlighting how the works will be undertaken and Programme of Works indicating timelines for completion.</li> <li>• Provide a detailed work programme on A3 using Micro soft Project</li> </ul>	Attachment A3	

### STAGE 3 -FINANCIAL EVALUATION

Upon completion of the technical evaluation a detailed financial evaluation for the bidder shall follow. (The financial evaluation shall proceed in the manner described in the Public Procurement and Disposal Act 2015 (Revised Edition 2022) of the laws of Kenya and Public Procurement and Disposal Regulations 2022

The evaluation shall be in three stages

- a) Correction, revision, adjustment and amendment of tender.
- b) Comparison of Rates for the bidder
- c) Consistency of the Rates for the bidder

**A) Correction, revision, adjustment and amendment of tender**

Tender sum will be corrected by the Procuring Entity as follows to Clause 82(i) of PPADA 2015 (Revised Edition 2022) and Clause 31(a) of Standard Tender Document for Procurement for Procurement of Small Works.

**i)** In the event of a discrepancy between the tender amount as stated in the form of Tender and the corrected tender figure in the Main summary of the Bill of Quantities, the amount as stated in the Form of tender shall prevail.

**ii)** Pursuant to section 82 the Public Procurement and Asset Disposal Act 2015 (Revised Edition 2022), the tender sum as submitted and read out during tender opening shall be absolute and final and shall not be subject to correction, adjustment or amendment in any way by any person or entity.

**iii)** The Tenders with arithmetic errors shall be disqualified as per Clauses 33.2(b) of the Standard Tender Document. Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive.”

**B) Comparison of rates for the bidder**

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

**C) Consistency of the Rates**

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

### STAGE 4 -DUE DILIGENCE

Particulars of post-qualification if applicable. **The Evaluation Committee may inspect the premises and conduct due diligence** to seek further clarification/confirmation, if necessary, to confirm authenticity/compliance of any condition of the tender/qualifications of the tenderer in line with **Section 83 (1) of the Public Procurement and Asset Disposal Act, 2015 (Revised Edition 2022)**

### STAGE 5: RECOMMENDATION FORWARD

Award Criteria: The firm achieving the lowest evaluated price will be awarded the contract in line with Section 86(1) of the Public Procurement and Disposal Act, 2015 (Revised Edition 2022)

**SECTION IV - TENDERING FORMS****QUALIFICATION FORMS****1. FOREIGN TENDERERS 40%RULE**

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

<b>ITEM</b>	<b>Description of Work Item</b>	<b>Describe location of Source</b>	<b>COST in K. shillings</b>	<b>Comments, if any</b>
<b>A</b>	<b>Local Labor</b>			
1				
2				
3				
4				
5				
<b>B</b>	<b>Sub contracts from Local sources</b>			
1				
2				
3				
4				
5				
<b>C</b>	<b>Local materials</b>			
1				
2				
3				
4				
5				
<b>D</b>	<b>Use of Local Plant and Equipment</b>			
1				
2				
3				
4				
5				
<b>E</b>	<b>Add any other items</b>			
1				
2				
3				
4				
5				
6				
	<b>TOTAL COST LOCAL CONTENT</b>		<b>XXXXX</b>	
	<b>PERCENTAGE OF CONTRACT PRICE</b>			

## 2. FORMEQU:EQUIPMENT

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

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

### 3. FORM PER -1

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

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

#### Contractor' Representative and Key Personnel

1.	<b>Title of position:</b> Contractor's Representative	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	<b>Title of position:</b> [ _____ ]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	<b>Title of position:</b> [ _____ ]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	<b>Title of position:</b> [ _____ ]	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	<b>Title of position:</b> <i>[insert title]</i>	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	<b>Time commitment: for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**4. FORM PER-2:**

Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer
------------------

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

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

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

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

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

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

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

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

Name of Contractor's Representative or Key Personnel: [*insert name*]

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

## 5. TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

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

### 5.1 FORM ELI -1.1

**Tenderer**

**Information Form**

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

ITT No. and title: \_\_\_\_\_

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6</p> <p><input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5</p> <p><input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing:</p> <ul style="list-style-type: none"> <li>• Legal and financial autonomy</li> <li>• Operation under commercial law</li> </ul> <p>1. Establishing that the Tenderer is not under the supervision of the Procuring Entity</p> <p>2. Included are the organizational chart and a list of Board of Directors</p>

## 52 FORM ELI -1.2

**Tenderer's JV Information Form**  
**(to be completed for each member of Tenderer's JV)**

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

ITT No. and title: \_\_\_\_\_

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <p><input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.6.</p> <p><input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.5.</p> <p>2. Included are the organizational chart and a list of Board of Directors.</p>

53 **FORM CON -2**

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

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

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
<input type="checkbox"/> Contract(s) withdrawn since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. <input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

Include details relating to potential bid-rigging practices such as previous occasions where tenders were withdrawn, joint bids with competitors, subcontracting work to unsuccessful tenderers, etc.

## 5.4 FORM FIN – 3.1:

### Financial Situation and Performance

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

#### 5.4.1. Financial Data

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

\*Refer to ITT 15 for the exchange rate

### 5.4.2 Sources of Finance

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

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

### 5.4.3 Financial documents

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

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

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

<sup>1</sup> If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

### 5.5 FORM FIN – 3.2:

#### Average Annual Construction Turnover

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

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

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

**Financial Resources**

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

<b>Financial Resources</b>		
<b>No.</b>	<b>Source of financing</b>	<b>Amount (Kenya Shilling equivalent)</b>
1		
2		
3		

5.7 **FORM FIN – 3.4:****Current Contract Commitments / Works in Progress**

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

<b>Current Contract Commitments</b>					
<b>No.</b>	<b>Name of Contract</b>	<b>Procuring Entity's Contact Address, Tel,</b>	<b>Value of Outstanding Work [Current Kenya Shilling /month Equivalent]</b>	<b>Estimated Completion Date</b>	<b>Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]</b>
1					
2					
3					
4					
5					

**General Construction Experience**

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

### 5.9 FORM EXP - 4.2(a)

#### Specific Construction and Contract Management Experience

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<b>Kenya Shilling</b>			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

### 5.9 FORM EXP - 4.2(a)

#### Specific Construction and Contract Management Experience

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<b>Kenya Shilling</b>			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

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

<b>Similar Contract No.</b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

**5.10 FORM EXP - 4.2(b)****Construction Experience in Key Activities**

Tenderer's Name: \_\_\_\_\_

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

Tenderer's JV Member Name: \_\_\_\_\_

Sub-contractor's Name<sup>2</sup> (as per ITT 34): \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: \_

<b>Information</b>				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<b>Kenya Shilling</b>			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

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

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<sup>2</sup> If applicable


**6. FORMOFTENDER**

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

***INSTRUCTIONS TO TENDERERS***

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

**Date of this Tender submission:**.....[insert date (as day, month and year) of Tender submission]

**Tender Name and Identification:**.....[insert identification] **Alternative No.:**.....[insert identification No if this is a Tender for an alternative]

To: ..... [Insert complete name of Procuring Entity]

**Date of this Tendersubmission:** [insert date (as day, month and year) of Tender submission] **Request for Tender No.:** [insert identification] **Name and description of Tender** [Insert as per ITT] **Alternative No.:** [insert identification No if this is a Tender for an alternative]

**To:** [insert complete name of Procuring Entity]

Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum<sup>3</sup> of Kenya Shillings [[Amount in figures] \_\_\_\_\_ Kenya Shillings [amount in words] \_\_\_\_\_

The above amount includes foreign currency<sup>4</sup> amount (s) of [state figure or a percentage and currency] [figures] \_\_\_\_\_ [words] \_\_\_\_\_

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Architect notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.

3. We agree to adhereby this tender until \_\_\_\_\_ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.

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

<sup>3</sup>This sum should be carried forward from the Summary of the Bills of Quantities.

<sup>4</sup> The percentage quoted above should not include provisional sums, and not more than two foreign currencies are allowed.

5. We, the under signed, further declare that:

- i) No reservations: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
- ii) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
- iii) Tender - Securing Declaration: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;
- iv) Conformity: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: *[insert a brief description of the Works]*;
- v) Tender Price: The total price of our Tender, excluding any discounts offered in item 1 above is: *[Insert one of the options below as appropriate]*
- vi) Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*; or  
Option 2, in case of multiple lots:
  - (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and
  - (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*;
- vii) Discounts: The discounts offered and the methodology for their application are:
- viii) The discounts offered are: *[Specify in detail each discount offered.]*
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- x) Tender Validity Period: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) One Tender Per Tender: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a sub-contractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) State-owned enterprise or institution: *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 3.8]*;

- xv) **Commissions, gratuities, fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].*

Name of Recipient	Address	Reason	Amount

*(If none has been paid or is to be paid, indicate “none.”)*

- xvi) **Binding Contract:** We understand that this Tender, together with your written acceptance there of included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption; and
- xix) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from\_\_\_\_(*specify website*) during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- xxii) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire - to establish we are no tin any conflict to interest.
  - (b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
  - (a) Self-Declarationo f the Tenderer - to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - (d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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

**Name of the Tenderer:** *\*[insert complete name of person signing the Tender]*

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

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

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

**Date signed** *[insert date of signing]* day of *[insert month]*, *[insert year]*

Datesigned \_\_\_\_\_ dayof \_\_\_\_\_.

Notes

*\* In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer.*

*\*\*Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender.*

(a) **TENDERER'S ELIGIBILITY-****CONFIDENTIAL BUSINESS QUESTIONNAIRE** Instruction to Tenderer

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

(a) **Tenderer's details**

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

**General and Specific Details**

(b) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_  
 Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_  
 Citizenship \_\_\_\_\_

(c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				

3				
---	--	--	--	--

(d) **Registered Company**, provide the following details.

i) Private or public Company \_\_\_\_\_

ii) State the nominal and issued capital of the Company \_\_\_\_\_

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i)

Are there any person/persons in.....(Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(iii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

**Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name

\_\_\_\_\_

Title or Designation \_\_\_\_\_

*(Signature)*

*(Date)*

**b) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_

\_\_\_\_\_ [Name of Procuring Entity] for:

\_\_\_\_\_ [Name and number of tender] in

response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do

hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the \_\_\_\_\_ Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

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

(c) **SELF-DECLARATIONFORMS**

**FORM SD1**

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

I, ....., of Post Office Box ..... being a resident of..... in the Republic of ..... do hereby make a statement as follows: -

- 1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Direct orof ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
- 2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
- 3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....  
 ..... (Title) (Signature)  
 ..... (Date)

Bidder Official Stamp

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P.O. Box ..... being a resident of ..... in the Republic of .....do hereby make a statement as follows: -

- 1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (insertnameoftheCompany)whoisaBidderinrespect of**TenderNo.**.....for .....(*insert tender title/description*) for .....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
- 2. THATtheaforesaidBidder,itsservantsand/oragents/subcontractorswillnotengageinanycorruptorfraudulent practiceandhasnotbeenrequestedtopayanyinducementtoanymemberoftheBoard,Management,Staffand/or employees and/or agents of .....(*insert name of the Procuring entity*) which is the procuring entity.
- 3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*name of the procuring entity*).
- 4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participatinginthesubjecttender
- 5. THATwhatisdeponedtohereinaboveistruetothebestofmyknowledgeinformationandbelief.

..... (Date) ..... (Title) ..... (Signature)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I ..... (person) on behalf of (*Name of the Business/ Company/Firm*).....

.....declare that I have read and fully understood the contents of the PublicProcurement&AssetDisposalAct,2015,RegulationsandtheCodeofEthicsforpersons participating in Public ProcurementandAssetDisposalandmyresponsibilitiesundertheCode.

IdoherebycommittoabidebytheprovisionsoftheCodeofEthicsforpersons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone..... E-mail.....  
.....

Name of the Firm/Company.....

Date.....

**(Company Seal/ Rubber Stamp where applicable)**

Witness

Name.....  
.....

Sign.....  
.

Date.....  
.

**(d) APPENDIX1-FRAUDANDCORRUPTION**

*(Appendix 1 shall not be modified)*

**1. Purpose**

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

**2. Requirements**

- 2.1 The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providersorSuppliers;anyAgents(whetherdeclaredornot);andanyoftheirPersonnel,involvedandengage din procurementunderKenya'sLawsandRegulation,observethehigheststandardofethicsduringtheprocurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully complywithKenya'slawsandRegulationsasperparagraphs1.1above.
- 2.2 Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices,andConflictsofInterestinprocurementincludingconsequencesforoffencescommitted.Afewofthe provisionsnotedbelowhighlightKenya'spolicyofnotoleranceforsuchpracticesandbehavior:
- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflict of interest in any procurement or asset disposal proceeding;
  - 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
  - 3) Without limiting the generality of the subsection (1) and (2), the persons shall be: -
    - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
    - b) if a contract has already been entered into with the person, the contract shall be voidable;
  - 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
  - 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to procurement: -
    - a) Shall not take part in the procurement proceedings;
    - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
    - c) shall not be a subcontractor for the tender to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
  - 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
  - 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) a

nd

the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

3. In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit to avoid an obligation;
  - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - iv) "obstructive practice" is:
    - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement

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

<sup>2</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

**FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]****Beneficiary:** \_\_\_\_\_**Request for Tenders No.:**  
\_\_\_\_\_**Date:** \_\_\_\_\_**TENDER GUARANTEE No.:** \_\_\_\_\_**Guarantor:** \_\_\_\_\_

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

\_\_\_\_\_  
[signature(s)]

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

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

**TENDER GUARANTEE No.:** \_\_\_\_

- 1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the ..... [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of \_\_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
- 2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [*Name of Procuring Entity*](hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

- 3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

- 4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
- 5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[Date ]*

\_\_\_\_\_  
*[Witness]*

\_\_\_\_\_  
*[Signature of the Guarantor]*

\_\_\_\_\_  
*[Seal]*

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

**FORM OF TENDER-SECURING DECLARATION**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date: .....*[insert date (as day, month and year) of Tender Submission]*

Tender No.: .....*[insert number of tendering process]*

To: .....*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we—  
 (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity/title (director or partner or sole proprietor, etc.) .....

Name:.....

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Tenderer]*

Dated on ..... day of ....., ..... *[Insert date of signing]* Seal or stamp

**Appendix to Tender**

**Schedule of Currency requirements**

Summary of currencies of the Tender for \_\_\_\_\_ *[insert name of Section of the Works]*

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

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**PARTII - WORKSREQUIREMENTS**

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## SECTION V - BILLS OF QUANTITIES

### A. Notes and Sample Items for Preparing a Bill of Quantities

1. These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Tender Documents. Priced Bills of Quantities shall be part and parcel of the Contract Documents.
2. The objectives and purpose of the Bills of Quantities are to provide sufficient information on the specifications, descriptions and quantities of Work to be performed to enable tender to be prepared efficiently and accurately and when a contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Work executed. In order to attain these objectives, Work should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and clear as possible.
3. The Bill of Quantities should be divided generally into the following sections:
  - a) Preambles
  - b) Preliminary items
  - c) Work Items
  - c) Daywork Schedule; and
  - d) Provisional items
  - e) Summary.

### 4. NOTES TO PREPARING PREAMBLES

41. The Preambles should include only those items that constitute the cost of the works but would not be priced separately as they are expected to be included in the unit prices. Care should be taken to ensure that these items are not a repetition of the conditions of contract. The Preambles should indicate the inclusiveness of the unit prices and should state the methods of measurement that have been adopted in the preparation of the Bill of Quantities, that are to be used for the measurement of any part of the Works. The units of measurement and abbreviations should be defined and any mandatory national units defined and described. The methods of and procedure for re-measurements should be described in the Preambles.
42. Unit of Measurement -  
The following unit of measurement and abbreviations shall be used, unless other national units are mandatory in Kenya.

Unit	Abbreviation	Unit	Abbreviation
cubic meter	m <sup>3</sup> or cu m	millimetre	mm
hectare	ha	month	mon
hour	h	number	nr
kilogram	kg	square meter	m <sup>2</sup> or sq m
lump sum	ls	square millimeter	mm <sup>2</sup> or sq mm
meter	m	week	wk
metric ton	t		

- 43 The Bills of Quantities shall be read in conjunction with the Instructions to Tenders, General and Special Conditions of Contract, Technical Specifications, and Drawings.
- 44 The quantities given in the Bills of Quantities are estimated and partly provisional and are given to provide a common basis for tendering. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Architect and valued at the rates and prices tendered in the priced

Bills of Quantities, where applicable, and otherwise at such rates and prices as the Architect may fix within the terms of the Contract.

- 45 The rates and prices tendered in the priced Bills of Quantities shall, except in so far as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
- 46 A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
- 47 The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bills of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.
- 48 General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bills of Quantities. References to the relevant sections of the Contract documents shall be made before entering prices against each item in the priced Bills of Quantities.
- 49 Provisional Sums and contingency sums included and so designated in the Bills of Quantities shall be expended in whole or in part at the direction and discretion of the Architect in accordance with Sub-Clause 13.5 and Clause 13.6 of the General Conditions of contract.
- 410 In preparing the Bills of Quantities, notes should be removed as they are intended to guide the person preparing the Tender Documents. The Contractor must allow in his rates for any costs associated with and complying with the requirements in the Preambles.
- 411 Should a tenderer/contractor not price any item in any section of the Bills of Quantities including Preliminary items, it will be assumed that he/she has spread its cost in other areas that he/she will have priced. Therefore, the item or items will be executed without any additional costs or without being treated like variations.

## **5. NOTES ON PREPARING BILLS OF QUANTITIES**

- 51 The Preliminary Items should be limited to tangible items that should be priced by the tenderer, are identifiable and can be priced separately and included in the interim valuations precisely. Such items may include such items as site office, notice boards, and other temporary works, otherwise items such as security for the Works which are primarily part of the Contractor's obligations should be included in the Contractor's rates.
- 52 The work items in the Bills of Quantities should be grouped into sections to distinguish between those parts of the Works which by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, or phasing of the Works, or considerations of cost. Such groups could be ground excavations, structures, external works, services, etc. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities.

- 53 Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage or waste. Quantities should be rounded up where appropriate.
- 54 Where the measured items are deemed not to be exact because of the likelihood that the scope can change during the execution of the works, such items could be subject to re-measurement, the word “**provisional**” should be used to identify such cases. Where whole sections of the work items fall in this class, for example foundations, they should be labelled “Provisional Quantities” or “Provisional Items” so that the Tenderer/Contractor is advised up front that such items are subject to re-measurement to be done before such work is cover-up.
- 55 All items that have not been measured and therefore not subject to tenders pricing should be listed in the Bills of Quantities as **Provisional Sums** for particular item or class of Work, which may be subject to a nominated subcontract or separate measurements at a later date during the execution of the works. For example, if it is deemed not possible to measure electrical works before going to tender because detail designs are not ready, a provisional sum can be allowed in the Bills of Quantities for “Installation of Electrical Works” to be executed later when actual design details are completed. To the extent not covered above, there should be in the Bills of Quantities a general provision for physical and financial contingencies made as a “Contingencies” and “Provisional Sum for Fluctuations”. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises.
- 56 Provisional sums to cover specialized works normally carried out by Nominated Sub Contractors should be avoided and instead Bills of Quantities of the specialized Works should be included as a section of the main Bills of Quantities to be priced by the Main Contractor. The Main Contractor should be required to indicate the name(s) of the specialized firms he proposes to engage to carry out the specialized Works as his approved domestic subcontractors. Only provisional sums to cover specialized Works by statutory authorities should be included in the Bills of Quantities.
- 57 A Daywork Schedule should be included if the probability of unforeseen work, outside the items included in the Bill of Quantities, is relatively high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the tenderers, the Daywork Schedule should normally comprise:
- i) A list of the various classes of labor, and materials for which basic.
  - ii) Daywork rates and prices for various categories of labor are to be inserted by the tenderer, together with a statement of the conditions under which the Contractor will be paid for Work executed on a Daywork basis.
  - iii) A percentage to be entered by the tenderer against each basic Daywork item.
  - iv) Subtotal amount for labor, materials and plant representing the Contractor's profit, overheads, supervision and other charges.
- 58 The Summary should contain a tabulation of the separate parts of the Bills of Quantities carried forward, with provisionals sums for Daywork, Provisional sums and Contingencies, and provision for Total Costing. The last line should allow for tenderer to indicate any discounts before arriving at a total cost carried forward to the Form of Tender.

**BILLS OF QUANTITIES****(a) Preambles**

1. The method of measurement of completed work for payment shall be in accordance with *[insert the name of a standard reference guide, or full details of the methods to be used]*.
2. The Site is situated in *(provide full description where the site is situated, coordinates from the nearest known landmark like a town and its size)* \_\_\_\_\_ It is approximately \_\_\_\_\_ Kilometers from Nairobi. Access to the site shall be through \_\_\_\_\_,  
 Which is an existing public road. Any damage caused to the surfaces of this road shall be made good at the Contractor's expense. The Contractor shall visit the site and acquaint itself with its nature and position, the nature of the ground, substrata and other local conditions, positions of existing power, water and other services, access roads or any other limitations that might affect his cost or progress. No claim for extras shall be considered on account of lack of knowledge in this respect.
3. The Contractor shall obtain the Architect's approval on the siting of all temporary buildings, spoil heaps, temporary access path, and storage of materials. The Contractor shall also obtain the Architect approval and direction regarding the use of any materials found on the Site.
4. The drawings used in the preparation of these Bills of Quantities can be inspected at the offices of the Procuring Entity or Procuring Entity's Representative during normal working hours. Two sets of the Working Drawings shall be provided to the contractor but additional copies shall be provided at a cost to be determined by the Engineer.
5. The Contractor shall allow for the payment of all bank charges in connection with the procurement of Bank Guarantees and stamp charges in connection with this contract Agreement.
6. The Contractor shall carry out the various sections of the Works in such an order as the Architect may direct. The Procuring Entity reserves the right to occupy the Works by sections on completion provided that such occupation is considered to be both practical and reasonable and will not interfere with the Works. The Contractor shall allow for any costs associated with such occupation.
7. The main Contractor will be fully responsible for paying his Sub-Contractor but the Procuring Entity reserves the right in very exceptional circumstances to make such payments direct in the interests of the project where the completion thereof might be jeopardized by any dispute or vicariousness between the Contractor and the Sub-Contractor involve.
8. The Contractor shall complete and deliver the Works in the period inserted in the Form of Tender as his time for completion of the Works from the date for Possession, to be agreed with the Engineer. The Contract Period \_\_\_\_\_ is presumed to have been calculated making due allowance for seasonal inclement weather conditions. No claim for extension of time due to the normal inclement weather for this area shall be entertained.
9. The Contractor shall, upon receiving instructions to proceed with the Works, draw up a Programme and Progress Chart setting out the order in which the Works are to be carried out, \_\_\_\_\_ with \_\_\_\_\_ the appropriate dates thereof. This Chart shall be agreed with the Architect and no deviation from the orders set out in it will be permitted without the written consent of the Engineer. The Contractor will be responsible for arranging the above programme with all his sub-Contractors and Specialties. The Contractor shall allow in his rates for carrying out this exercise, and for updating it as required.
10. The Contractor shall submit to the Architect on the first day of each week or such longer period as the Architect from time to time direct, a Progress Report and any information for the proceeding period, showing the progress during the period and the up-to-date cumulative progress on all important items of each section or portion of the Works.

11. The Contractor shall arrange for photographs of the Site to be taken by a professional photographer approved by the Engineer. The photographs shall provide a record of the Site and adjacent areas prior to the commencement of the Works and shall cover such portion of the works in progress and completion as the Architect shall direct. All prints shall be full plate size, unmounted, and marked on the reverse side with the date of exposure, identification reference and brief description. The copyright of all photographs shall be vested in the Procuring Entity. The negatives and four prints from each negative shall be delivered to the Architect within two weeks of exposure.
12. Figured dimensions are to be followed in preference to dimensions scaled from the Drawings, but whenever possible dimensions are to be taken on the Site or from the buildings. Before any work is commenced by Sub- Contractors or Specialist Firms, dimensions must be checked on the site comparable dimensions shown on the drawings. The Contractor shall be responsible for the accuracy of such dimensions.
13. Prior to commencement of any work the Contractor is to ascertain from the relevant Authorities the exact position, depth and level of all existing electric cables, water pipes or other services in the area and he shall make whatever provisions may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Architect and the relevant Authority and shall be made good to their satisfaction at the Contractor's expense. Where appropriate the Contractor shall open up the ground in advance of the main work by hand digging if necessary, to locate precisely the position and details of the services which are likely to affect his operations.
14. The Contractor shall include in his prices for the transport of materials, workmen, etc./, to and from the site of the proposed works, at such hours and by such route as are permitted by the Authorities.
15. The Contractor will be required to make good, at his own expense and damage he may cause to the present road surface and pavements within or beyond the boundary of the Site, during the period of the works. All existing paths, storm water channels, etc., that may be destroyed or damaged during the progress of the Works shall be reinstated by the Contractor to the satisfaction of the Engineer.
16. The Contractor is to allow for complying with all instructions and regulations of the Police Authorities.
17. All water shall be fresh, clean and pure, free from earthly, vegetable or organic matter, acid or alkaline substance in solution. The Contractor shall provide at his own risk and cost all water for use in connection with the Works, (including works of sub-contractors). If need be, he shall make arrangements with the Local Water Authority for the installation of a separate meter for all water used by him throughout the Contract and pay all cost and fees in connection therewith. He shall also provide temporary storage tanks and tubing, etc., as may be necessary, and clear away at completion.
18. The Contractor shall provide all artificial lighting and power for his own use on the Works, (including Sub – Contractor's) including all temporary connections, wiring, fittings, etc., and clearing away on completion. The Contractor shall pay all fees and obtain all permits in connection therewith.
19. The Contractor shall constantly keep on the Works a Literate English-speaking Agent or Representative, competent and experienced in the kind of work involved, who shall give his whole time to the superintendence of the works. (Including works of sub – contractors). Such Agent or Representative shall receive on behalf of the Contractor directions and instruction from the Engineer, and such directions and instructions shall be deemed to be given to the contractor in accordance with the Conditions of Contract. The Agent shall not be replaced without the specific approval of the Engineer.
20. The Contractor shall ensure that the safety of his work people and all authorized visitors to the site are protected at all times. In particular, there shall be the proper provision of guard-rails to scaffolding, protection against falling materials, tools on site, dust, nail and other sharp objects. The site shall be kept tidy and clear of dangerous rubbish. The Architect shall be empowered to suspend work on site should it be considered this condition is not being observed and no claim arising from such suspension will be allowed.

21. The are as available to the Contractor for workyards, offices and other facilities shall be directed by the Architect and any existing features to remain shall be protected from damage throughout the Contract Period and handed back in good condition when they are vacated at the end of the Contract. If additional areas are required, the contractor shall source them at own cost.
22. The Contractor shall give the Architect reasonable notice of the intention to set out or take levels for any part of the Works so that arrangements may be made for checking the work. The accuracy of setting out and leveling shall be within the tolerances specified in the Specifications or on the Drawings. The checking of setting out or leveling by the Architect shall not relieve the Contractor of his duties or responsibilities under the Contract.
23. The Contractor must take steps necessary to safe guard and shall be held fully responsible for any damage caused to existing and adjacent property, including buildings that are not a subject of demolition. He shall make good at his own cost damage to persons and property caused there on, and he shall indemnify the Procuring Entity against any loss or claim that may arise.
2. The Contractor shall take such steps and exercise such care and diligence as to minimize nuisance arising from dust, noise or any other cause to the occupiers of the existing and adjacent property. He must provide such temporary and special screens and tarpaulins or gummy bags, hoarding, barriers, warning signs etc. as he considers necessary and sufficient for the protection of the existing and adjacent property and or prevention of nuisance etc. as directed by Engineer.
3. The Contractor's attention is drawn to the standards levy order which was amended on 15<sup>th</sup> October 1998. Legal notice No.154 of 1998. The Contractor is required to pay a monthly level of 0.2% of his factory price of construction works with effect from January 1999. Tenderer shall allow for this in the build-up of his rates.
4. The Contractor shall provide temporary sheds, offices meshrooms, sanitary, accommodation and other temporary buildings for the use of the contractor and sub-contractors, including lighting furniture equipment and attendance.
5. Contractor shall provide/build labor camp sites to be agreed with the Engineer. Labor camps shall be complete with sanitary accommodation and fencing gates.
6. The Contractor must provide the necessary toilet facilities to the requirement and satisfaction of the Health Authorities and maintain the same in a thoroughly clean and sanitary condition and pay all conservancy fees during the period of the Works and remove when no longer required.
7. The Contractor shall provide at his own risk and cost all watching and lighting as necessary to safeguard the Works, Plant and materials against damage and theft.
8. The Contractor shall provide all necessary hoists, tackle, plant, equipment, vehicles, tools and appliances of every description for the due and satisfactory completion of the Works and shall remove the same on completion. All such plant, tools and equipment shall comply with all regulations in force throughout the period of the Contract and shall be altered or adopted during the Contract period as may be necessary to comply with any amendments in or additions to such regulations.
9. Provide, erect and maintain all necessary scaffolding, sufficiently strong and efficient for the due performance of the works, including Sub-Contract Works, provide special scaffolding as required by Sub-Contractors, alter and adopt all scaffolding as and when required during the Works, and remove on completion. No scaffolding is measured here in after and the Contractor must allow in his rates for this.
10. The Contractor shall take all necessary precautions such as temporary fencing, hoarding fans, planked footways, guard-rails gantries screen, etc., for the safe custody of the Works, materials and public protection and adjacent properties.
11. Cover up all and protect from damage, including damage from inclement weather, all finished work and unfixed materials, including that of Sub-Contractors, etc., to the satisfaction of the Architect until

12. The Contractor shall, after completion of the works, at his own expense, remove and clear away all surplus excavated demolition materials, plant, rubbish and unused materials and shall leave the whole of the Site and Works in a clean and tidy state to the satisfaction of the Engineer, sheds, camps, etc. Particular care shall be taken to leave clean all floors and windows and to remove all paint and cement all rubbish and dirt as it accumulates. The Contractor is to find his own dump and shall pay all charges in connection there with.
13. Concrete test cubes shall be prepared in a set of three, as described including testing fees, labor and materials, making molds, transport, handling, etc. Allow in your rates for making at least four cubes on each occasion, from different batches; the concrete being taken from the point of deposit.
14. The Contractors shall furnish at the earliest possible opportunity before work commences, and at his own cost, any samples of materials and workmanship that may be called for by the Architect for the approval or rejection, and any further samples in the case of rejection, until such samples are approved by the Engineer. Such samples, when approved, shall be the minimum standard for the work to which they apply. The procedure for submitting samples of materials for testing or approval and the method of marking for identification shall be as laid down by the Engineer. The Contractor shall allow in his Tender for such samples and tests, including those in connection with his Sub-Contractors work.
15. The Contractors attention is drawn to the Finance Bill of the year 2000/2001 on withholding tax on contractual payment section 35(7)(i)(ii) which became effective on 1<sup>st</sup> July 2000. A 3% withholding tax will be applicable to all in term payments exceeding Kshs..... for work done in respect of building or civil works. The contractor shall allow for any costs arising resulting there from in the build-up of rates.
16. Blasting will only be allowed with the express permission of the Architect in writing. All blasting operations shall be carried out at the Contractor's sole risk and cost, in accordance with any Government regulations in force for the time being, and any special regulations laid down by the Architect governing the use and storage of explosives.
17. The National Construction Authority is a state corporation established under the national construction authority Act No.14 of 2011. The broad Mandate of the Authority is to over see the construction industry and coordinate its development. The National Construction Authority Regulations 2014 with an effective date of 6<sup>th</sup> June 2014, regulation 25, - Allow 0.5% of the tender sum/contract sum for construction levy.
18. The Contractor attention is drawn to Finance Bill of 1993 where VAT was introduced in all contracts for construction services. The tenderer is also drawn to VAT Act Cap 476 clause 19(9). The tenderer must allow for VAT 1.19 as instructed else where.
19. The contractor shall allow and pay for all insurance to cover risks and indemnities required Items 17 and 18 of the Conditions of contract and also specified in the Special Conditions of Contract.
20. The Contractor shall take such steps and exercise such care and diligence as to minimize nuisance arising from dust, noise or any other cause to the occupiers of the existing and adjacent property. He must provide such temporary and special screens and tarpaulins or gummy bags, hoarding, barriers, warning signs etc. as he considers necessary and sufficient for the protection of the existing and adjacent property and or prevention of nuisance etc. as directed by Engineer.
21. The Contractors attention is drawn to the standards levy order which was amended on 15<sup>th</sup> October 1998. Legal notice No.154 of 1998. The Contractor is required to pay a monthly level of 0.2% of his factory price of construction works with effect from January 1999. Tenderer shall allow for this in the build-up of his rates.
22. The Contractor shall provide temporary sheds, offices meshrooms, sanitary, accommodation and other temporary buildings for the use of the contractor and sub-contractors, including lighting

23. Contractor shall provide/build labor camp sat areas to be agreed with the Engineer. Labor camps shall be complete with sanitary accommodation and fencing gates.
24. The Contractor must provide the necessary toilet facilities to the requirement and satisfaction of the Health Authorities and maintain the same in a thoroughly clean and sanitary condition and pay all conservancy fees during the period of the Works and remove when no longer required.
25. The Contractor shall provide at his own risk and cost all watching and lighting as necessary to safeguard the Works, Plant and materials against damage and theft.
26. The Contractor shall provide all necessary hoists, tackle, plant, equipment, vehicles, tools and appliances of every description for the due and satisfactory completion of the Works and shall remove the same on completion. All such plant, tools and equipment shall comply with all regulations in force throughout the period of the Contract and shall be altered or adopted during the Contract period as may be necessary to comply with any amendments in or additions to such regulations.
27. Provide, erect and maintain all necessary scaffolding, sufficiently strong and efficient for the due performance of the works, including Sub-Contract Works, provide special scaffolding as required by Sub-Contractors, alter and adopt all scaffolding as and when required during the Works, and remove on completion. No scaffolding is measured here in after and the Contractor must allow in his rates for this.
28. The Contractor shall take all necessary precautions such as temporaryfencing, hoarding fans, planked footways, guard-rails gantries screen, etc., for the safe custody of the Works, materials and public protection and adjacent properties.
29. Cover up all and protect from damage, including damage from in clement weather, all finished work and unfixed materials, including that of Sub-Contractors, etc., to the satisfaction of the Architect until the completion ofthe Contract.
30. The Contractor shall, after completion of the works, at his own expense, remove and clear away all surplus excavated demolition materials, plant, rubbish and unused materials and shall leave the whole of the Site and Works in a clean and tidy state to the satisfaction of the Engineer, sheds, camps, etc. Particular care shall be taken toleavecleanallfloors and windows and tore move all paint and cement all rubbis hand dirt as it accumulates. The Contractor is to find his own dump and shall pay all charges in connection there with.
31. Concrete test cubes shall be prepared in a set of three, as described including testing fees, labor and materials, making molds, transport, handling, etc. Allow in your rates for making at least four cubes on each occasion, from different batches; the concrete being taken from the point of deposit.
32. The Contractors hall furnish at the earliest possible opportunity before work commences, and at his own cost, any samples of materials and workmanship that may be called for by the Architect for the approval or rejection, and any further samples in the case of rejection, until such samples are approved by the Engineer. Such samples, when approved, shall be the minimum standard for the work to which they apply. The proceduref or submitting samples of materials for testing or approval and the method of marking for identification shall be as laid down by the Engineer.The Contractor shall allow in his Tender for such samples and tests, including those in connection with his Sub-Contractors work.
33. The Contractors attention is drawn to the Finance Bill of the year 2000/2001 on withholding tax on contractual payment section 35(7)(i)(ii) which became effective on 1<sup>st</sup>July 2000. A 3% withholding tax will be applicable to all in terim payments exceeding Kshs..... for work done in respect of building or civil works. The contractor shall allow for any costs arising resulting there from in the build-up of rates.
34. Blasting will only be allowed with the express permission of the Architect in writing. All blasting

operations shall be carried out at the Contractor's sole risk and cost, in accordance with any Government regulations in force for the time being, and any special regulations laid down by the Architect governing the use and storage of explosives.

35. The National Construction Authority is a state corporation established under the national construction authority Act No.14 of 2011. The broad Mandate of the Authority is to over see the construction industry and coordinate its development. The National Construction Authority Regulations 2014 with an effective date of 6<sup>th</sup> June 2014, regulation 25, - Allow 0.5% of the tender sum/contract sum for construction levy.
36. The Contractor attention is drawn to Finance Bill of 1993 where VAT was introduced in all contracts for construction services. The tenderer is also drawn to VAT Act Cap 476 clause 19(9). The tenderer must allow for VAT 1.19 as instructed else where.
37. The contractor shall allow and pay for all insurance to cover risks and indemnities required Items 17 and 18 of the Conditions of contract and also specified in the Special Conditions of Contract.

**BILL NO. 1 - PRELIMINARY ITEMS**

<b>ITEM No.</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
1.	<p>The Contractor shall provide, or erect and maintain an approved lock-up office for the sole use of the Architect and his own site staff. The office, which will have a total floor area of not less than -----square metres, will be divided into two separate interconnected offices. Services to be provided shall include a telephone, water sanitary and electrical supply and drainage. The offices shall be supplied with furniture and equipment that shall include:</p> <p>4 No. desks with chairs; 1 No. large table with sufficient number of chairs; drawing table along the full length of one side with plan drawers and drawing stools: 4 No. waste paper baskets: sufficient number of pin boards: and any additional furniture and fittings as may reasonably be required during the Contract period. The Contractor shall provide the Architect and site staff with computer sets or laptops, printers and telephones all that are necessary for project use.</p> <p>The office furniture and equipment shall all be to the approval of the Engineer. The Contractor shall also provide all labor, equipment and consumable stores equipment throughout the currency of the contract.</p>	
2	[OPTIONAL] Contractor shall provide a house for Engineers site agent, which shall be one bedroomed temporary house with a sitting room, toilet, bathroom and a kitchen complete with electrical and sanitary installations and provide maintenance and paying of bills of water and electricity up to and including end of the contract period.	
3	Provide a signboard not less than _____ square meters in size of a design type, and with lettering and coloring and in a position approved by the Engineer. The signboard shall be for the display of the Main Contractor's name and the names of all his Sub-Contractors, with the Procuring Entity's name painted thereon. All Consultants names be printed in letters not exceeding 50 mm high. No other signboard or advertising shall be allowed. The signboard shall be fully maintained during the Contract Period and shall be pulled down and removed at the end of the contract.	
4	Add others (if any)	
5		
6		
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>	

**BILL NO. 2: WORK ITEMS**

*(organized appropriately into work sections, such as foundations, walls/structure, finishes, doors and windows, mechanical installations. etc.*

**Bill No 2** - (Name of Section e.g. Foundations).

<i>Item no.</i>	<i>Description</i>	<i>Unit</i>	<i>Quantity</i>	<i>Rate</i>	<i>Amount</i>
Total for Bill No. 2 (carried forward to Summary, p. _____)					_____

**Bill No. 3: Schedule of Daywork Rates - Labor**

Item no.	Description	Unit	Nominal quantity	Rate	Amount
Subtotal					
Allow ___percent <sup>a</sup> of Subtotal for Contractor's overhead, profit, etc., in accordance with paragraph 3 (b) above.					
Total for Daywork (carried forward to Daywork Summary, p. ____)					

a. To be entered by the Tenderer.

**Bill No. 4: Schedule of Daywork Rates - Materials**

Item no.	Description	Unit	Nominal quantity	Rate	Extended amount
	Subtotal				
	Allow ___ percent a. of Subtotal for Contractor’s overhead, profit, etc., in accordance with paragraph 4 (b) above.				
	Total for Daywork: Materials (carried forward to Daywork Summary, p. _____)				

a. To be entered by the Tenderer.

**Bill No. 5: Schedule of Daywork Rates - Contractor's Equipment**

<i>Item no.</i>	<i>Description</i>	<i>Nominal quantity (hours)</i>	<i>Basic hourly rental rate</i>	<i>Extended amount</i>
	Allow _ percent <sup>a</sup> of Subtotal for Contractor's overhead, profit, etc., in accordance with paragraph 5 above.			
Total for Daywork: Contractor's Equipment (carried forward to Daywork Summary, p. ___)				

a. To be entered by the Tenderer.

**Bill No. 6: Daywork Summary**

	<i>Amount<sup>a</sup></i>	<i>% Foreign</i>	<i>Currency</i>
1. Total for Daywork: Labor			
2. Total for Daywork: Materials			
3. Total for Daywork: Contractor's Equipment			
Total for Daywork (Provisional Sum) (carried forward to Summary of Bills of Quantities, p. __)			

**Bill No. 7: Provisional Sums**

<i>Bill no.</i>	<i>Item no.</i>	<i>Description</i>	<i>Amount</i>
1			
2			
3			
4			
etc.			
Total for Specified Provisional Sums (carried forward to Grand Summary)			

**GRAND SUMMARY**

<b>SUMMARY ITEMS</b>	<i>Page</i>	<i>Amount</i>
Bill No. 1: Preliminary Items		
Bill No. 2: Work Items		
Bill No 3: Daywork Summary		
Bill No 4: Provisional Sums		
Subtotal of Bills No 1-4		
Allow for any Discounts <sup>i</sup>		

TOTAL TENDER PRICE Carried forward to Form of Tender		
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(i) If a percentage used, it should be indicated on which Bill No. items but on Bill No. 4 – Provisional Sums.

## SECTION VI - SPECIFICATIONS

### Notes for preparing Specifications

1. Specifications must be drafted to present a clear and precise statement of the required standards of materials, and workmanship for tenderers to respond realistically and competitively to the requirements of the Procuring Entity and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models, and incorporating all recent improvements in design and materials unless provided otherwise in the Contract. Where the Contractor is responsible for the design of any part of the permanent Works, the extent of his obligations must be stated.
2. Specifications from previous similar projects are useful and may not be necessary to re-write specifications for every Works Contract.
3. There are considerable advantages in standardizing **General Specifications** for repetitive Works in recognized public sectors, such as highways, urban housing, irrigation and water supply. The General Specifications should cover all classes of workmanship, materials and equipment commonly involved in constructions, although not necessarily to be used in a particular works contract. Deletions or addenda should then adapt the General Specifications to the particular Works.
4. Care must be taken in drafting Specifications to ensure they are not restrictive. In the Specifications of standards for materials, plant and workmanship, existing Kenya Standards should be used as much as possible, otherwise recognized international standards may also be used.
5. The Procuring Entity should decide whether technical solutions to specified parts of the Works are to be permitted. Alternatives are appropriate in cases where obvious (and potentially less costly) alternatives are possible to the technical solutions indicated in tender documents for certain elements of the Works, taking into consideration the comparative specialized advantage of potential tenderers.
6. The Procuring Entity should provide a description of these selected parts of the Works with appropriate reference to Drawings, Specifications, Bills of Quantities, and Design or Performance criteria, stating that the alternative solutions shall be at least structurally and functionally equivalent to the basic design parameters and Specifications.
7. Such alternative solutions shall be accompanied by all information necessary for a complete evaluation by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, proposed construction methodology, and other relevant details. Technical alternatives permitted in this manner shall be considered by the Procuring Entity on its own merits and independently of whether the tenderer has priced the item as described in the Procuring Entity's design included with the tender documents.

**Note**A list of drawings should be inserted here. The actual drawings including Site plans should be annexed in a separate booklet.

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**PART III - THE CONDITIONS OF CONTRACT AND  
CONTRACT**

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## SECTION VIII - GENERAL CONDITIONS OF CONTRACT (GCC)

[Name of Procuring Entity]

[Name of Contract]

[ArchitectNameandAddress]

### General Conditions of Contract

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#### 1 GENERAL PROVISIONS

##### 1.1 Definitions

In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated below. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

“**Accepted Contract Amount**” means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.

“**Base Date**” means a date 30 day prior to the submission of tenders.

“**Bill of Quantities**” means the priced and completed Bill of Quantities forming part of the tender.

“**Completion Date**” means the date of completion of the Works as certified by the Engineer.

“**Contract Price**” means the price defined in the contract and thereafter as adjusted in accordance with the provisions of the Contract.

“**Contract**” means the agreement entered into between the Procuring Entity and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein to execute, complete, and maintain the Works.

“**Contractor's Documents**” means the calculations, computer programs and other software, progress reports, drawings, manuals, models and other documents of a technical nature (if any) supplied by the Contractor under the Contract.

“**Contractor's Equipment**” means all apparatus, machinery, vehicles and other things required for the execution and completion of the Works and the remedying of any defects. However, Contractor's Equipment excludes Temporary Works, Procuring Entity's Equipment (if any), Plant, Materials and any other things intended to form or forming part of the Permanent Works.

“**Contractor's Personnel**” means the Contractor's Representative and all personnel whom the Contractor utilizes on Site, whom may include the staff, labor and other employees of the Contractor and of each Subcontractor; and any other personnel assisting the Contractor in the execution of the Works.

“**Contractor's Representative**” means the person named by the Contractor in the Contractor appointed from time to time by the Contractor who acts on behalf of the Contractor.

“**Contractor**” means the person(s) named as contractor in the Form of Tender accepted by the Procuring Entity.

“**Cost**” means expenditure reasonably incurred (or to be incurred) by the Contractor, whether on or off the Site, including overhead and similar charges, but does not include profit.

“**Day**” means a calendar day and “**year**” means 365 days.

“**Dayworks**” means Work inputs subject to payment on a time basis for labour and the associated materials and plant

“**Defect**” means any part of the Works not completed in accordance with the Contract.

“**Defects Liability Certificate**” means the certificate issued by Architect upon correction of defects by the Contractor.

“**Defects Liability Period**” means the period named in the Special Conditions of Contract and calculated from the Completion Date, within which the contractor is liable for any defects that may develop in the handed over works.

“**Defects Notification Period**” means the period for notifying defects in the Works or a Section (as the case may be) under Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects], which extends over the days stated in the Special Conditions of Contract.

“**Drawings**” means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract.

“**Final Payment Certificate**” means the payment certificate issued under Sub-Clause 14.13 [Issue of Final Payment Certificate].

“**Final Statement**” means the statement defined in Sub-Clause 14.11

[Application for Final Payment Certificate]. “**Force Majeure**” is defined in Clause 19 [Force Majeure].

“**Foreign Currency**” means a currency of another country (not Kenya) in which part (or all) of the Contract Price is payable, but not the Local Currency.

“**Goods**” means Contractor's Equipment, Materials, Plant and Temporary Works, or any of them as appropriate.

“**Interim Payment Certificate**” means a payment certificate issued under Clause 14 [Contract Price and Payment], other than the Final Payment Certificate.

“**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.

“**Letter of Acceptance**” means the letter of formal acceptance of a tender, signed by Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.

“**Local Currency**” means the currency of Kenya.

“**Materials**” means things of all kinds (other than Plant) intended to form or forming part of the Permanent Works, including the supply-only materials (if any) to be supplied by the Contractor under the Contract.

“**Notice of Dissatisfaction**” means the notice given by either Party to the other under Sub-Clause 20.3 indicating its dissatisfaction and intention to commence arbitration.

“**Special Conditions of Contract**” means the pages completed by the Procuring Entity entitled Special Conditions of Contract which constitute Part A of the Special Conditions.

“**Party**” means the Procuring Entity or the Contractor, as the context requires.

“**Payment Certificate**” means a payment certificate issued under Clause 14 [Contract Price and Payment].

**“Performance Certificate”** means the certificate issued under Sub-Clause 11.9 [Performance Certificate].

**“Performance Security”** means the security (or securities, if any) under Sub-Clause 4.2 [Performance Security]. **“Permanent Works”** means the permanent works to be executed by the Contractor under the Contract.

**“Plant”** means the apparatus, machinery and other equipment intended to form or forming part of the Permanent Works, including vehicles purchased for the Procuring Entity and relating to the construction or operation of the Works.

**“Procuring Entity's Equipment”** means the apparatus, machinery and vehicles (if any) made available by the Procuring Entity for the use of the Contract or in the execution of the Works, as stated in the Specification; but does not include Plant which has not been taken over by the Procuring Entity.

**“Procuring Entity's Personnel”** means the Engineer, the Engineer, the assistants and all other staff, labor and other employees of the Architect and of the Procuring Entity; and any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as Procuring Entity's Personnel.

**“Procuring Entity”** means the Entity named in the Special Conditions of Contract.

**“Engineer”** is the person named in the Appendix to Conditions of Contract (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Engineer) 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.

**“Engineer”** means the person appointed by the Procuring Entity to act as the Architect for the purposes of the Contract and named in the Special Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor

**“Provisional Sum”** means a sum (if any) which is specified in the Contract as a provisional sum, for the execution of any part of the Works or for the supply of Plant, Materials or services under Sub-Clause 13.5 [Provisional Sums].

**“Retention Money”** means the accumulated retention moneys which the Procuring Entity retains under Sub-Clause 14.3 [Application for Interim Payment Certificates] and pays under Sub-Clause 14.9 [Payment of Retention Money].

**“Schedules”** means the document(s) entitled schedules, completed by the Contractor and submitted with the Form of Tender, as included in the Contract.

**“Section”** means a part of the Works specified in the Special Conditions of Contract as a Section (if any)

**“Site Investigation Reports”** are those reports that may be included in the tendering documents which a ref actual and interpretative about the surface and sub-surface condition sat the Site.

**“Site”** means the places where the Permanent Works are to be executed, including storage and working areas, and to which Plant and Materials are to be delivered, and any other places as may be specified in the Contract as forming part of the Site.

**“Specification”** means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Works.

**“Start Date” or “Commencement Date”** is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with the Site possession date(s).

**“Statement”** means a statement submitted by the Contractor as part of an application, under Clause 10 [Contract Price and Payment], for a payment certificate.

**“Subcontractor”** means any person named in the Contract as a subcontractor, or any person appointed as a subcontractor, for a part of the Works.

**“Taking-Over Certificate”** means a certificate issued under Clause 10 [Procuring Entity's Taking Over].

**“Temporary Works”** means all temporary works of every kind (other than Contractor's Equipment) required on Site for the execution and completion of the Permanent Works and the remedying of any defects.

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

**“Tender”** means the Form of Tender and all other documents which the Contractor submitted with the Form of Tender, as included in the Contract.

**“Tests after Completion”** means the tests (if any) which are specified in the Contract and which are carried out in accordance with the Specification after the Works or a Section (as the case may be) are taken over by the Procuring Entity.

**“Tests on Completion”** means the tests which are specified in the Contract agreed by both Parties or instructed as a Variation, and which are carried out under Clause 9 [Tests on Completion] before the Works or a Section (as the case may be) are taken over by the Procuring Entity.

**“Time for Completion”** means the time for completing the Works or a Section (as the case may be) as stated in the Special Conditions of Contract (with any extension calculated from the Commencement Date.

**“Unforeseeable”** means not reasonably foreseeable by an experienced contractor by the Base Date.

**“Variation”** means any change to the Works, which is instructed or approved as a variation under Clause 13 [Variations and Adjustments].

**“Works”** means the items the Procuring Entity requires the Contractor to undertake as defined in the Appendix to Conditions of Contract. **“Works”** may also mean the Permanent Works and the Temporary Works, or either of them as appropriate.

## 1.2 Interpretation

In the Contract, except where the context requires otherwise:

- a) Words indicating one gender include all genders;
- b) words indicating the singular also include the plural and words indicating the plural also include the singular;
- c) provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing;
- d) “written” or “in writing” means hand-written, type-written, printed or electronically made, and resulting in a permanent record; and

The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.

## 1.3 Communications

1.3.1 Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:

- a) In writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the Special Conditions of Contract; and
- b) delivered, sent or transmitted to the address or the recipient's communications as stated in the Special Conditions of Contract. However:

- i) if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and
- ii) if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued.

1.3.2 Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party. When a notice is issued to a Party, by the other Party or the Engineer, a copy shall be sent to the Architect or the other Party, as the case may be.

#### 1.4 Law and Language

1.4.1 The Contract shall be governed by the laws of **Kenya**.

1.4.2 The ruling language of the Contract shall be **English**.

#### 1.5 Priority of Documents

- a) The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence: The Contract Agreement,
- b) The Letter of Acceptance,
- c) The Special Conditions – Part A,
- d) the Special Conditions – Part B
- e) the General Conditions of Contract
- f) the Form of Tender,
- g) the Specifications and Bills of Quantities
- h) the Drawings, and
- i) the Schedules and any other documents forming part of the Contract.

If an ambiguity or discrepancy is found in the documents, the Architect shall issue any necessary clarification or instruction.

#### 1.6 Contract Agreement

The Parties shall enter into a Contract Agreement within 14 days after the Contractor receives the Contract Agreement, unless the Special Conditions establish otherwise. The Contract Agreement shall be based upon the form annexed to the Special Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Procuring Entity.

#### 1.7 Assignment

The Contractor shall not assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, the contractor:

- a) May assign the whole or any part with the prior consent of the Procuring Entity, and
- b) may, as security in favor of a bank or financial institution, assign its right to moneys due, or to become due, under the Contract.

#### 1.8 Care and Supply of Documents

1.8.1 The Specifications and Drawings shall be in the custody and care of the Procuring Entity. Unless otherwise stated in the Contract, two copies of the Contract and of each subsequent Drawings and Bills of Quantities shall be supplied to the Contractor, who may make or request further copies at the cost of the Contractor.

1.8.2 Each of the Contractor's Documents shall be in the custody and care of the Contractor, unless and until taken over by the Procuring Entity. Unless otherwise stated in the Contract, the Contractor shall supply to the Architect two copies of each of the Contractor's Documents.

- 1.83 The Contractor shall keep, on the Site, a copy of the Contract, publications named in the Specification, the Contractor's Documents (if any), the Drawings and Variations and other communications given under the Contract. The Procuring Entity's Personnel shall have the right of access to all these documents at all reasonable times.
- 1.84 If a Party becomes aware of an error or defect in a document which was prepared for use in executing the Works, the Party shall promptly give notice to the other Party of such error or defect.

### **1.9 Timely provision of Drawings or Instructions**

- 1.91 The Contractor shall give notice to the Architect whenever the Works are likely to be delayed or disrupted if any necessary drawing or instruction is not issued to the Contractor within a particular time, which shall be reasonable. The notice shall include details of the necessary drawing or instruction, details of why and by when it should be issued, and the nature and amount of the delay or disruption likely to be suffered if it is late.
- 1.92 If the Contractor suffers delay and/or incurs Cost as a result of a failure of the Architect to issue the notified drawing or instruction within a time which is reasonable and is specified in the notice with supporting details, the Contractor shall give a further notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and

b) payment of any other associated costs accrued, which shall be included in the Contract Price.

1.93 After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

1.94 However, if and to the extent that the Architect failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, or costs accrued.

### **1.10 Procuring Entity's Use of Contractor's Documents**

1.10.1 As agreed between the Parties, the Contractor shall retain the copyright and other intellectual property right in the Contractor's Documents and other design documents made by (or on behalf of) the Contractor.

1.10.2 The Contractor shall be deemed (by signing the Contract) to give to the Procuring Entity a non-terminable transferable non-exclusive royalty-free license to copy, use and communicate the Contractor's Documents, including making and using modifications of them. This license shall:

- a) apply throughout the actual or intended working life (whichever is longer) of the relevant parts of the Works,
- b) entitle any person in proper possession of the relevant part of the Work to copy, use and communicate the Contractor's Documents for the purposes of completing, operating, maintaining, altering, adjusting, repairing and demolishing the Works, and
- c) in \_\_\_\_\_ the case of Contractor's Documents which are in the form of computer programs and other software, permit their use on any computer on the Site and other places as envisaged by the Contract, including replacement of any computers supplied by the Contractor.

1.10.3 The Contractor's Documents and other design documents made by (or on behalf of) the Contractor shall not, without the Contractor's consent, be used, copied or communicated to a third party by (or on behalf of) the Procuring Entity for purposes other than those permitted under Sub-Clause 1.10.2.

### **1.11 Contractor's Use of Procuring Entity's Documents**

As agreed between the Parties, the Procuring Entity shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the Procuring Entity. The Contractor may, at this cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Procuring Entity's consent, be copied, used or communicated to a third party by the Contractor, except as necessary for the purposes of the Contract.

### **1.12 Confidential Details**

1.12.1 The Contractor's and the Procuring Entity's Personnel shall ensure confidentiality at all times. The confidentiality shall survive termination or completion of the contract. They shall disclose all such confidential and other information as may be reasonably required in order to verify compliance with the Contract and allow its proper implementation.

1.12.2 The Contractor's and the Procuring Entity's Personnel shall also treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract \_\_\_\_\_ or \_\_\_\_\_ to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Works prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualification to compete for other projects.

### **1.13 Compliance with Laws**

The Contractor shall, in performing the Contract, comply with applicable Laws. Unless otherwise stated in the Special Conditions of Contract:

- a) The Procuring Entity shall have obtained (or shall obtain) the planning, zoning, building permits or similar permission for the Permanent Works, and any other permissions described in the Specifications as having been (or to be) obtained by the Procuring Entity; and the Procuring Entity shall indemnify and hold the Contractor harmless against and from the consequences of any failure to do so; and

- b) the Contractor shall give all notices, pay all taxes, duties and fees, and obtain all permits, licenses and approvals, as required by the Laws in relation to the execution and completion of the Works and the remedying of any defects; and the Contractor shall indemnify and hold the Procuring Entity harmless against and from the consequences of any failure to do so, unless the Contractor is impeded to accomplish these actions and show evidence of its diligence.

#### 1.14 Joint and Several Liability

If the Contractor constitutes (under applicable Laws) a joint venture, consortium or other unincorporated grouping of two or more persons:

- a) These persons shall be deemed to be jointly and severally liable to the Procuring Entity for the performance of the Contract;
- b) these persons shall notify the Procuring Entity of their leader who shall have authority to bind the Contractor and each of these persons; and
- c) the Contractor shall not alter its composition or legal status without the prior consent of the Procuring Entity.

#### 1.15 Inspections and Audit by the Procuring Entity

Pursuant to paragraph 2.2(e) of Appendix B to the General Conditions, the Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Public Procurement Regulatory Authority, Procuring Entity and/or persons appointed or designated by the Government of Kenya to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity if requested by the Procuring Entity. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 15.6 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Procuring Entity's prevailing sanctions procedures).

## 2 THE PROCURING ENTITY

### 2.1 Right of Access to the Site

- 2.1.1 The Procuring Entity shall give the Contractor right of access to, and possession of, all parts of the Site within the time (or times) stated in the **Special Conditions of Contract**. The right and possession may not be exclusive to the Contractor. If, under the Contract, the Procuring Entity is required to give (to the Contractor) possession of any foundation, structure, plant or means of access, the Procuring Entity shall do so in the time and manner stated in the Specification. However, the Procuring Entity may withhold any such right or possession until the Performance Security has been received.
- 2.1.2 If no such time is stated in the Special Conditions of Contract, the Procuring Entity shall give the Contractor right of access to, and possession of, the Site within such times as required to enable the Contractor to proceed without disruption in accordance with the programmes submitted under Sub-Clause 8.3 [Programme].
- 2.1.3 If the Contractor suffers delay and/or incurs Cost as a result of a failure by the Procuring Entity to give any such right or possession within such time, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.

2.14 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

2.15 However, if and to the extent that the Procuring Entity's failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, Cost or profit.

## **22 Permits, Licenses or Approvals**

2.21 The Procuring Entity shall provide, at the request of the Contractor, such reasonable assistance as to allow the Contractor to obtain properly:

- a) Copies of the Laws of Kenya which are relevant to the Contract but are not readily available, and
- b) any permits, licenses or approvals required by the Laws of Kenya:
  - i) which the Contractor is required to obtain under Sub-Clause 1.13 [Compliance with Laws],
  - ii) for the delivery of Goods, including clearance through customs, and
  - iii) for the export of Contractor's Equipment when it is removed from the Site.

## **23 Procuring Entity's Personnel**

The Procuring Entity shall be responsible for ensuring that the Procuring Entity's Personnel and the Procuring Entity's other contractors on the Site:

- a) co-operate with the Contractor's efforts under Sub-Clause 4.6 [Co-operation], and
- b) take actions similar to those which the Contractor is required to take under subparagraphs (a), (b) and (c) of Sub-Clause 4.8 [Safety Procedures] and under Sub-Clause 4.18 [Protection of the Environment].

## **24 Procuring Entity's Financial Arrangements**

The Procuring Entity shall make and maintain all necessary financial arrangements which will enable the Procuring Entity to pay the Contract Price punctually (as estimated at that time) in accordance with Clause 14 [Contract Price and Payment].

## **3 THE ENGINEER**

### **3.1 Architect Duties and Authority**

**3.1.1** The Procuring Entity shall appoint the Architect who shall carry out the duties assigned to him in the Contract. The Architect staff shall include suitably qualified Assistants and other professionals who are competent to carry out these duties. The Architect Name and Address shall be provided in the **Special Conditions of Contract**.

3.1.2 The Architect shall have no authority to amend the Contract.

3.1.3 The Architect may exercise the authority attributable to the Architect as specified in or necessarily to be implied from the Contract. If the Architect is required to obtain the approval of the Procuring Entity before exercising a specified authority, the requirements shall be as stated in the **Special Conditions of Contract**. The Procuring Entity shall promptly inform the Contractor of any change to the authority attributed to the Engineer.

3.1.4 However, whenever the Architect exercises a specified authority for which the Procuring Entity's approval is required, then (for the purposes of the Contract) the contractor shall require the Architect to provide evidence of such approval before complying with the instruction.

3.1.5 Except as otherwise stated in these Conditions:

- a) Whenever carrying out duties or exercising authority, specified in or implied by the Contract, the Architect shall be deemed to act for the Procuring Entity;
- b) the Architect has no authority to relieve either Party of any duties, obligations or responsibilities under the Contract;
- c) any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by the Architect (including absence of disapproval) shall not relieve the Contractor from any responsibility he has under the Contract, including responsibility for errors, omissions, discrepancies and non-compliances; and
- d) any act by the Architect in response to a Contractor's request shall be notified in writing to the Contractor

3.16 The following provisions shall apply:

The Architect shall obtain the specific approval of the Procuring Entity before taking action under the following Sub-Clauses of these Conditions:

- a) Sub-Clause 4.12: agreeing or determining an extension of time and/or additional cost.
- b) Sub-Clause 13.1: instructing a Variation, except;
  - i) In an emergency situation as determined by the Engineer, or
  - ii) If such a Variation would increase the Accepted Contract Amount by less than the percentage specified in the **Special Conditions of Contract**.
- c) Sub-Clause 13.3: Approving a proposal for Variations submitted by the Contractor in accordance with Sub-Clause 13.1 or 13.2.
- d) Sub-Clause 13.4: Specifying the amount payable in each of the applicable three currencies.

3.17 Notwithstanding the obligation, as set out above, to obtain approval, if, in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the Works or of adjoining property, he may, without relieving the Contractor of any of his duties and responsibility under the Contract, instruct the Contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The Contractor shall forthwith comply, despite the absence of approval of the Procuring Entity, with any such instruction of the Engineer. The Architect shall determine an addition to the Contract Price, in respect of such instruction, in accordance with Clause 13 and shall notify the Contractor accordingly, with a copy to the Procuring Entity.

## 32 Delegation by the Engineer

3.21 The Architect may from time to time assign duties and delegate authority to assistants and may also revoke such assignment or delegation. These assistants may include a resident Engineer, and/or independent inspectors appointed to inspect and/or test items of Plant and/or Materials. The assignment, delegation or revocation shall be in writing and shall not take effect until copies have been received by both Parties. However, unless otherwise agreed by both Parties, the Architect shall not delegate the authority to determine any matter in accordance with Sub-Clause 3.5 [Determinations].

3.22 Each assistant, to whom duties have been assigned or authority has been delegated, shall only be authorized to issue instructions to the Contractor to the extent defined by the delegation. Any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by an assistant, in accordance with the delegation, shall have the same effect as though the act had been an act of the Engineer. However:

- a) Any failure to disapprove any work, Plant or Materials shall not constitute approval, and shall therefore not prejudice the right of the Architect to reject the work, Plant or Materials;

- b) If the Contractor questions any determination or instruction of an assistant, the Contractor may refer the matter to the Engineer, who shall promptly confirm, reverse or vary the determination or instruction.

### **33 Instructions of the Engineer**

- 33.1 The Architect may issue to the Contractor (at any time) instructions and additional or modified Drawings which may be necessary for the execution of the Works and the remedying of any defects, all in accordance with the Contract. The Contractor shall only take instructions from the Engineer, or from an assistant to whom the appropriate authority has been delegated under Clause 3.2.1.
- 33.2 The Contractor shall comply with the instructions given by the Architect or delegated assistant, on any matter related to the Contract. Whenever practicable, their instructions shall be given in writing. If the Architect or a delegated assistant:
- a) Gives an oral instruction,
  - b) receives a written confirmation of the instruction, from (or on behalf of) the Contractor, within two working days after giving the instruction, and
  - c) does not reply by issuing a written rejection and/or instruction within two working days after receiving the confirmation,

Then the confirmation shall constitute the written instruction of the Architect or delegated assistant (as the case may be).

### **34 Replacement of the Engineer**

If the Procuring Entity intends to replace the Engineer, the Procuring Entity shall, in not less than 21 days before the intended date of replacement, give notice to the Contractor of the name, address and relevant experience of the intended person to replace the Engineer.

### **35 Determinations**

- 35.1 Whenever these Conditions provide that the Architect shall proceed in accordance with this Sub-Clause 3.5 to agree or determine any matter, the Architect shall consult with each Party in an endeavor to reach agreement. If agreement is not achieved, the Architect shall make a fair determination in accordance with the Contract, taking due regard of all relevant circumstances.
- 3.5.1 The Architect shall give notice to both Parties of each agreement or determination, with supporting particulars, within 30 days from the receipt of the corresponding claim or request except when otherwise specified. Each Party shall give effect to each agreement or determination unless and until revised under Clause 20 [Claims, Disputes and Arbitration].

## **4 THE CONTRACTOR**

### **4.1 Contractor's General Obligations**

- 4.1.1 The Contractor shall design (to the extent specified in the Contract), execute and complete the Works in accordance with the Contract and with the Architect instructions, and shall remedy any defects in the Works.
- 4.1.2 The Contractor shall provide the Plant and Contractor's Documents specified in the Contract, and all Contractor's Personnel, Goods, consumables and other things and services, whether of a temporary or permanent nature, required in and for this design, execution, completion and remedying of defects.
- 4.1.3 All equipment, material, and services to be incorporated in or required for the Works shall have their origin in any eligible source country.
- 4.1.4 The Contractor shall be responsible for the adequacy, stability and safety of all Site operations and of all methods of construction. Except to the extent specified in the Contract, the Contractor (i)

shall be responsible for all Contractor's Documents, Temporary Works, and such design of each item of Plant and Materials as is required for the item to be in accordance with the Contract, and (ii) shall not otherwise be responsible for the design specification of the Permanent Works.

- 4.15 The Contractor shall, whenever required by the Engineer, submit details of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works. No significant alteration to these arrangements and methods shall be made without this having previously been notified to the Engineer.
- 4.16 If the Contract specifies that the Contractor shall design any part of the Permanent Works, then unless otherwise stated in the Special Conditions:
- a) The Contractor shall submit to the Architect the Contractor's Documents for this part in accordance with the procedures specified in the Contract;
  - b) these Contractor's Documents shall be in accordance with the Specification and Drawings, shall be written in the language for communications defined in Sub-Clause 1.4 [Law and Language], and shall include additional information required by the Architect to add to the Drawings for co-ordination of each Party's designs;
  - c) the Contractor shall be responsible for this part and it shall, when the Works are completed, befit for such purposes for which the part is intended as are specified in the Contract; and
  - d) prior to the commencement of the Tests on Completion, the Contractor shall submit to the Architect the "as-built" documents and, if applicable, operation and maintenance manuals in accordance with the Specification and in sufficient detail for the Procuring Entity to operate, maintain, dismantle, reassemble, adjust and repair this part of the Works. Such part shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections] until these documents and manuals have been submitted to the Engineer.

## 42 Performance Security

- 4.21 The Contractor shall obtain (at his cost) a Performance Security for proper performance, in the amount stated in the **Special Conditions of Contract** and denominated in the currency (ies) of the Contract or in a freely convertible currency acceptable to the Procuring Entity. If an amount is not stated in the Special Conditions of Contract, this Sub-Clause shall not apply.
- 4.22 The Contractor shall deliver the Performance Security to the Procuring Entity within 30 days after receiving the Notification of Award and shall send a copy to the Engineer. The Performance Security shall be issued by a reputable bank selected by the Contractor and shall be in the form annexed to the Special Conditions, as stipulated by the Procuring Entity in the Special Conditions of Contract, or in another form approved by the Procuring Entity.
- 4.23 The Contractor shall ensure that the Performance Security is valid and enforceable until the Contractor has executed and completed the Works and remedied any defects. If the terms of the Performance Security specify its expiry date, and the Contractor has not become entitled to receive the Performance Certificate by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the Performance Security until the Works have been completed and any defects have been remedied.
- 4.24 The Procuring Entity shall not make a claim under the Performance Security, except for amounts to which the Procuring Entity is entitled under the Contract.
- 4.25 The Procuring Entity shall indemnify and hold the Contractor harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from a claim under the Performance Security to the extent to which the Procuring Entity was not entitled to make the claim.
- 4.26 The Procuring Entity shall return the Performance Security to the Contractor within 14 days after receiving a copy of the Taking-Over Certificate.
- 4.27 Without limitation to the provisions of the rest of this Sub-Clause, whenever the Architect

determines an addition or a reduction to the Contract Price as a result of a change in cost or legislation, or as a result of a Variation, amounting to more than 25 percent of the portion of the Contract Price payable in a specific currency, the Contractor shall at the Architect request promptly increase, or may decrease, as the case may be, the value of the Performance Security in that currency by an equal percentage.

#### **43 Contractor's Representative**

**431** The Contractor shall appoint the Contractor's Representative and shall give him all authority necessary to act on the Contractor's behalf under the Contract. The Contractor's Representative's Name and Address shall be provided in the **Special Conditions of Contract**.

**432** Unless the Contractor's Representative **is named in the Contract**, the Contractor shall, prior to the Commencement Date, submit to the Architect for consent the name and particulars of the person the Contractor proposes to appoint as Contractor's Representative. If consent is withheld or subsequently revoked in terms of Sub-Clause 6.9 [Contractor's Personnel], or if the appointed person fails to act as Contractor's Representative, the Contractor shall similarly submit the name and particulars of an other suitable person for such appointment.

**433** The Contractor shall not, without the prior consent of the Engineer, revoke the appointment of the Contractor's Representative or appoint a replacement.

**434** The whole time of the Contractor's Representative shall be given to directing the Contractor's performance of the Contract. If the Contractor's Representative is to be temporarily absent from the Site during the execution of the Works, a suitable replacement person shall be appointed, subject to the Architect prior consent, and the Architect shall be notified accordingly.

**435** The Contractor's Representative shall, on behalf of the Contractor, receive instructions under Sub-Clause 3.3 [Instructions of the Engineer].

**436** The Contractor's Representative may delegate any powers, functions and authority to any competent person, and may at any time revoke the delegation. Any delegation or revocation shall not take effect until the Architect has received prior notice signed by the Contractor's Representative, naming the person and specifying the powers, functions and authority being delegated or revoked.

**437** The Contractor's Representative shall be fluent in the language for communications defined in Sub-Clause 1.4 [Law and Language]. If the Contractor's Representative's delegates are not fluent in the said language, the Contractor shall make competent interpreter available during all working hours in a number deemed sufficient by the Engineer.

#### **44 Sub-contractors**

**441** The Contractor shall not subcontract the whole of the Works. The contractor may however subcontract the works as provided in Clause 34.2.

**442** The Contractor shall be responsible for the acts or defaults of any Subcontractor, his agents or employees, as if they were the acts or defaults of the Contractor. Unless otherwise stated in the Special Conditions:

- a) The Contractor shall not be required to obtain consent to suppliers solely of Materials, or to a subcontract for which the Subcontractor is named in the Contract;
- b) The prior consent of the Procuring Entity shall be obtained to other proposed Subcontractors;
- c) the Contractor shall give the Procuring Entity not less than 14 days' notice of the intended date of the commencement of each Subcontractor's work, and of the commencement of such work on the Site; and
- d) each subcontract shall include provisions which would entitle the Procuring Entity to require the subcontract to be assigned to the Procuring Entity under Sub-Clause 4.5 [Assignment of Benefit of Subcontract] (if or when applicable) or in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity].

**443** The Contractor shall ensure that the requirements imposed on the Contractor by Sub-Clause 1.12

- 444 Where practicable, the Contractor shall give fair and reasonable opportunity for contractors from Kenya to be appointed as Subcontractors.

#### **45 Assignment of Benefit of Subcontract**

If a Subcontractor's obligations extend beyond the expiry date of the relevant Defects Notification Period and the Engineer, prior to this date, instructs the Contractor to assign the benefit of such obligations to the Procuring Entity, then the Contractor shall do so. Unless otherwise stated in the assignment, the Contractor shall have no liability to the Procuring Entity for the work carried out by the Subcontractor after the assignment takes effect.

#### **46 Co-operation**

- 46.1 The Contractor shall, as specified in the Contract or as instructed by the Engineer, allow appropriate opportunities for carrying out work to:

- a) The Procuring Entity's Personnel,
- b) Any other contractors employed by the Procuring Entity, and
- c) The personnel of any legally constituted public authorities, who may be employed in the execution on or near the Site of any work not included in the Contract.

- 46.2 Any such instruction shall constitute a Variation if and to the extent that it causes the Contractor to suffer delays and/or incur Unforeseeable Cost. Services for these personnel and other contractors may include the use of Contractor's Equipment, Temporary Works or access arrangements which are the responsibility of the Contractor.

- 46.3 If, under the Contract, the Procuring Entity is required to give to the Contractor possession of any foundation, structure, plant or means of access in accordance with Contractor's Documents, the Contractor shall submit such documents to the Architect in the time and manner stated in the Specification.

#### **47 Setting Out of the Works**

- 47.1 The Contractor shall set out the Works in relation to original points, lines and levels of reference specified in the Contract notified by the Engineer. The Contractor shall be responsible for the correct positioning of all parts of the Works, and shall rectify any error in the positions, levels, dimensions or alignment of the Works.

- 47.2 The Procuring Entity shall be responsible for any errors in these specified or notified items of reference, but the Contractor shall use reasonable efforts to verify their accuracy before they are used.

- 47.3 If the Contractor suffers delay and/or incurs Cost from executing work which was necessitated by an error in these items of reference, and an experienced contractor could not reasonably have discovered such error and avoided this delay and/or Cost, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such costs accrued, which shall be included in the Contract Price.

- 4.7.4 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent the error could not reasonably have been discovered, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this.

#### **48 Safety Procedures**

The Contractor shall:

- a) Comply with all applicable safety regulations,
- b) Take care for the safety of all persons entitled to be on the Site,
- c) Use reasonable efforts to keep the Site and Works clear of unnecessary obstruction so as to avoid danger to these persons,
- d) provide fencing, lighting, guarding and watching of the Works until completion and taking over under Clause 10 [Procuring Entity's Taking Over], and
- e) provide any Temporary Works (including roadways, footways, guards and fences) which may be necessary, because of the execution of the Works, for the use and protection of the public and of owners and occupiers of adjacent land.

#### **49 Quality Assurance**

49.1 The Contractor shall institute a quality assurance system to demonstrate compliance with the requirements of the Contract. The system shall be in accordance with the details stated in the Contract. The Architect shall be entitled to audit any aspect of the system.

49.2 Details of all procedures and compliance documents shall be submitted to the Architect or information before each design and execution stage is commenced. When any document of a technical nature is issued to the Engineer, evidence of the prior approval by the Contractor itself shall be apparent on the document itself.

Compliance with the quality assurance system shall not relieve the Contractor of any of his duties, obligations or responsibilities under the Contract.

#### **4.10 Site Data**

4.10.1 The Procuring Entity shall have made available to the Contractor for his information, prior to the Base Date, all relevant data in the Procuring Entity's possession on sub-surface and hydrological conditions at the Site, including environmental aspects. The Procuring Entity shall similarly make available to the Contractor all such data which come into the Procuring Entity's possession after the Base Date. The Contractor shall be responsible for interpreting all such data.

4.10.2 To the extent which was practicable (taking account of cost and time), the Contractor shall be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Tender or Works. To the same extent, the Contractor shall be deemed to have inspected and examined the Site, its surroundings, the above data and other available information, and to have been satisfied before submitting the Tender as to all relevant matters, including (without limitation):

- a) The form and nature of the Site, including sub-surface conditions,
- b) the hydrological and climatic conditions,
- c) the extent and nature of the work and Goods necessary for the execution and completion of the Works and the remedying of any defects,
- d) the Laws, procedures and labour practices of Kenya, and
- e) the Contractor's requirements for access, accommodation, facilities, personnel, power, transport, water and other services.

#### **4.11 Sufficiency of the Accepted Contract Amount**

4.11.1 The Contractor shall be deemed to:

- a) Have satisfied itself as to the correctness and sufficiency of the Accepted Contract Amount, and
- b) have based the Accepted Contract Amount on the data, interpretations, necessary information, inspections, examinations and satisfaction as to all relevant matters referred to in Sub-Clause 4.10 [Site Data].

4.112 Unless otherwise stated in the Contract, the Accepted Contract Amount covers all the Contractor's obligations under the Contract (including those under Provisional Sums, if any) and all things necessary for the proper execution and completion of the Works and the remedying of any defects.

#### **4.12 Unforeseeable Physical Conditions**

4.121 In this Sub-Clause, "physical conditions" means natural physical conditions and man-made and other physical obstructions and pollutants, which the Contractor encounters at the Site when executing the Works, including sub-surface and hydrological conditions but excluding climatic conditions.

4.122 If the Contractor encounters adverse physical conditions which he considers to have been Unforeseeable, the Contractor shall give notice to the Architect as soon as practicable.

4.123 This notice shall describe the physical conditions, so that they can be inspected by the Architect and shall set out the reasons why the Contractor considers them to be Unforeseeable. The Contractor shall continue executing the Works, using such proper and reasonable measures as are appropriate for the physical conditions, and shall comply with any instructions which the Architect may give. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.

4.124 If and to the extent that the Contractor encounters physical conditions which are Unforeseeable, gives such a notice, and suffers delay and/or incurs Cost due to these conditions, the Contractor shall be entitled subject to notice under Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost, which shall be included in the Contract Price.

4.125 Upon receiving such notice and inspecting and/or investigating these physical conditions, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent these physical conditions were Unforeseeable, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this extent.

4.126 However, before additional Cost is finally agreed or determined under sub-paragraph (ii), the Architect may also review whether other physical conditions in similar parts of the Works (if any) were more favorable than could reasonably have been foreseen when the Contractor submitted the Tender. If and to the extent that these more favorable conditions were encountered, the Architect may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the reductions in Cost which were due to these conditions, which may be included (as deductions) in the Contract Price and Payment Certificates. However, the net effect of all adjustments under sub-paragraph (b) and all these reductions, for all the physical conditions encountered in similar parts of the Works, shall not result in a net reduction in the Contract Price.

4.127 The Architect shall take account of any evidence of the physical conditions foreseen by the Contractor when submitting the Tender, which shall be made available by the Contractor, but shall not be bound by the Contractor's interpretation of any such evidence.

#### **4.13 Rights of Way and Facilities**

Unless otherwise specified in the Contract the Procuring Entity shall provide effective access to and possession of the Site including special and/or temporary rights-of-way which are necessary for the Works. The Contractor shall obtain, at his risk and cost, any additional rights of way or facilities outside the Site which he may require for the purposes of the Works.

#### **4.14 Avoidance of Interference**

4.14.1 The Contractor shall not interfere unnecessarily or improperly with:

- a) The convenience of the public, or
- b) The access to and use and occupation of all roads and foot paths, irrespective of whether they are public or in the possession of the Procuring Entity or of others.

4.142 The Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from any such unnecessary or improper interference.

#### **4.15 Access Route**

4.15.1 The Contractor shall be deemed to have been satisfied as to the suitability and availability of access routes to the Site at Base Date. The Contractor shall use reasonable efforts to prevent any road or bridge from being damaged by the Contractor's traffic or by the Contractor's Personnel. These efforts shall include the proper use of appropriate vehicles and routes.

4.15.2 Except as otherwise stated in these Conditions:

- a) The Contractor shall (as between the Parties) be responsible for any maintenance which may be required for his use of access routes;
- b) the Contractor shall provide all necessary signs or directions along access routes, and shall obtain any permission which may be required from the relevant authorities for his use of routes, signs and directions;
- c) the Procuring Entity shall not be responsible for any claims which may arise from the use or otherwise of any access route;
- d) the Procuring Entity does not guarantee the suitability or a availability of particular access routes; and
- e) Costs due to non-suitability or non-availability, for the use required by the Contractor, of access routes shall be borne by the Contractor.

#### **4.16 Transport of Goods**

Unless otherwise stated in the Special Conditions:

- a) the Contractor shall give the Architect not less than 21 days' notice of the date on which any Plant or a major item of other Goods will be delivered to the Site;
- b) the Contractor shall be responsible for packing, loading, transporting, receiving, unloading, storing and protecting all Goods and other things required for the Works; and
- c) the Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from the transport of Goods and shall negotiate and pay all claims arising from their transport.

#### **4.17 Contractor's Equipment**

The Contractor shall be responsible for all Contractor's Equipment. When brought on to the Site, Contractor's Equipment shall be deemed to be exclusively intended for the execution of the Works. The Contractor shall not remove from the Site any major items of Contractor's Equipment without the consent of the Engineer. However, consent shall not be required for vehicles transporting Goods or Contractor's Personnel off Site.

#### **4.18 Protection of the Environment**

4.18.1 The contractor shall comply with the applicable environmental laws, regulations and policies.

4.18.2 The Contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations.

4.18.3 The Contractors shall ensure that emissions, surfaced is charges and effluent from the Contractor's activities shall not exceed the values stated in the Specification or prescribed by applicable Laws.

#### 4.19 Electricity, Water and Gas

- 4.19.1 The Contractor shall, except as stated below, be responsible for the provision of all power, water and other services he may require for his construction activities and to the extent defined in the Specifications, for the tests.
- 4.19.2 The Contractor shall be entitled to use for the purposes of the Works such supplies of electricity, water, gas and other services as may be available on the Site and of which details and prices are given in the Specifications. The Contractor shall, at his risk and cost, provide any apparatus necessary for his use of these services and for measuring the quantities consumed.
- 4.19.3 The quantities consumed and the amounts due (at these prices) for such services shall be agreed or determined by the Architect in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.

#### 4.20 Procuring Entity's Equipment and Free-Issue Materials

- 4.20.1 The Procuring Entity shall make the Procuring Entity's Equipment (if any) available for the use of the Contractor in the execution of the Works in accordance with the details, arrangements and prices stated in the Specification. Unless otherwise stated in the Specification:
- a) The Procuring Entity shall be responsible for the Procuring Entity's Equipment, except that
  - b) the Contractor shall be responsible for each item of Procuring Entity's Equipment whilst any of the Contractor's Personnel is operating it, driving it, directing it or in possession or control of it.
- 4.20.1 The appropriate quantities and the amounts due (at such stated prices) for the use of Procuring Entity's Equipment shall be agreed or determined by the Architect in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.
- 4.20.2 The Procuring Entity shall supply, free of charge, the "free-issue materials" (if any) in accordance with the details stated in the Specification. The Procuring Entity shall, at his risk and cost, provide these materials at the time and place specified in the Contract. The Contractor shall then visually inspect them and shall promptly give notice to the Architect of any shortage, defect or default in these materials. Unless otherwise agreed by both Parties, the Procuring Entity shall immediately rectify the notified shortage, defect or default.
- 4.20.3 After this visual inspection, the free-issue materials shall come under the care, custody and control of the Contractor. The Contractor's obligations of inspection, care, custody and control shall not relieve the Procuring Entity of liability for any shortage, defect or default not apparent from a visual inspection.

#### 4.21 Progress Reports

- 4.21.1 Unless otherwise stated in the Special Conditions, monthly progress reports shall be prepared by the Contractor and submitted to the Architect in six copies. The first report shall cover the period up to the end of the first calendar month following the Commencement Date. Reports shall be submitted monthly thereafter, each within 7 days after the last day of the period to which it relates.
- 4.21.2 Reporting shall continue until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works. Each report shall include:
- a) charts and detailed descriptions of progress, including each stage of design (if any), Contractor's Documents, procurement, manufacture, delivery to Site, construction, erection and testing; and including these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]),

- b) photographs showing the status of manufacture and of progress on the Site;
- c) for the manufacture of each main item of Plant and Materials, the name of the manufacturer, manufacture location, percentage progress, and the actual or expected dates of:
  - i) commencement of manufacture,
  - ii) Contractor's inspections,
  - iii) tests, and
  - iv) shipment and arrival at the Site;
- d) the details described in Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment];
- e) copies of quality assurance documents, test results and certificates of Materials;
- f) list of notices given under Sub-Clause 2.5 [Procuring Entity's Claims] and notices given under Sub- Clause 20.1 [Contractor's Claims];
- g) safety statistics, including details of any hazardous incidents and activities relating to environmental aspects and public relations; and
- h) comparison so factual and planned progress, with details of any events or circumstances which may jeopardize the completion in accordance with the Contract, and the measures being (or to be) adopted to overcome delays.

#### **4.22 Security of the Site**

Unless otherwise stated in the Special Conditions:

- a) The Contractor shall be responsible for keeping unauthorized persons off the Site, and
- b) authorized persons shall be limited to the Contractor's Personnel and the Procuring Entity's Personnel; and to any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as authorized personnel of the Procuring Entity's other contractors on the Site.

#### **4.23 Contractor's Operations on Site**

- 423.1 The Contractor shall confine his operations to the Site, and to any additional areas which may be obtained by the Contractor and agreed by the Architect as additional working areas. The Contractor shall take all necessary precautions to keep Contractor's Equipment and Contractor's Personnel within the Site and these additional areas, and to keep them off adjacentl and.
- 423.2 During the execution of the Works, the Contractor shall keep the Site free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment or surplus materials. The Contractor shall clear away and remove from the Site any wreckage, rubbish and Temporary Works which are no longer required.
- 423.3 Upon the issue of a Taking-Over Certificate, the Contractor shall clear away and remove, from that part of the Site and Works to which the Taking-Over Certificate refers, all Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works. The Contractor shall leave that part of the Site and the Works in a clean and safe condition. However, the Contractor may retain on Site, during the Defects Notification Period, such Goods as are required for the Contractor to fulfil obligations under the Contract.

#### **4.24 Fossils**

- 424.1 All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the Site shall be placed under the care and authority of the Procuring Entity. The Contractor shall take reasonable precautions to prevent Contractor's Personnel or other persons from removing or damaging any of these findings.
- 424.2 The Contractor shall, upon discovery of any such finding, promptly give notice to the Engineer, who shall issue instructions for dealing with it. If the Contractor suffers delay and/or incurs Cost from complying with the instructions, the Contractor shall give a further notice to the Architect

and shall be entitled subject to Sub- Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost, which shall be included in the Contract Price.
- After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

## **5 NOMINATED SUBCONTRACTORS**

### **5.1 Definition of “nominated Subcontractor”**

In this Contract, “nominated Subcontractor” means a Subcontractor:

- a) Who is nominated by the Procuring Entity, or
- b) Contractor has nominated as a Subcontractor subject to Sub-Clause 5.2 [Objection to Notification].

### **5.2 Objection to Nomination**

The Contractor shall not be under any obligation to employ a nominated Subcontractor against whom the Contractor raises reasonable objection by notice to the Procuring Entity as soon as practicable, with supporting particulars. An objection shall be deemed reasonable if it arises from (among other things) any of the following matters, unless the Procuring Entity agrees in writing to indemnify the Contractor against and from the consequences of the matter:

- a) there are reasons to believe that the Subcontractor does not have sufficient competence, resources or financial strength;
- b) the nominated Subcontractor does not accept to indemnify the Contractor against and from any negligence or misuse of Goods by the nominated Subcontractor, his agents and employees; or
- c) the nominated Subcontractor does not accept to enter into a subcontract which specifies that, for the subcontracted work (including design, if any), the nominated Subcontractor shall:
  - i) undertake to the Contractor such obligations and liabilities as will enable the Contractor to discharge his obligations and liabilities under the Contract;
  - ii) indemnify the Contractor against and from all obligations and liabilities arising under or in connection with the Contract and from the consequences of any failure by the Subcontractor to perform these obligations or to fulfil these liabilities, and
  - iii) be paid only if and when the Contractor has received from the Procuring Entity payments for sums due under the Subcontract referred to under Sub-Clause 5.3 [Payment to nominated Subcontractors].

### **5.3 Payments to nominated Subcontractors**

The Contractor shall pay to the nominated Subcontractor the amounts shown on the nominated Subcontractor's invoices approved by the Contractor which the Architect certifies to be due in accordance with the subcontract. These amounts plus other charges shall be included in the Contract Price in accordance with sub-paragraph (b) of Sub-Clause 13.5 [Provisional Sums], except as stated in Sub-Clause 5.4 [Evidence of Payments].

### **5.4 Evidence of Payments**

5.4.1 Before issuing a Payment Certificate which includes an amount payable to a nominated Subcontractor, the Architect may request the Contractor to supply reasonable evidence that the nominated Subcontractor has received all amounts due in accordance with previous Payment Certificates, less applicable deductions for retention or otherwise. Unless the Contractor:

- (a) Submits this reasonable evidence to the Engineer, or
- (b) i) Satisfies the Architect in writing that the Contractor is reasonably entitled to withhold or refuse to pay these amounts, and
  - ii) Submits to the Architect reasonable evidence that the nominated Subcontractor has been notified of the Contractor's entitlement, then the Procuring Entity may (at his sole

discretion) pay, directly to the nominated Subcontractor, part or all of such amounts previously certified (less applicable deductions) as are due to the nominated Subcontractor and for which the Contractor has failed to submit the evidence described in sub-paragraphs (a) or (b) above. The Contractor shall then repay, to the Procuring Entity, the amount which the nominated Subcontractor was directly paid by the Procuring Entity.

## **6 STAFF AND LABOR**

### **6.1 Engagement of Staff and Labor**

Except as otherwise stated in the Specification, the Contractor shall make arrangements for the engagement of all staff and labor, local or otherwise, and for their payment, feeding, transport, and, when appropriate, housing. The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labor with appropriate qualifications and experience from sources within Kenya.

### **6.2 Rates of Wages and Conditions of Labor**

6.2.1 The Contractor shall pay rates of wages, and observe conditions of labor, which are not lower than those established for the trade or industry where the work is carried out. If no established rates or conditions are applicable, the Contractor shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by Procuring Entity's whose trade or industry is similar to that of the Contractor.

6.2.2 The Contractor shall inform the Contractor's Personnel about their liability to pay personal income taxes in Kenya in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the Laws of Kenya for the time being in force, and the Contractor shall perform such duties in regard to such deductions there of as may be imposed on him by such Laws.

### **6.3 Persons in the Service of Procuring Entity**

The Contractor shall not recruit, or attempt to recruit, staff and labour from amongst the Procuring Entity's Personnel.

### **6.4 Lab or Laws**

The Contractor shall comply with all the relevant labour Laws applicable to the Contractor's Personnel, including Laws relating to their employment, employment of children, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights. The Contractor shall require his employees to obey all applicable Laws, including those concerning safety at work.

### **6.5 Working Hours**

Nowork shall be carried out on the Site on locally recognized days of rest, or outside the normal working hours stated in the **Special Conditions of Contract**, unless:

- a) Otherwise stated in the Contract,
- b) The Architect gives consent, or
- c) The work is unavoidable, or necessary for the protection of life or property or for the safety of the Works, in which case the Contractor shall immediately advise the Engineer, provided that work done outside the normal working hours shall be considered and paid for as overtime.

### **6.6 Facilities for Staff and Labor**

Except as otherwise stated in the Specification, the Contractor shall provide and maintain all necessary accommodation and welfare facilities on site for the Contractor's Personnel. The Contractor shall also provide facilities for the Procuring Entity's Personnel as stated in the Specifications. The Contractor shall not permit any of the Contractor's Personnel to maintain any temporary or permanent living quarters within the structures forming part of the Permanent Works.

### **6.7 Health and Safety**

671 The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor's Personnel. In collaboration with local health authorities, the Contractor shall ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the Site and at any accommodation for Contractor's and Procuring Entity's Personnel, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

672 The Contractor shall appoint an accident prevention officer at the Site, responsible for maintaining safety and protection against accidents. This person shall be qualified for this responsibility and shall have the authority to issue instructions and take protective measures to prevent accidents. Throughout the execution of the Works, the Contractor shall provide what ever is required by this person to exercise this responsibility and authority.

673 The Contractor shall send, to the Engineer, 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 property, as the Architect may reasonably require.

674 The Contractor shall conduct an awareness programme on HIV and other sexually transmitted diseases via an approved service provider and shall undertake such other measures taken to reduce the risk of the transfer of these diseases between and among the Contractor's Personnel and the local community, to promote early diagnosis and to assist affected individuals.

## **68 Contractor's Superintendence**

681 Throughout the execution of the Works, and as long thereafter as is necessary to fulfil the Contractor's obligations, the Contractor shall provide all necessary super intendence to plan, arrange, direct, manage, inspect and test the work.

682 Superintendence shall be given by a sufficient number of persons having adequate knowledge of the language for communications (defined in Sub-Clause 1.4 [Law and Language]) and of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents), for the satisfactory and safe execution of the Works.

## **69 Contractor's Personnel**

691 The Contractor's Personnel shall be appropriately qualified, skilled and experienced in their respective trades or occupations. The Contractors Key personnel shall be named in the Special Conditions of Contract. The Architect may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative if applicable, who:

- a) Persists in any misconduct or lack of care,
- b) Carries out duties in competently or negligently,
- c) fails to conform with any provisions of the Contract,
- d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment, or
- e) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works.

692 If appropriate, the Contractor shall then appoint (or cause to be appointed) a suitable replacement person.

## **610 Records of Contractor's Personnel and Equipment**

The Contractor shall submit, to the Engineer, details showing the number of each class of Contractor's Personnel and of each type of Contractor's Equipment on the Site. Details shall be submitted each calendar month, in a form approved by the Engineer, until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.

**6.11 Disorderly Conduct**

The Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst the Contractor's Personnel, and to preserve peace and protection of persons and property on and near the Site.

**6.12 Foreign Personnel**

6.12.1 The Contractor shall not employ foreign personnel unless the contractor demonstrates that there are no Kenyans with the required skills.

6.12.2 The Contractor shall be responsible for the return of any foreign personnel to the place where they were recruited or to their domicile. In the event of the death in Kenya of any of these personnel or members of their families, the Contractor shall similarly be responsible for making the appropriate arrangements for their return or burial.

**6.13 Supply of Water**

The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of drinking and other water for the use of the Contractor's Personnel.

**6.14 Measures against Insect and Pest Nuisance**

The Contractor shall at all times take the necessary precautions to protect the Contractor's Personnel employed on the Site from insect and pest nuisance, and to reduce the danger to their health. The Contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide.

**6.15 Alcoholic Liquor or Drugs**

The Contractor shall not, otherwise than in accordance with the Laws of Kenya, onsite, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift, barter or disposal thereof by Contractor's Personnel.

**6.16 Prohibition of Forced or Compulsory Labour**

The Contractor shall not employ forced labor, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

**6.17 Prohibition of Harmful Child Labor**

The Contractor shall not employ children in a manner that is economically exploitative, or is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. Where the relevant labour laws of Kenya have provisions for employment of minors, the Contractor shall follow those laws applicable to the Contractor. Children below the age of 18 years shall not be employed in dangerous work.

**6.18 Employment Records of Workers**

The Contractor shall keep complete and accurate records of the employment of labour at the Site. The records shall include the names, ages, genders, hours worked and wages paid to all workers. These records shall be summarized on a monthly basis and submitted to the Engineer. These records shall be included in the details to be submitted by the Contractor under Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment].

**6.19 Workers' Organizations**

The Contractor shall comply with the relevant labor laws that recognize workers' rights to form and to join workers' organizations of their choosing without interference.

The Contractor shall base the labour employment on the principle of equal opportunity and fair treatment and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employ mentor retirement, and discipline.

## **7. PLANT, MATERIALS AND WORKMANSHIP**

### **7.1 Manner of Execution**

The Contractor shall carry out the manufacture/assemble of plant, the production and manufacture of Materials, and all other execution of the Works:

- a) In the manner (if any) specified in the Contract,
- b) in a proper workman like and careful manner, in accordance with recognized good practice, and
- c) with properly equipped facilities and non-hazardous Materials, except as otherwise specified in the Contract.

### **7.2 Samples**

The Contractor shall submit the following samples of Materials, and relevant information, to the Architect for consent prior to using the Material sin or for the Works:

- a) manufacturer's standard samples of Materials and samples specified in the Contract, all at the Contractor's cost, and
- b) additional samples instructed by the Architect as a Variation.

Each sample shall be labeled as to origin and intended use in the Works.

### **7.3 Inspection**

7.3.1 The Procuring Entity's Personnel shall at all reasonable times:

- a) Have full access to all parts of the Site and to all places from which natural Materials are being obtained, and
- b) during production, manufacture and construction (at the Site and elsewhere), be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of manufacture of Plant and production and manufacture of Materials.

7.3.2 The Contractor shall give the Procuring Entity's Personnel full opportunity to carry out these activities, including providing access, facilities, permissions and safety equipment. No such activity shall relieve the Contractor from any obligation or responsibility.

7.3.3 The Contractor shall give notice to the Architect whenever any work is ready and before it is covered up, put out of sight, or packaged for storage or transport. The Architect shall then either carry out the examination, inspection, measurement or testing without unreasonable delay, or promptly give notice to the Contractor that the Architect does not require to do so. If the Contractor fails to give the notice, he shall, if and when required by the Engineer, uncover the work and there after reinstate and make good, all at the Contractor's cost.

### **7.4 Testing**

7.4.1 This Sub-Clause shall apply to all tests specified in the Contract.

7.4.2 Except as otherwise specified in the Contract, the Contractor shall provide all apparatus, assistance, documents and other information, electricity, equipment, fuel, consumables, instruments, labor, materials, and suitably qualified and experienced staff, as are necessary to carry out the specified tests efficiently. The Contractor shall agree, with the Engineer, the time and placefort he specified testing of any Plant, Materials and other parts of the Works.

- 7.4.3 The Architect may, under Clause 13 [Variations and Adjustments], vary the location or details of specified tests, or instruct the Contractor to carry out additional tests. If these varied or additional tests show that the tested Plant, Materials or workmanship is not in accordance with the Contract, the cost of carrying out this Variation shall be borne by the Contractor, notwithstanding other provisions of the Contract.
- 7.4.4 The Architect shall give the Contractor not less than 24 hours' notice of the Architect intention to attend the tests. If the Architect does not attend at the time and place agreed, the Contractor may proceed with the tests, unless otherwise instructed by the Engineer, and the tests shall then be deemed to have been made in the Architect presence.
- 7.4.5 If the Contractor suffers delay and/ or incurs Cost from complying with these instructions or as a result of a delay for which the Procuring Entity is responsible, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 7.4.6 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 7.4.7 The Contractor shall promptly forward to the Architect duly certified reports of the tests. When the specified tests have been completed, the Architect shall endorse the Contractor's test certificate, or issue a certificate to him, to that effect. If the Architect has not attended the tests, he shall be deemed to have accepted the readings as accurate.

## **7.5 Rejection**

- 7.5.1 If, as a result of an examination, inspection, measurement or testing, any Plant, Materials or workmanship is found to be defective or otherwise not in accordance with the Contract, the Architect may reject the Plant, Materials or workmanship by giving notice to the Contractor, with reasons. The Contractor shall then promptly make good the defect and ensure that the rejected item complies with the Contract.
- 7.5.2 If the Architect requires this Plant, Materials or workmanship to be retested, the tests shall be repeated under the same terms and conditions. If the rejection and retesting cause the Procuring Entity to incur additional costs, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity.

## **7.6 Remedial Work**

- 7.6.1 Notwithstanding any previous test or certification, the Architect may instruct the Contractor to:
- a) Remove from the Site and replace any Plant or Materials which is not in accordance with the Contract,
  - b) remove and re-execute any other work which is not in accordance with the Contract, and
  - c) execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseen able event or otherwise.
- 7.6.2 The Contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction, or immediately if urgency is specified under sub-paragraph (c).
- 7.6.3 If the Contractor fails to comply with the instruction, the Procuring Entity shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for the work, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity all costs arising from this failure.
- 7.6.4 If the contractor repeatedly delivers defective work, the Procuring Entity may consider termination in accordance with Clause 15.

## **7.7 Ownership of Plant and Materials**

Except as otherwise provided in the Contract, each item of Plant and Materials shall become the property of the Procuring Entity at whichever is the earlier of the following times, free from liens and other encumbrances:

- a) When it is incorporated in the Works;
- b) when the Contractor is paid the corresponding value of the Plant and Materials under Sub-Clause 8.10 [Payment for Plant and Materials in Event of Suspension].

## **78 Royalties**

Unless otherwise stated in the Specification, the Contractor shall pay all royalties, rents and other payments for:

- a) Natural materials obtained from outside the Site, and
- b) the disposal of material from demolitions and excavations and of other surplus material (whether natural or man-made), except to the extent that disposal are as within the Site are specified in the Contract.

## **8 COMMENCEMENT, DELAYS AND SUSPENSION**

### **8.1 Commencement of Works**

8.1.1 Except as otherwise specified in the Special Conditions of Contract, the Commencement Date shall be the date at which the following precedent conditions have all been fulfilled and the Architect notification recording the agreement of both Parties on such fulfilment and instructing to commence the Work is received by the Contractor:

- a) Signature of the Contract Agreement by both Parties, and if required, approval of the Contract by relevant authorities of Kenya;
- b) except if otherwise specified in the Special Conditions of Contract, effective access to and possession of the Site given to the Contractor together with such permission(s) under (a) of Sub-Clause 1.13 [Compliance with Laws] as required for the commencement of the Works.
- c) Receipt by the Contractor of the Advance Payment under Sub-Clause 14.2 [Advance Payment] provided that the corresponding bank guarantee has been delivered by the Contractor.

8.1.2 If the said Architect instruction is not received by the Contractor within 180 days from his receipt of the Letter of Acceptance, the Contractor shall be entitled to terminate the Contract under Sub-Clause 6.2 [Termination by Contractor].

8.1.3 The Contractor shall commence the execution of the Works as soon as is reasonably practicable after the Commencement Date and shall then proceed with the Works with due expedition and without delay.

### **8.2 Time for Completion**

The Contractor shall complete the whole of the Works, and each Section (if any), within the Time for Completion for the Works or Section (as the case may be), including:

- a) Achieving the passing of the Test on Completion, and
- b) completing all work which is stated in the Contract as being required for the Works or Section to be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections].

### **8.3 Programme**

8.3.1 The Contractor shall submit a detailed time programme to the Architect within 4 days after receiving the notice under Sub-Clause 8.1 [Commencement of Works]. The Contractor shall also submit a revised programme whenever the previous programme is inconsistent with actual progress or with the Contractor's obligations. Each programme shall include:

- a) The order in which the Contractor intends to carry out the Works, including the anticipated

- timing of each stage of design (if any), Contractor's Documents, procurement, manufacture of Plant, delivery to Site, construction, erection and testing,
- b) each of these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]),
  - c) the sequence and timing of inspections and tests specified in the Contract, and
  - d) a supporting report which includes:
    - i) a general description of the methods which the Contractor intends to adopt, and of the major stages, in the execution of the Works, and
    - ii) details showing the Contractor's reasonable estimate of the number of each class of Contractor's Personnel and of each type of Contractor's Equipment, required on the Site for each major stage.

- 832 Unless the Engineer, within 14 days after receiving a programme, gives notice to the Contractor stating the extent to which it does not comply with the Contract, the Contractor shall proceed in accordance with the programme, subject to his other obligations under the Contract. The Procuring Entity's Personnel shall be entitled to rely upon the programme when planning their activities.
- 833 The Contractor shall promptly give notice to the Architect of specific probable future events or circumstances which may adversely affect the work, increase the Contract Price or delay the execution of the Works.
- 834 If, at anytime, the Architect gives notice to the Contractor that a programme fails (to the extent stated) to comply with the Contractor to be consistent with actual progress and the Contractor's stated intentions, the Contractor shall submit a revised programme to the Architect in accordance with this Sub-Clause.

#### **8.4 Extension of Time for Completion**

- 841 The Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to an extension of the Time for Completion if and to the extent that completion for the purposes of Sub-Clause 10.1 [Taking Over of the Works and Sections] is or will be delayed by any of the following causes:
- a) a Variation (unless an adjustment to the Time for Completion has been agreed under Sub-Clause 13.3 [Variation Procedure]) or other substantial change in the quantity of an item of work included in the Contract,
  - b) a cause of delay giving an entitlement to extension of time under a Sub-Clause of these Conditions,
  - c) exceptionally adverse climatic conditions,
  - d) Unforeseeable shortages in the availability of personnel or Goods caused by epidemic or governmental actions, or
  - e) any delay, impediment or prevention caused by or attributable to the Procuring Entity, the Procuring Entity's Personnel, or the Procuring Entity's other contractors.
- 842 If the Contractor considers itself to be entitled to an extension of the Time for Completion, the Contractor shall give notice to the Architect in accordance with Sub-Clause 20.1 [Contractor's Claims]. When determining each extension of time under Sub-Clause 20.1, the Architect shall review previous determinations and may increase, but shall not decrease, the total extension of time.

#### **8.5 Delays Caused by Authorities**

If the following conditions apply, namely:

- a) The Contractor has diligently followed the procedures laid down by the relevant legally constituted public authorities in Kenya,
- b) These authorities delay or disrupt the Contractor's work, and
- c) the delay or disruption was Unforeseeable, then this delay or disruption will be considered as a cause of delay under sub-paragraph (b) of Sub-Clause 8.4 [Extension of Time for Completion].

## 8.6 Rate of Progress

- 861 If, at any time:
- a) Actual progress is too slow to complete within the Time for Completion, and/or
  - b) Progress has fallen (or will fall) behind the current programme under Sub-Clause 8.3 [Programme], other than as a result of a cause listed in Sub-Clause 8.4 [Extension of Time for Completion], then the Architect may instruct the Contractor to submit, under Sub-Clause 8.3 [Programme], a revised programme and supporting report describing the revised methods which the Contractor proposes to adopt in order to expedite progress and complete within the Time for Completion.
- 862 Unless the Architect notifies otherwise, the Contractor shall adopt these revised methods, which may require increases in the working hours and/or in the numbers of Contractor's Personnel and/or Goods, at the risk and cost of the Contractor. If these revised methods cause the Procuring Entity to incur additional costs, the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity, in addition to delay damages (if any) under Sub-Clause 8.7 below.
- 863 Additional costs of revised methods including acceleration measures, instructed by the Architect to reduce delays resulting from causes listed under Sub-Clause 8.4 [Extension of Time for Completion] shall be paid by the Procuring Entity, without generating, however, any other additional payment benefit to the Contractor.

## 8.7 Delay Damages

- 871 If the Contractor fails to comply with Sub-Clause 8.2 [Time for Completion], the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay delay damages to the Procuring Entity for this default. These delay damages shall be the sum stated in the **Special Conditions of Contract**, which shall be paid for every day which shall elapse between the relevant Time for Completion and the date stated in the taking-Over Certificate. However, the total amount due under this Sub-Clause shall not exceed the maximum amount of delay damages (if any) stated in the Special Conditions of Contract.
- 872 These delay damages shall be the only damages due from the Contractor for such default, other than in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity] prior to completion of the Works. These damages shall not relieve the Contractor from his obligation to complete the Works, or from any other duties, obligations or responsibilities which he may have under the Contract.

## 8.8 Suspension of Work

- 881 The Architect may at any time instruct the Contractor to suspend progress of part or all of the Works. During such suspension, the Contractor shall protect, store and secure such part of the Works against any deterioration, loss or damage.
- 882 The Architect may also notify the cause for the suspension. If and to the extent that the cause is notified and is the responsibility of the Contractor, the following Sub-Clauses 8.9, 8.10 and 8.11 shall not apply.

## 8.9 Consequences of Suspension

- 891 If the Contractor suffers delay and/or incurs Cost from complying with the Architect instructions under Sub-Clause 8.8 [Suspension of Work] and/or from resuming the work, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) Payment of any such Cost, which shall be included in the Contract Price.
- 892 After receiving this notice, the Architect shall proceed in accordance with Sub-

- 893 The Contractor shall not be entitled to an extension of time for, or to payment of the Cost incurred in, making good the consequences of the Contractor's faulty design, workmanship or materials, or of the Contractor's failure to protect, store or secure in accordance with Sub-Clause 8.8 [Suspension of Work].

### 8.10 Payment for Plant and Materials in Event of Suspension

The Contractor shall be entitled to payment of the value (as at the date of suspension) of Plant and/or Materials which have not been delivered to Site, if:

- a) The work on Plant or delivery of Plant and/or Material has been suspended for more than 30 days, and
- b) the Contractor has marked the Plant and/or Materials as the Procuring Entity's property in accordance with the Architect's instructions.

### 8.11 Prolonged Suspension

If the suspension under Sub-Clause 8.8 [Suspension of Work] has continued for more than 84 days, the Contractor may request the Architect's permission to proceed. If the Architect does not give permission within 30 days after being requested to do so, the Contractor may, by giving notice to the Engineer, treat the suspension as a non-omission under Clause 13 [Variations and Adjustments] of the affected part of the Works. If the suspension affects the whole of the Works, the Contractor may give notice of termination under Sub-Clause 16.2 [Termination by Contractor].

### 8.12 Resumption of Work

After the permission or instruction to proceed is given, the Contractor and the Architect shall jointly examine the Works and the Plant and Materials affected by the suspension. The Contractor shall make good any deterioration or defect in or loss of the Works or Plant or Materials, which has occurred during the suspension after receiving from the Architect an instruction to this effect under Clause 13 [Variations and Adjustments].

## 9 TESTS ON COMPLETION

### 9.1 Contractor's Obligations

- 9.1.1 The Contractor shall carry out the Tests on Completion in accordance with this Clause and Sub-Clause 7.4 [Testing], after providing the documents in accordance with sub-paragraph (d) of Sub-Clause 4.1 [Contractor's General Obligations].
- 9.1.2 The Contractor shall give to the Architect not less than 21 days' notice of the date after which the Contractor will be ready to carry out each of the Tests on Completion. Unless otherwise agreed, Tests on Completion shall be carried out within 14 days after this date, on such day or days as the Architect shall instruct.
- 9.1.3 In considering the results of the Tests on Completion, the Architect shall make allowances for the effect of any use of the Works by the Procuring Entity on the performance or other characteristics of the Works. As soon as the Works, or a Section, have passed any Test on Completion, the Contractor shall submit a certified report of the results of these Tests to the Engineer.

### 9.2 Delayed Tests

- 9.2.1 If the Tests on Completion are being unduly delayed by the Procuring Entity, Sub-Clause 7.4 [Testing] (fifth paragraph) and/or Sub-Clause 10.3 [Interference with Tests on Completion] shall be applicable.
- 9.2.2 If the Tests on Completion are being unduly delayed by the Contractor, the Architect may by notice require the Contractor to carry out the Tests within 21 days after receiving the notice. The Contractor shall

carry out the Tests on such day or days within that period as the Contractor may fix and of which he shall give notice to the Engineer.

- 923 If the Contractor fails to carry out the Tests on Completion within the period of 21 days, the Procuring Entity's Personnel may proceed with the Tests at the risk and cost of the Contractor. The Tests on Completion shall then be deemed to have been carried out in the presence of the Contractor and the results of the Tests shall be accepted as accurate.

### **93 Retesting of related works**

If the Works, or a Section, fail to pass the Tests on Completion, Sub-Clause 7.5 [Rejection] shall apply, and the Architect or the Contractor may require the failed Tests, and Tests on Completion on any related work, to be repeated under the same terms and conditions.

### **94 Failure to Pass Tests on Completion**

- 94.1 If the Works, or a Section, fail to pass the Tests on Completion repeated under Sub-Clause 9.3 [Retesting], the Architect shall be entitled to:
- Order further repetition of Tests on Completion under Sub-Clause 9.3; or
  - if the failure deprives the Procuring Entity of substantially the whole benefit of the Works or Section, reject the Works or Section (as the case may be), in which event the Procuring Entity shall have the same remedies as are provided in subparagraph (c) of Sub-Clause 11.4 [Failure to Remedy Defects].

## **10. PROCURING ENTITY'S TAKING OVER**

### **10.1 Taking Over of the Works and Sections**

- 10.1.1 Except as stated in Sub-Clause 9.4 [Failure to Pass Tests on Completion], the Works shall be taken over by the Procuring Entity when (i) the Works have been completed in accordance with the Contract, including the matters described in Sub-Clause 8.2 [Time for Completion] and except as allowed in subparagraph (a) below, and (ii) a Taking-Over Certificate for the Works has been issued, or is deemed to have been issued in accordance with this Sub-Clause.
- 10.1.2 The Contractor may apply by notice to the Architect for a Taking-Over Certificate not earlier than 14 days before the Works will, in the Contractor's opinion, be complete and ready for taking over. If the Works are divided into Sections, the Contractor may similarly apply for a Taking-Over Certificate for each Section.
- 10.1.3 The Architect shall, within 30 days after receiving the Contractor's application:
- Issue the Taking-Over Certificate to the Contractor, stating the date on which the Works or Section were completed in accordance with the Contract, except for any minor outstanding work and defects which will not substantially affect the use of the Works or Section for their intended purpose (either until or whilst the work is completed and these defects are remedied); or
  - reject the application, giving reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued. The Contractor shall then complete this work before issuing a further notice under this Sub-Clause.
- 10.1.4 If the Architect fails either to issue the Taking-Over Certificate or to reject the Contractor's application within the period of 30 days, and if the Works or Section (as the case may be) are substantially in accordance with the Contract, the Taking-Over Certificate shall be deemed to have been issued on the last day of that period.

### **10.2 Taking Over of Parts of the Works**

- 102.1 The Architect may, at the sole discretion of the Procuring Entity, issue a Taking-

- 1022 The Procuring Entity shall not use any part of the Works (other than as a temporary measure which is either specified in the Contract or agreed by both Parties) unless and until the Architect has issued a Taking-Over Certificate for this part. However, if the Procuring Entity does use any part of the Works before the Taking-Over Certificate is issued:
- a) The part which is used shall be deemed to have been taken over as from the date on which it is used,
  - b) the Contractor shall cease to be liable for the care of such part as from this date, when responsibility shall pass to the Procuring Entity, and
  - c) if requested by the Contractor, the Architect shall issue a Taking-Over Certificate for this part.
- 1023 After the Architect has issued a Taking-Over Certificate for a part of the Works, the Contractor shall begin the earliest opportunity to take such steps as may be necessary to carry out any outstanding Tests on Completion. The Contractor shall carry out these Tests on Completion as soon as practicable before the expiry date of the relevant Defects Notification Period.
- 1024 If the Contractor incurs Cost as a result of the Procuring Entity taking over and/or using a part of the Works, other than such use as is specified in the Contract or agreed by the Contractor, the Contractor shall (i) give notice to the Architect and (ii) be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to payment of any such accrued costs, which shall be included in the Contract Price. After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this accrued cost.
- 1025 If a Taking-Over Certificate has been issued for a part of the Works (other than a Section), the delay damages thereafter for completion of the remainder of the Works shall be reduced. Similarly, the delay damages for the remainder of the Section (if any) in which this part is included shall also be reduced. For any period of delay after the date stated in this Taking-Over Certificate, the proportional reduction in these delay damages shall be calculated as the proportion which the value of the parts so certified bears to the value of the Works or Section (as the case may be) as a whole. The Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these proportions. The provisions of this paragraph shall only apply to the daily rate of delay damages under Sub-Clause 8.7 [Delay Damages] and shall not affect the maximum amount of these damages.

### 103 Interference with Tests on Completion

- 103.1 If the Contractor is prevented, for more than 14 days, from carrying out the Tests on Completion by a cause for which the Procuring Entity is responsible, the Procuring Entity shall be deemed to have taken over the Works or Section (as the case may be) on the date when the Tests on Completion would otherwise have been completed.
- 103.2 The Architect shall then issue a Taking-Over Certificate accordingly, and the Contractor shall carry out the Tests on Completion as soon as practicable, before the expiry date of the Defects Notification Period. The Architect shall require the Tests on Completion to be carried out by giving 14 days' notice and in accordance with the relevant provisions of the Contract.
- 103.3 If the Contractor suffers delay and/or incurs Cost as a result of this delay in carrying out the Tests on Completion, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such accrued costs, which shall be included in the Contract Price.

1034 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

#### **10.4 Surfaces Requiring Reinstatement**

Except as otherwise stated in a Taking-Over Certificate, a certificate for a Section or part of the Works shall not be deemed to certify completion of any ground or other surfaces requiring reinstatement.

### **11. DEFECTS LIABILITY**

#### **11.1 Completion of Outstanding Work and Remedying Defects**

11.1.1 In order that the Works and Contractor's Documents, and each Section, shall be in the condition required by the Contract (fair wear and tear excepted) by the expiry date of the relevant Defects Notification Period or as soon as practicable thereafter, the Contractor shall:

- a) complete any work which is outstanding on the date stated in a Taking-Over Certificate, within such reasonable time as is instructed by the Engineer, and
- b) execute all work required to remedy defects or damage, as may be notified by (or on behalf of) the Procuring Entity on or before the expiry date of the Defects Notification Period for the Works or Section (as the case may be).

11.1.2 If a defect appears or damage occurs, the Contractor shall be notified accordingly by the Engineer.

#### **11.2 Cost of Remedying Defects**

11.2.1 All work referred to in sub-paragraph (b) of Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects] shall be executed at the risk and cost of the Contractor, if and to the extent that the work is attributable to:

- a) Any design for which the Contractor is responsible,
- b) Plant, Materials or workmanship not being in accordance with the Contract, or
- c) Failure by the Contractor to comply with any other obligation.

11.2.2 If and to the extent that such work is attributable to any other cause, the Contractor shall be notified promptly by (or on behalf of) the Procuring Entity, and Sub-Clause 13.3 [Variation Procedure] shall apply.

#### **11.3 Extension of Defects Notification Period**

11.3.1 The Procuring Entity shall be entitled subject to Sub-Clause 2.5 [Procuring Entity's Claims] to an extension of the Defects Notification Period for the Works or a Section if and to the extent that the Works, Section or a major item of Plant (as the case may be, and after taking over) cannot be used for the purposes for which they are intended by reason of a defect or by reason of damage attributable to the Contractor. However, a Defects Notification Period shall not be extended by more than two years.

11.3.2 If delivery and/or erection of Plant and/or Materials was suspended under Sub-Clause 8.8 [Suspension of Work] or Sub-Clause 16.1 [Contractor's Entitlement to Suspend Work], the Contractor's obligations under this Clause shall not apply to any defects or damage occurring more than two years after the Defects Notification Period for the Plant and/or Materials would otherwise have expired.

#### **11.4 Failure to Remedy Defects**

11.4.1 If the Contractor fails to remedy any defect or damage within a reasonable time, a date may be fixed by the Engineer, on or by which the defect or damage is to be remedied. The Contractor shall be given reasonable notice of this date.

11.4.2 If the Contractor fails to remedy the defect or damage by this notified date and this remedial work

was to be executed at the cost of the Contractor under Clause 11.2 [Cost of Remedying Defects], the Procuring Entity may (at this option):

- (a) Carry out the work itself or by others, in a reasonable manner and at the Contractor's cost, but the Contractor shall have no responsibility for this work; and the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity the costs reasonably incurred by the Procuring Entity in remedying the defect or damage;
- (b) Require the Architect to agree or determine a reasonable reduction in the Contract Price in accordance with Sub-Clause 3.5 [Determinations]; or
- (c) if the defect or damage deprives the Procuring Entity of substantially the whole benefit of the Works or any major part of the Works, terminate the Contract as a whole, or in respect of such major part which cannot be put to the intended use. Without prejudice to any other rights, under the Contract or otherwise, the Procuring Entity shall then be entitled to recover all sums paid for the Works or for such part (as the case may be), plus financing costs and the cost of dismantling the same, clearing the Site and returning Plant and Material to the Contractor.

## 11.5 Removal of Defective Work

If the defect or damage cannot be remedied expeditiously on the Site and the Procuring Entity gives consent, the Contractor may remove from the Site for the purposes of repairs such items of Plant as are defective or damaged. This consent may require the Contractor to increase the amount of the Performance Security by the full replacement cost of these items, or to provide other appropriate security.

## 11.6 Further Tests

- 11.6.1 If the work of remedying of any defect or damage may affect the performance of the Works, the Architect may require the repetition of any of the tests described in the Contract. The requirement shall be made by notice within 14 days after the defect or damage is remedied.
- 11.6.2 These tests shall be carried out in accordance with the terms applicable to the previous tests, except that they shall be carried out at the risk and cost of the Party liable, under Sub-Clause 11.2 [Cost of Remedying Defects], for the cost of the remedial work.

## 11.7 Right of Access

Until the Completion Certificate has been issued, the Contractor shall have such right of access to the Works as is reasonably required in order to comply with this Clause, except as may be inconsistent with the Procuring Entity's reasonable security restrictions.

## 11.8 Contractor to Search

The Contractor shall, if required by the Engineer, search for the cause of any defect on parts of the works that have already accepted, under the direction of the Engineer. Unless the defect is to be remedied at the cost of the Contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Cost of the search plus profit shall be agreed or determined by the Architect in accordance with Sub-Clause 3.5 [Determinations] and shall be included in the Contract Price.

## 11.9 Completion Certificate

- 11.9.1 Performance of the Contractor's obligations shall not be considered to have been completed until the Architect has issued the Completion Certificate to the Contractor, stating the date on which the Contractor completed his obligations under the Contract.
- 11.9.2 The Architect shall issue the Completion Certificate within 30 days after the latest of the expiry dates of the Defects Liability Period, or as soon thereafter as the Contractor has supplied all the Contractor's Documents

and completed and tested all the Works, including remedying any defects. A copy of the Completion Certificate shall be issued to the Procuring Entity.

11.93 Only the Completion Certificate shall be deemed to constitute acceptance of the Works.

## **11.10 Unfulfilled Obligations**

After the Completion Certificate has been issued, each Party shall remain liable for the fulfilment of any obligation which remains unperformed at that time. For the purposes of determining the nature and extent of unperformed obligations, the Contract shall be deemed to remain in force.

## **11.11 Clearance of Site**

11.11.1 Upon receiving the Completion Certificate, the Contractor shall remove any remaining Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works from the Site.

11.11.2 If all these items have not been removed within 30 days after receipt by the Contractor of the Completion Certificate, the Procuring Entity may sell or otherwise dispose of any remaining items. The Procuring Entity shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.

11.11.3 Any balance of the moneys from the sale shall be paid to the Contractor. If these moneys are less than the Procuring Entity's costs, the Contractor shall pay the outstanding balance to the Procuring Entity.

## **12 MEASUREMENT AND EVALUATION**

### **12.1 Work to be Measured**

12.1.1 The Works shall be measured, and valued for payment, in accordance with this Clause. The Contractor shall show in each application under Sub-Clauses 14.3 [Application for Interim Payment Certificates], 14.10 [Statement on Completion] and 14.11 [Application for Final Payment Certificate] the quantities and other particulars detailing the amounts which he considers to be entitled under the Contract.

12.1.2 Whenever the Architect requires any part of the Work to be measured, reasonable notices shall be given to the Contractor's Representative, who shall:

- a) promptly either attend or send another qualified representative to assist the Architect in making the measurement, and
- b) supply any particulars requested by the Engineer.

12.1.3 If the Contractor fails to attend or send a representative, the measurement made by the Architect shall be accepted as accurate.

12.1.4 Except as otherwise stated in the Contract, wherever any Permanent Works are to be measured from records, these shall be prepared by the Engineer. The Contractor shall, as and when requested, attend to examine and agree the records with the Engineer, and shall sign them when agreed. If the Contractor does not attend, the records shall be accepted as accurate.

12.1.5 If the Contractor examines and disagrees the records, and/or does not sign them as agreed, then the Contractor shall give notice to the Architect of the respects in which the records are asserted to be inaccurate. After receiving this notice, the Architect shall review the records and either confirm or vary them and certify the payment of the undisputed part. If the Contractor does not so give notice to the Architect within 14 days after being requested to examine the records, they shall be accepted as accurate.

### **12.2 Method of Measurement**

Except as otherwise stated in the Contract:

- a) Measurements shall be made of the net actual quantity of each item of the Permanent Works, and
- b) the method of measurement shall be in accordance with the Bill of Quantities or other applicable Schedules.

### 12.3 Evaluation

- 12.3.1 Except as otherwise stated in the Contract, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of work done by evaluating each item of work, applying the measurement agreed or determined in accordance with the above Sub-Clauses 12.1 and 12.2 and the appropriate rate or price for the item.
- 12.3.2 For each item of work, the appropriate rate or price for the item shall be the rate or price specified for such item in the Contractor, if there is no such item, specified for similar work.
- 12.3.3 Any item of work included in the Bill of Quantities for which no rate or price was specified shall be considered as included in the rates and prices in the Bill of Quantities and will not be paid for separately.
- 12.3.4 However, for a new item of work, a new rate or price shall be appropriate for such item of work if:
- a) The work is instructed under Clause 13 [Variations and Adjustments],
  - b) no rate or price is specified in the Contract for this item, and
  - c) no specified rate or price is appropriate because the item of work is not of similar character, or is not executed under similar conditions, as any item in the Contract.
- 12.3.5 Each new rate or price shall be derived from any relevant rates or prices in the Contract. If no rates or prices are relevant for the new item of work, it shall be derived from the reasonable Cost of executing such work, prevailing market rates, together with profit, taking account of any other relevant matters.
- 12.3.6 Until such time as an appropriate rate or price is agreed or determined, the Architect shall determine a provisional rate or price for the purposes of Interim Payment Certificates as soon as the concerned work commences.
- 12.3.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

### 12.4 Omissions

- Whenever the omission of any work forms part (or all) of a Variation, the value of which has not been agreed, if:
- a) The Contractor will incur (or has incurred) cost which, if the work had not been omitted, would have been deemed to be covered by a sum forming part of the Accepted Contract Amount;
  - b) The omission of the work will result (or has resulted) in this sum not forming part of the Contract Price; and
  - c) this cost is not deemed to be included in the evaluation of any substituted work; then the Contractor shall give notice to the Architect accordingly, with supporting particulars. Upon receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this cost, which shall be included in the Contract Price.

## 13 VARIATIONS AND ADJUSTMENTS

### 13.1 Right to Vary

- 13.1.1 Variations may be initiated by the Architect at any time prior to issuing the Taking-Over Certificate for the Works, either by an instruction or by a request for the Contractor to submit a proposal. No Variation instructed by the Architect under this Clause shall in any way vitiate or invalidate the Contract.

13.12 The Contractor shall execute and be bound by each Variation, unless the Contractor promptly gives notice to the Architect stating (with supporting particulars) that (i) the Contractor cannot readily obtain the Goods required for the Variation, or (ii) such Variation triggers a substantial change in the sequence or progress of the Works. Upon receiving this notice, the Architect shall cancel, confirm or vary the instruction.

13.13 Each Variation may include:

- a) changes to the quantities of any item of work included in the Contract (however, such changes do not necessarily constitute a Variation),
- b) changes to the quality and other characteristics of any item of work,
- c) changes to the levels, positions and/or dimensions of any part of the Works,
- d) omission of any work unless it is to be carried out by others,
- e) any additional work, Plant, Materials or services necessary for the Permanent Works, including any associated Test on Completion, boreholes and other testing and exploratory work, or
- f) changes to the sequence or timing of the execution of the Works.

13.14 The Contractor shall not make any alteration and/or modification of the Permanent Works, unless and until the Architect instructs after obtaining approval of the Procuring Entity.

## **132 Variation Order Procedure**

13.21 Prior to any Variation Order under Sub-Clause 13.1.4 the Architect shall notify the Contractor of the nature and form of such variation. As soon as possible after having received such notice, the Contractor shall submit to the Engineer:

- a) A description of work, if any, to be performed and a programme for its execution, and
- b) the Contractor's proposals for any necessary modifications to the Programme according to Sub-Clause 8.3 or to any of the Contractor's obligations under the Contract, and
- c) the Contractor's proposals for adjustment to the Contract Price.

Following the receipt of the Contractor's submission the Architect shall, after due consultation with the Employer and the Contractor, decide as soon as possible whether or not the variations shall be carried out. If the Architect decides that the variations shall be carried out, he shall issue a Variation Order clearly identified as such in accordance with the Contractor's submission or as modified by agreement.

If the Architect and the Contractor are unable to agree the adjustment of the Contract Price, the provisions of Sub-Clause 13.2.2 shall apply.

## **13.2.2 Disagreement on Adjustment of the Contract Price**

If the Contractor and the Architect are unable to agree on the adjustment of the Contract Price, the adjustment shall be determined in accordance with the rates specified in the Bills of Quantities or Schedule of Daywork Prices. If the rates contained in the Bills of Quantities or Daywork Prices are not directly applicable to the specific work in question, suitable rates shall be established by the Architect reflecting the level of pricing in the Daywork Prices. Where rates are not contained in the said Prices, the amount shall be such as is in all the circumstances reasonable, reflecting a market price. Due account shall be taken of any over- or under-recovery of overheads by the Contractor in consequence of the variation. The Contractor shall also be entitled to be paid:

- a) The cost of any partial execution of the Works rendered useless by any such variation,
- b) The cost of making necessary alterations to Plant already manufactured or in the course of manufacture or of any work done that has to be altered in consequence of such a variation,
- c) any additional costs incurred by the Contractor by the disruption of the progress of the Works as detailed in the Programme, and
- d) the net effect of the Contractor's finance costs, including interest, caused by the variation.

### **13.2.3 Contractor to Proceed**

On receipt of a Variation Order, the Contractor shall forthwith proceed to carry out the variation and be bound to these Conditions in so doing as if such variation was stated in the Contract. The work shall not be delayed pending the granting of an extension of the Time for Completion or an adjustment to the Contract Price under Sub-Clause 31.3.

### **13.3 Value Engineering**

- 13.3.1 The Contractor may, at any time, submit to the Architect written proposal which (in the Contractor's opinion) will, if adopted, (i) accelerate completion, (ii) reduce the cost to the Procuring Entity of executing, maintaining or operating the Works, (iii) improve the efficiency or value to the Procuring Entity of the completed Works, or (iv) otherwise be of benefit to the Procuring Entity.
- 13.3.2 The proposal shall be prepared at the cost of the Contractor and shall include the items listed in Sub-Clause 13.3 [Variation Procedure].
- 13.2.3 If a proposal, which is approved by the Engineer, includes a change in the design of part of the Permanent Works, then unless otherwise agreed by both Parties:
- a) The Contractor shall design this part,
  - b) sub-paragraphs (a) to (d) of Sub-Clause 4.1 [Contractor's General Obligations] shall apply, and
  - c) if this change results in a reduction in the contract value of this part, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine a fee, which shall be included in the Contract Price. This fee shall be half (50%) of the difference between the following amounts:
    - i) such reduction in contract value, resulting from the change, excluding adjustments under Sub-Clause 13.8 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost], and
    - ii) the reduction (if any) in the value to the Procuring Entity of the varied works, taking account of any improvement in quality, anticipated life or operational efficiencies.
- 13.3.4 However, if the amount established in item 13.2.3 (c) (i) is less than amount established in item 13.2.3 (c) (ii), there shall not be a fee. However, if the amount established in item 13.2.3 (c) (i) is more than amount established in item 13.2.3 (c) (ii), it shall result in a price variation to the Procuring Entity.

### **13.4 Variation Procedure for Value Engineering proposal**

- 13.4.1 If the Architect requests a proposal, prior to instructing a Variation, the Contractor shall respond in writing as soon as practicable, either by giving reasons why he cannot comply (if this is the case) or by submitting:
- a) A description of the proposed work to be performed and a programme for its execution,
  - b) the Contractor's proposal for any necessary modifications to the programme according to Sub-Clause 8.3 [Programme] and to the Time for Completion, and
  - c) the Contractor's proposal for revaluation of the Variation.
- 13.4.2 The Architect shall, as soon as practicable after receiving such proposal (under Sub-Clause 13.2 [Value Project Engineering] or otherwise), respond with approval, disapproval or comments. The Contractor shall not delay any work whilst awaiting a response.
- 13.4.3 Each instruction to execute a Variation, with any requirements for the recording of Costs, shall be issued by the Architect to the Contractor, who shall acknowledge receipt.
- 13.4.4 Each Variation shall be evaluated in accordance with Clause 12 [Measurement and Evaluation],

**135 Payment in Applicable Currencies**

If the Contract provides for payment of the Contract Price in more than one currency, then whenever an adjustment is agreed, approved or determined as stated above, the amount payable in each of the applicable currencies shall be specified. For this purpose, reference shall be made to the actual or expected currency proportions of the Cost of the varied work, and to the proportions of various currencies specified for payment of the Contract Price.

**136 Provisional Sums**

136.1 Each Provisional Sum shall only be used, in whole or in part, in accordance with the Architect instructions, and the Contract Price shall be adjusted accordingly. The total sum paid to the Contractor shall include only such amounts, for the work, supplies or services to which the Provisional Sum relates, as the Architect shall have instructed. For each Provisional Sum, the Architect may instruct:

- a) Work to be executed (including Plant, Materials or services to be supplied) by the Contractor and value under Sub-Clause 13.3 [Variation Procedure]; and/or
- b) Plant, Materials or services to be purchased by the Contractor, from a nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]) or otherwise; and for which there shall be included in the Contract Price:
  - i) The actual amount paid (or due to be paid) by the Contractor, and
  - ii) a sum for overhead charges and profit, calculated as a percentage of these actual amounts by applying the relevant percentage rate (if any) stated in the appropriate Schedule. If there is no such rate, the percentage rate stated in the **Special Conditions of Contract** shall be applied.

136.2 The Contractor shall, when required by the Engineer, produce quotations, invoices, vouchers and accounts or receipts in substantiation.

**134 Dayworks**

134.1 For work of a minor or incidental nature, the Architect may instruct that a Variation shall be executed on a daywork basis. The work shall then be valued in accordance with the Daywork Schedule included in the Contract, and the following procedure shall apply. If a Daywork Schedule is not included in the Contract, this Sub-Clause shall not apply.

134.2 Before ordering Goods for the work, the Contractor shall submit quotations to the Engineer. When applying for payment, the Contractor shall submit invoices, vouchers and accounts or receipts for any Goods.

134.3 Except for any items for which the Daywork Schedule specifies that payment is not due, the Contractor shall deliver each day to the Architect accurate statements in duplicate which shall include the following details of the resources used in executing the previous day's work:

- a) The names, occupations and time of Contractor's Personnel,
- b) the identification, type and time of Contractor's Equipment and Temporary Works, and
- c) the quantities and types of Plant and Materials used.

134.4 One copy of each statement will, if correct, or when agreed, be signed by the Architect and returned to the Contractor. The Contractor shall then submit priced statements of these resources to the Engineer, prior to their inclusion in the next Statement under Sub-Clause 14.3 [Application for Interim Payment Certificates].

**135 Adjustments for Changes in Legislation**

135.1 The Contract Price shall be adjusted to take account of any increase or decrease in Cost resulting

from a change in the Laws of Kenya (including the introduction of new Laws and the repeal or modification of existing Laws) or in the judicial or official governmental interpretation of such Laws, made after the Base Date, which affect the Contractor in the performance of obligations under the Contract.

- 1352 If the Contractor suffers (or will suffer) delay and/or incurs (or will incur) additional Cost as a result of these changes in the Laws or in such interpretations, made after the Base Date, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
  - b) payment of any such Cost, which shall be included in the Contract Price.
- 1353 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 1354 Notwithstanding the foregoing, the Contractor shall not be entitled to an extension of time if the relevant delay has already been taken into account in the determination of a previous extension of time and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause 13.8 [Adjustments for Changes in Cost].

### **136 Adjustments for Changes in Cost**

- 136.1 In this Sub-Clause, “table of adjustment data” means the completed table of adjustment data for local and foreign currencies included in the Schedules. If there is no such table of adjustment data, this Sub-Clause shall not apply.
- 136.2 If this Sub-Clause applies, the amounts payable to the Contractor shall be adjusted for rises or falls in the cost of labor, Goods and other inputs to the Works, by the addition or deduction of the amounts determined by the formulae prescribed in this Sub-Clause. To the extent that full compensation for any rise or fall in Costs is not covered by the provisions of this or other Clauses, the Accepted Contract Amount shall be deemed to have included a mounts to cover the contingency of other rises and falls in costs.
- 136.3 The adjustment to be applied to the amount otherwise payable to the Contractor, as valued in accordance with the appropriate Schedule and certified in Payment Certificates, shall be determined from 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

## Price Adjustment Formula

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

$$P = A + B \frac{I_m}{I_o}$$

where:

**P** is the adjustment factor for the portion of the Contract Price payable.

**A** and **B** are coefficients **specified in the SCC**, representing then on adjustable and adjustable portions, respectively, of the Contract Price payable and

**I<sub>m</sub>** is the index prevailing at the end of the month being invoiced and **I<sub>o</sub>** is the index prevailing 30 days before Bid opening for inputs payable.

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

- 13.64 The cost indices or reference prices stated in the table of adjustment data shall be used. If their source is in doubt, it shall be determined by the Engineer. For this purpose, references shall be made to the values of the indices at stated dates (quoted in the fourth and fifth columns respectively of the table) for the purposes of clarification of the source; although these dates (and thus these values) may not correspond to the base cost indices.
- 13.65 In cases where the "currency of index" is not the relevant currency of payment, each index shall be converted into the relevant currency of payment at the selling rate, established by the Central Bank of Kenya, of this relevant currency on the above date for which the index is required to be applicable.
- 13.66 Until such time as each current cost index is available, the Architect shall determine a provisional index for the issue of Interim Payment Certificates. When a current cost index is available, the adjustment shall be recalculated accordingly.
- 13.67 If the Contractor fails to complete the Works within the Time for Completion, adjustment of prices thereafter shall be made using either (i) each index or price applicable on the date 49 days prior to the expiry of the Time for Completion of the Works, or (ii) the current index or price, whichever is more favorable to the Procuring Entity.
- 13.68 The weightings (coefficients) for each of the factors of cost stated in the table(s) of adjustment data shall only be adjusted if they have been rendered unreasonable, unbalanced or inapplicable, as a result of Variations.

## 14 CONTRACT PRICE AND PAYMENT

### 14.1 The Contract Price

14.1.1 Unless otherwise stated in the Special Conditions:

- a) The value of the payment certificates shall be agreed or determined under Sub-Clause 12.3 [Evaluation] and be subject to adjustments in accordance with the Contract;
- b) the Contractor shall pay all taxes, duties and fees required to be paid by him under the Contract, and the Contract Price shall not be adjusted for any of these costs except as stated in Sub-Clause 13.7 [Adjustments for Changes in Legislation];
- c) any quantities which may be set out in the Bill of Materials or other Schedule are estimated quantities and are not to be taken as the actual and correct quantities:

- i) of the Works which the Contractor is required to execute, or
  - ii) for the purposes of Clause 12 [Measurement and Evaluation]; and
- d) the Contractor shall submit to the Engineer, within 30 days after the Commencement Date, a proposed breakdown of each lump sum price in the Schedules. The Architect may take account of the break down when preparing Payment Certificates but shall not be bound by it.

14.12 Notwithstanding the provisions of subparagraph (b), Contractor's Equipment, including essential spare parts there for, imported by the Contractor for the sole purpose of executing the Contract shall not be exempt from the payment of import duties and taxes upon importation.

## 14.2 Advance Payment

14.2.1 The Procuring Entity shall make an advance payment, as an interest-free loan for mobilization and cashflow support, when the Contractor submits a guarantee in accordance with this Clause. The total advance payment, the number and timing of instalments (if more than one), and the applicable currencies and proportions, shall be as stated in the **Special Conditions of Contract**.

14.2.2 Unless and until the Procuring Entity receives this guarantee, or if the total advance payment is not stated in the Special Conditions of Contract, this Sub-Clause shall not apply.

14.2.3 The Architect shall deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate for the advance payment or its first instalment after receiving a Statement (under Sub-Clause 14.3 [Application for Interim Payment Certificates]) and after the Procuring Entity receives (i) the Performance Security in accordance with Sub-Clause 4.2 [Performance Security] and (ii) a guarantee in amounts and currencies equal to the advance payment. This guarantee shall be issued by a reputable bank or financial institutions elected by the Contractor and shall be in the form annexed to the Special Conditions or in another form approved by the Procuring Entity.

14.2.4 The Contractor shall ensure that the guarantee is valid and enforceable until the advance payment has been repaid, but its amount shall be progressively reduced by the amount repaid by the Contractor as indicated in the Payment Certificates. If the terms of the guarantee specify its expiry date, and the advance payment has not been repaid by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the guarantee until the advance payment has been repaid.

14.2.5 Unless stated otherwise in **the Special Conditions of Contract**, the advance payment shall be repaid through percentage deductions from the interim payments determined by the Architect in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates], as follows:

- a) Deductions shall commence in the next interim Payment Certificate following that in which the total of all certified interim payments (excluding the advance payment and deductions and repayments of retention) exceeds 30 percent (30%) of the Accepted Contract Amount less Provisional Sums; and
- b) deductions shall be made at the amortization rate stated in the **Special Conditions of Contract** of the amount of each Interim Payment Certificate (excluding the advance payment and deductions for its repayments as well as deductions for retention money) in the currencies and proportions of the advance payment until such time as the advance payment has been repaid; provided that the advance payment shall be completely repaid prior to the time when 90 percent (90%) of the Accepted Contract Amount less Provisional Sums has been certified for payment.

14.2.6 If the advance payment has not been repaid prior to the issue of the Taking-Over Certificate for the Works or prior to termination under Clause 15 [Termination by Procuring Entity], Clause 16 [Suspension and Termination by Contractor] or Clause 19 [Force Majeure] (as the case may be), the whole of the balance then outstanding shall immediately become due and in case of termination under Clause 15 [Termination by Procuring Entity], except for Sub-Clause 14.2.7 [Procuring Entity's Entitlement to Termination for Convenience], payable by the Contractor to the Procuring Entity.

### 143 Application for Interim Payment Certificates

- 143.1 The Contractor shall submit a Statement (in number of copies indicated in the **Special Conditions of Contract**) to the Architect after the end of each month, in a form approved by the Engineer, showing in detail the amounts to which the Contractor considers itself to be entitled, together with supporting documents which shall include there portion the progress during this month in accordance with Sub-Clause 4.21 [Progress Reports].
- 143.2 The Statement shall include the following items, as applicable, which shall be expressed in the various currencies in which the Contract Price is payable, in the sequence listed:
- a) the estimated contract value of the Works executed and the Contractor's Documents produced up to the end of the month (including Variations but excluding items described in sub-paragraphs (b) to (g) below);
  - b) any amounts to be added and deducted for changes in legislation and changes in cost, in accordance with Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost];
  - c) any amount to be deducted for retention, calculated by applying the percentage of retention stated in **the Special Conditions of Contract** to the total of the above amounts, until the amount so retained by the Procuring Entity reaches the limit of Retention Money (if any) stated in **the Special Conditions of Contract**;
  - d) any amounts to be added for the advance payment and (if more than one instalment) and to be deducted for its repayments in accordance with Sub-Clause 14.2 [Advance Payment];
  - e) any amounts to be added and deducted for Plant and Materials in accordance with Sub-Clause 14.5 [Plant and Materials intended for the Works];
  - f) any other additions or deductions which may have become due under the Contractor otherwise, including those under Clause 20 [Claims, Disputes and Arbitration]; and
  - g) the deduction of amounts certified in all previous Payment Certificates.

### 144 Schedule of Payments

- 144.1 If the Contract includes a schedule of payments specifying the instalments in which the Contract Price will be paid, then unless otherwise stated in this schedule:
- a) The instalments quoted in this schedule of payments shall be the estimated contract values for the purposes of sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates];
  - b) Sub-Clause 14.5 [Plant and Materials intended for the Works] shall not apply; and
  - c) If these instalments are not defined by reference to the actual progress achieved in executing the Works, and if actual progress is found to be less or more than that on which this schedule of payments was based, then the Architect may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine revised instalments, which shall take account of the extent to which progress is less or more than that on which the instalments were previously based.
- 144.2 If the Contract does not include a schedule of payments, the Contractor shall submit non-binding estimates of the payments which he expects to become due during each quarterly period. The first estimate shall be submitted within 42 days after the Commencement Date. Revised estimates shall be submitted at quarterly intervals, until the Taking-Over Certificate has been issued for the Works.

### 145 Plant and Materials intended for the Works

- 145.1 If this Sub-Clause applies, Interim Payment Certificates shall include, under sub-paragraph (e) of Sub-Clause 14.3, (i) an amount for Plant and Materials which have been sent to the Site for incorporation in the Permanent Works, and (ii) a reduction when the contract value of such Plant and Materials is included as part of the Permanent Works under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates].
- 145.2 If the lists referred to in sub-paragraphs (b)(i) or (c)(i) below are not included in the Schedules, this

- 1453 The Architect shall determine and certify each addition if the following conditions are satisfied:
- a) The Contractor has:
    - i) kept satisfactory records (including the orders, receipts, Costs and use of Plant and Materials) which are available for inspection, and
    - ii) submitted statement of the Cost of acquiring and delivering the Plant and Materials to the Site, supported by satisfactory evidence;and either:
  - b) the relevant Plant and Materials:
    - i) are those listed in the Schedules for payment when shipped,
    - ii) have been shipped to Kenya, enroute to the Site, in accordance with the Contract; and
    - iii) are described in a clean shipped bill of lading or other evidence of shipment, which has been submitted to the Architect together with evidence of payment of freight and insurance, any other documents reasonably required, and a bank guarantee in a form and issued by an entity approved by the Procuring Entity in amounts and currencies equal to the amount due under this Sub-Clause: this guarantee may be in a similar form to the form referred to in Sub-Clause 14.2 [Advance Payment] and shall be valid until the Plant and Materials are properly stored on Site and protected against loss, damage or deterioration; or
  - c) the relevant Plant and Materials:
    - i) are those listed in the Schedules for payment when delivered to the Site, and
    - ii) have been delivered to and are properly stored on the Site, are protected against loss, damage or deterioration and appear to be in accordance with the Contract.
- 1454 The additional amount to be certified shall be the equivalent of eighty percent (80%) of the Architect determination of the cost of the Plant and Materials (including delivery to Site), taking account of the documents mentioned in this Sub-Clause and of the contract value of the Plant and Materials.
- 1455 The currencies for this additional amount shall be the same as those in which payment will become due when the contract value is included under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates]. At that time, the Payment Certificate shall include the applicable reduction which shall be equivalent to, and in the same currencies and proportions as, this additional amount for the relevant Plant and Materials.

#### **146 Issue of Interim Payment Certificates**

- 1461 No amount will be certified or paid until the Procuring Entity has received and approved the Performance Security. Thereafter, the Architect shall, within 30 days after receiving a Statement and supporting documents, deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate which shall state the amount which the Architect fairly determines to be due, with all supporting particulars for any reduction or withholding made by the Architect on the Statement.
- 1462 However, prior to issuing the Taking-Over Certificate for the Works, the Architect shall not be bound to issue an Interim Payment Certificate in an amount which would (after retention and other deductions) be less than the minimum amount of Interim Payment Certificates (if any) stated **in the Special Conditions of Contract**. In this event, the Architect shall give notice to the Contractor accordingly.
- 1463 An Interim Payment Certificate shall not be withheld for any other reason, although:
- a) if anything supplied or work done by the Contractor is not in accordance with the Contract, the cost of rectification or replacement may be withheld until rectification or replacement has been completed; and/or
  - b) if the Contractor was or is failing to perform any work or obligation in accordance with the

- 4.6.4 The Architect may in any Payment Certificate make any correction or modification that should properly be made to any previous Payment Certificate. A Payment Certificate shall not be deemed to indicate the Architect acceptance, approval, consent or satisfaction.

## **14.7 Payment**

14.7.1 The Procuring Entity shall pay to the Contractor:

- a) The advance payment shall be paid within 60 days after signing of the contract by both parties or within 60 days after receiving the documents in accordance with Sub-Clause 4.2 [Performance Security] and Sub- Clause 14.2 [Advance Payment], which ever is later;
- b) The amount certified in each Interim Payment Certificate within 60 days after the Architect Issues Interim Payment Certificate; and
- c) the amount certified in the Final Payment Certificate within 60 days after the Procuring Entity Issues Interim Payment Certificate; or after determination of any disputed amount shown in the Final Statement in accordance with Sub-Clause 16.2 [Termination by Contractor].

14.7.2 Payment of the amount due in each currency shall be made into the bank account, nominated by the Contractor, in the payment country (forth is currency) specified in the Contract.

## **14.8 Delayed Payment**

14.8.1 If the Contractor does not receive payment in accordance with Sub-Clause 14.7 [Payment], the Contractor shall be entitled to receive financing charges (simple interest) monthly on the amount unpaid during the period of delay. This period shall be deemed to commence on the date for payment specified in Sub-Clause 14.7 [Payment], irrespective (in the case of its sub-paragraph (b) of the date on which any Interim Payment Certificate is issued.

14.8.2 These financing charges shall be calculated at the annual rate of three percentage points above the mean rate of the Central Bank in Kenya of the currency of payment, or if not available, the inter bank offered rate, and shall be paid in such currency.

14.8.3 The Contractor shall be entitled to this payment without formal notice and certification, and without prejudice to any other right or remedy.

## **14.9 Payment of Retention Money**

14.9.1 When the Taking-Over Certificate has been issued for the Works, the first half of the Retention Money shall be certified by the Architect for payment to the Contractor. If a Taking-Over Certificate is issued for a Section or part of the Works, a proportion of the Retention Money shall be certified and paid. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section or part, by the estimated final Contract Price.

14.9.2 Promptly after the latest of the expiry dates of the Defects Liability Periods, the outstanding balance of the Retention Money shall be certified by the Architect for payment to the Contractor. If a Taking-Over Certificate was issued for a Section, a proportion of the second half of the Retention Money shall be certified and paid promptly after the expiry date of the Defects Notification Period for the Section. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section by the estimated final Contract Price.

14.9.3 However, if any work remains to be executed under Clause 11 [Defects Liability], the Architects shall be entitled to withhold certification of the estimated cost of this work until it has been executed.

14.9.4 When calculating these proportions, no account shall be taken of any adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost].

14.95 Unless otherwise stated in the Special Conditions, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment by the Engineer, the Contractor shall be entitled to substitute a Retention Money Security guarantee, in the form annexed to the Special Conditions or in another form approved by the Procuring Entity and issued by a reputable bank or financial institution selected by the Contractor, for the second half of the Retention Money.

14.96 The Procuring Entity shall return the Retention Money Security guarantee to the Contractor within 14 days after receiving a copy of the Completion Certificate.

#### **14.10 Statement at Completion**

14.10.1 Within 84 days after receiving the Taking-Over Certificate for the Works, the Contractor shall submit to the Architect three copies of a Statement at completion with supporting documents, in accordance with Sub- Clause 14.3 [Application for Interim Payment Certificates], showing:

- a) the value of all work done in accordance with the Contract up to the date stated in the Taking-Over Certificate for the Works,
- b) any further sums which the Contractor considers to be due, and
- c) an estimate of any other amounts which the Contractor considers will become due to him under the Contract. Estimated amounts shall be shown separately in this Statement at completion.

14.10.2 The Architect shall then certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates].

#### **14.11 Application for Final Payment Certificate**

14.11.1 Within 60 days after receiving the Completion Certificate, the Contractor shall submit, to the Engineer, six copies of a draft final statement with supporting documents showing in detail in a form approved by the Engineer:

- a) The value of all work done in accordance with the Contract, and
- b) Any further sums which the Contractor considers to be due to him under the Contractor otherwise.

14.11.2 If the Architect disagrees with or cannot verify any part of the draft final statement, the Contractor shall submit such further information as the Architect may reasonably require within 30 days from receipt of said draft and shall make such changes in the draft as may be agreed between them. The Contractor shall then prepare and submit to the Architect the final statement as agreed. This agreed statement is referred to in these Conditions as the "Final Statement".

14.11.3 However, if, following discussions between the Architect and the Contractor and any changes to the draft final statement which are agreed, it becomes evident that a dispute exists, the Architect shall deliver to the Procuring Entity (with a copy to the Contractor) an Interim Payment Certificate for the agreed parts of the draft final statement. Thereafter, if the dispute is finally resolved under Sub-Clause 20.4 [Obtaining Dispute Board's Decision] or Sub-Clause 20.5 [Amicable Settlement], the Contractor shall then prepare and submit to the Procuring Entity (with a copy to the Engineer) a Final Statement.

#### **14.12 Discharge**

When submitting the Final Statement, the Contractor shall submit a discharge which confirms that the total of the Final Statement represents full and final settlement of all moneys due to the Contractor under or in connection with the Contract. This discharge may state that it becomes effective when the Contractor has received the Performance Security and the out standing balance of this total, in which event the discharge shall be effective on such date.

#### **14.13 Issue of Final Payment Certificate**

14.13.1 Within 30 days after receiving the Final Statement and discharge in accordance with Sub-Clause

14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Architect shall deliver, to the Procuring Entity and to the Contractor, the Final Payment Certificate which shall state:

- a) The amount which he fairly determines is finally due, and
- b) After giving credit to the Procuring Entity for all amounts previously paid by the Procuring Entity and for all sums to which the Procuring Entity is entitled, the balance (if any) due from the Procuring Entity to the Contractor or from the Contractor to the Procuring Entity, as the case may be.

14.13.2 If the Contractor has not applied for a Final Payment Certificate in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Architect shall request the Contractor to do so. If the Contractor fails to submit an application within a period of 30 days, the Architect shall issue the Final Payment Certificate for such amount as he fairly determines to be due.

#### **14.14 Cessation of Procuring Entity's Liability**

14.14.1 The Procuring Entity shall not be liable to the Contractor for any matter or thing under or in connection with the Contract or execution of the Works, except to the extent that the Contractor shall have included an amount expressly for it:

- a) in the Final Statement and also,
- b) (except for matters or things arising after the issue of the Taking-Over Certificate for the Works) in the Statement at completion described in Sub-Clause 14.10 [Statement at Completion].

14.14.2 However, this Sub-Clause shall not limit the Procuring Entity's liability under his in demnification obligations, or the Procuring Entity's liability in any case of fraud, deliberate default or reckless misconduct by the Procuring Entity.

#### **14.15 Currencies of Payment**

The Contract Price shall be paid in the currency or currencies named in the Schedule of Payment Currencies. If more than one currency is so named, payments shall be made as follows:

- a) If the Accepted Contract Amount was expressed in Local Currency only:
  - i) the proportions or amounts of the Local and Foreign Currencies, and the fixed rates of exchange to be used for calculating the payments, shall be as stated in the Schedule of Payment Currencies, except as otherwise agreed by both Parties;
  - ii) payments and deductions under Sub-Clause 13.5 [Provisional Sums] and Sub-Clause 13.7 [Adjustments for Changes in Legislation] shall be made in the applicable currencies and proportions; and
  - iii) other payments and deductions under sub-paragraphs (a) to (d) of Sub-Clause 14.3 [Application for Interim Payment Certificates] shall be made in the currencies and proportions specified in sub-paragraph (a) (i) above;
- b) payment of the damages specified in the Special Conditions of Contract, shall be made in the currencies and proportions specified in the Schedule of Payment Currencies;
- c) other payments to the Procuring Entity by the Contractor shall be made in the currency in which the sum was expended by the Procuring Entity, or in such currency as may be agreed by both Parties;
- d) if any amount payable by the Contractor to the Procuring Entity in a particular currency exceeds the sum payable by the Procuring Entity to the Contractor in that currency, the Procuring Entity may recover the balance of this amount from the sums otherwise payable to the Contractor in other currencies; and
- e) if no rates of exchange are stated in the Schedule of Payment Currencies, they shall be those prevailing on the Base Date and determined by the Central Bank of Kenya.

### **15 TERMINATION BY PROCURING ENTITY**

**15.1 Notice to correct any defects or failures**

If the Contractor fails to carry out any obligation under the Contract, the Architect may by notice require the Contractor to make good the failure and to remedy it within 30 days.

**15.2 Termination by Procuring Entity**

- 152.1 The Procuring Entity shall be entitled to terminate the Contract if the Contractor breaches the contract based on following circumstances which shall include but not limited to:
- a) fails to comply with Sub-Clause 4.2 [Performance Security] or with a notice under Sub-Clause 15.1 [Notice to Correct],
  - b) abandons the Works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the Contract,
  - c) without reasonable excuse fails:
    - i) to proceed with the Works in accordance with Clause 8 [Commencement, Delays and Suspension], or
    - ii) to comply with a notice issued under Sub-Clause 7.5 [Rejection] or Sub-Clause 7.6 [Remedial Work], within 30 days after receiving it,
  - d) subcontracts the major part or whole of the Works or assigns the Contract without the consent of the Procuring Entity,
  - e) becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events, or
  - f) gives or offers to give (directly or indirectly) to any person any bribe, gift, gratuity, commission or other thing of value, as an induce mentor reward:
    - i) for doing or for bearing to do any action in relation to the Contract, or
    - ii) for showing or for bearing to show favor or disfavor to any person in relation to the Contract, or
    - iii) if any of the Contractor's Personnel, agents or Subcontractors gives or offers to give (directly or indirectly) to any person any such induce mentor reward as is described in this subparagraph (f). However, lawful inducements and rewards to Contractor's Personnel shall not entitle termination, or
  - g) If the contract or repeatedly fails to remedy delivers defective work,
  - h) based on reasonable evidence, has engaged in Fraud and Corruption as defined in paragraph 2.2 of the Appendix B to these General Conditions, incompeting for or in executing the Contract.
- 152.2 In any of these events or circumstances, the Procuring Entity may, upon giving 14 days' notice to the Contractor, terminate the Contract and expel the Contractor from the Site. However, in the case of sub- paragraph (e) or (f) or (g) or (h), the Procuring Entity may by notice terminate the Contract immediately.
- 152.3 The Procuring Entity's election to terminate the Contract shall not prejudice any other rights of the Procuring Entity, under the Contractor otherwise.
- 152.4 The Contractor shall then leave the Site and deliver any required Goods, all Contractor's Documents, and other design documents made by or for him, to the Engineer. However, the Contractor shall use his best efforts to comply immediately with any reasonable instructions included in the notice (i) for the assignment of any subcontract, and (ii) for the protection of life or property or for the safety of the Works.
- 152.5 After termination, the Procuring Entity may complete the Works and/ or arrange for any other entities to do so. The Procuring Entity and these entities may then use any Goods, Contractor's Documents and other design documents made by or on behalf of the Contractor.
- 152.6 The Procuring Entity shall then give notice that the Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall promptly arrange their

removal, at the risk and cost of the Contractor. However, if by this time the Contractor has failed to make a payment due to the Procuring Entity, these items may be sold by the Procuring Entity in order to recover this payment. Any balance of the proceeds shall then be paid to the Contractor.

### **153 Valuation at Date of Termination**

As soon as practicable after a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of the Works, Goods and Contractor's Documents, and any other sums due to the Contractor for work executed in accordance with the Contract.

### **154 Payment after Termination**

After a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Procuring Entity may:

- a) Proceed in accordance with Sub-Clause 2.5 [Procuring Entity's Claims],
- b) withhold further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Procuring Entity, have been established, and/ or
- c) recover from the Contractor any losses and damages incurred by the Procuring Entity and any extra costs of completing the Works, after allowing for any sum due to the Contractor under Sub-Clause 15.3 [Valuation at Date of Termination]. After recovering any such losses, damages and extra costs, the Procuring Entity shall pay any balance to the Contractor.

### **155 Procuring Entity's Entitlement to Termination for Convenience**

The Procuring Entity shall be entitled to terminate the Contract, at any time at the Procuring Entity's convenience, by giving notice of such termination to the Contractor. The termination shall take effect 30 days after the later of the dates on which the Contractor receives this notice or the Procuring Entity returns the Performance Security. The Procuring Entity shall not terminate the Contract under this Sub-Clause in order to execute the Works itself or to arrange for the Works to be executed by another contractor or to avoid a termination of the Contract by the Contractor under Clause 16.2 [Termination by Contractor]. After this termination, the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment] and shall be paid in accordance with Sub-Clause 16.4 [Payment on Termination].

### **156 Fraud and Corruption**

The Contractor shall ensure compliance with the Kenya Government's Anti-Corruption Laws and its prevailing sanctions.

### **157 Corrupt gifts and payments of commission**

15.7.1 The Contractor shall not;

- a) Offer or give or agree to give to any person in the service of the Procuring Entity any gift or consideration of any kind as an inducement or reward for doing or for bearing to door for having done or for borne to do any act in relation to the obtaining or execution of this or any other Contract for the Procuring Entity or for showing or for bearing to show favor or disfavor to any person in relation to this or any other contract for the Procuring Entity.
- b) Enter into this or any other contract with the Procuring Entity in connection with which commission has been paid or agreed to be paid by him or on his behalf or to his knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any agreement for the payment there of have been disclosed in writing to the Procuring Entity.

15.7.2 Any breach of this Condition by the Contractor or by anyone employed by him or acting on his

behalf (whether with or without the knowledge of the Contractor) shall be an offence under the provisions of the Public Procurement and Asset Disposal Act (2015) and the Anti-Corruption and Economic Crimes Act (2003) of the Laws of Kenya.

## **16 SUSPENSION AND TERMINATION BY CONTRACTOR**

### **16.1 Contractor's Entitlement to Suspend Work**

16.1.1 If the Architect fails to certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates] or Sub-Clause 14.7 [Payment], or not receiving instructions that would enable the contractor to proceed with the works in accordance with the program, the Contractor may, after giving not less than 30 days' notice to the Procuring Entity, suspend work (or reduce the rate of work) unless and until the Contractor has received the Payment Certificate, reasonable evidence or payment, as the case may be as described in the notice.

16.1.2 The Contractor's action shall not prejudice his entitlements to financing charges under Sub-Clause 14.8 [Delayed Payment] and to termination under Sub-Clause 16.2 [Termination by Contractor].

16.1.3 If the Contractor subsequently receives such Payment Certificate, evidence or payment (as described in the relevant Sub-Clause and in the above notice) before giving a notice of termination, the Contractor shall resume normal working as soon as is reasonably practicable.

16.1.4 If the Contractor suffers delay and/or incurs Cost as a result of suspending work (or reducing the rate of work) in accordance with this Sub-Clause, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost-plus profit, which shall be included in the Contract Price.

**16.2** After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

### **16.3 Termination by Contractor**

16.3.1 The Contractor shall be entitled to terminate the Contract if:

- a) the Architect fails, within 60 days after receiving a Statement and supporting documents, to issue the relevant Payment Certificate,
- b) the Contractor does not receive the amount due under an Interim Payment Certificate within 90 days after the expiry of the time stated in Sub-Clause 14.7 [Payment] within which payment is to be made (except for deductions in accordance with Sub-Clause 2.5 [Procuring Entity's Claims]),
- c) the Procuring Entity substantially fails to perform his obligations under the Contract in such manner as to materially and adversely affect the economic balance of the Contract and/or the ability of the Contractor to perform the Contract,
- d) a prolonged suspension affects the whole of the Works as described in Sub-Clause 8.11 [Prolonged Suspension], or
- e) the Procuring Entity becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.
- f) the Contractor does not receive the Architect instruction recording the agreement of both Parties on the fulfilment of the conditions for the Commencement of Works under Sub-Clause 8.1 [Commencement of Works].

16.3.2 In any of these events or circumstances, the Contractor may, upon giving 14 days' notice to the Procuring Entity, terminate the Contract. However, in the case of sub-paragraph (f) or (g), the Contractor may by notice terminate the Contract immediately.

1633 The Contractor's election to terminate the Contract shall not prejudice any other rights of the Contractor, under the Contract otherwise.

#### **164 Cessation of Work and Removal of Contractor's Equipment**

After a notice of termination under Sub-Clause 15.5 [Procuring Entity's Entitlement to Termination for Convenience], Sub-Clause 16.2 [Termination by Contractor] or Sub-Clause 19.6 [Optional Termination, Payment and Release] has taken effect, the Contractor shall promptly:

- a) cease all further work, except for such work as may have been instructed by the Architect for the protection of life or property or for the safety of the Works,
- b) hand over Contractor's Documents, Plant, Materials and other work, for which the Contractor has received payment, and
- c) remove all other Goods from the Site, except as necessary for safety, and leave the Site.

#### **165 Payment on Termination**

After a notice of termination under Sub-Clause 16.2 [Termination by Contractor] has taken effect, the Procuring Entity shall promptly:

- a) Return the Performance Security to the Contractor,
- b) pay the Contractor in accordance with Sub-Clause 19.6 [Optional Termination, Payment and Release], and
- c) pay to the Contractor the amount of any loss or damage sustained by the Contractor as a result of this termination.

### **17. RISK AND RESPONSIBILITY**

#### **17.1 Indemnities**

17.1.1 The Contractor shall indemnify and hold harmless the Procuring Entity, the Procuring Entity's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of:

- a) Bodily injury, sickness, disease or death, of any person whatsoever arising out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, or any of their respective agents, and
- b) damage to or loss of any property, real or personal (other than the Works), to the extent that such damage or loss arises out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless and to the extent that any such damage or loss is attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, their respective agents, or anyone directly or indirectly employed by any of them.

17.1.2 The Procuring Entity shall indemnify and hold harmless the Contractor, the Contractor's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of (1) bodily injury, sickness, disease or death, which is attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, or any of their respective agents, and (2) the matters for which liability may be excluded from insurance cover, as described in sub-paragraphs (d)(i), (ii) and (iii) of Sub-Clause 18.3 [Insurance Against Injury to Persons and Damage to Property], unless and to the extent that any such damage or loss is attributable to any negligence, willful act or breach of the Contract by the contractor, the contractor's Personnel, their respective agents, or anyone directly or indirectly employed by any of them.

#### **17.2 Contractor's Care of the Works**

17.2.1 The Contractor shall take full responsibility for the care of the Works and Goods from the Commencement Date until the Taking-Over Certificate is issued (or is deemed to be issued under

Sub-Clause 10.1 [Taking Over of the Works and Sections]) for the Works, when responsibility for the care of the Works shall pass to the Procuring Entity. If a Taking-Over Certificate is issued (or is so deemed to be issued) for any Section or part of the Works, responsibility for the care of the Section or part shall then pass to the Procuring Entity.

1722 After responsibility has accordingly passed to the Procuring Entity, the Contractor shall take responsibility for the care of any work which is outstanding on the date stated in a Taking-Over Certificate, until this outstanding work has been completed.

1723 If any loss or damage happens to the Works, Goods or Contractor's Documents during the period when the Contractor is responsible for their care, from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks], the Contractor shall rectify the loss or damage at the Contractor's risk and cost, so that the Works, Goods and Contractor's Documents conform with the Contract.

1724 The Contractor shall be liable for any loss or damage caused by any actions performed by the Contractor after a Taking-Over Certificate has been issued. The Contractor shall also be liable for any loss or damage which occurs after a Taking-Over Certificate has been issued and which arose from a previous event for which the Contractor was liable.

### **173 Procuring Entity's Risks**

The risks referred to in Sub-Clause 17.4 [Consequences of Procuring Entity's Risks] below, in so far as they directly affect the execution of the Works in Kenya, are:

- a) War hostilities (whether war be declared or not),
- b) rebellion, riot, commotion or disorder, terrorism, sabotage by persons other than the Contractor's Personnel,
- c) explosive materials, ionizing gradiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such explosives, radiation or radio-activity,
- d) pressure waves caused by aircraft or other aerial devices traveling at sonic or supersonic speeds,
- e) use or occupation by the Procuring Entity of any part of the Permanent Works, except as may be specified in the Contract,
- f) design of any part of the Works by the Procuring Entity's Personnel or by others for whom the Procuring Entity is responsible, and
- g) any operation of the forces of nature which is Unforeseeable or against which an experienced contractor could not reasonably have been expected to have taken adequate preventive precautions.

### **174 Consequences of Procuring Entity's Risks**

174.1 If and to the extent that any of the risks listed in Sub-Clause 17.3 above results in loss or damage to the Works, Goods or Contractor's Documents, the Contractor shall promptly give notice to the Architect and shall rectify this loss or damage to the extent required by the Engineer.

174.2 If the Contractor suffers delay and/ or incurs Cost from rectifying this loss or damage, the Contractor shall give a further notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- (a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- (b) payment of any such Cost, which shall be included in the Contract Price. In the case of sub-paragraphs (e) and (g) of Sub-Clause 17.3 [Procuring Entity's Risks], Accrued Costs shall be payable.

174.3 After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

### **175 Intellectual and Industrial Property Rights**

175.1 In this Sub-Clause, "infringement" shall refer to an infringement (or alleged infringement) of any

patent, registered design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works; and “claim” shall refer to a claim (or proceedings pursuing a claim) alleging an infringement.

- 1752 Whenever a Party does not give notice to the other Party of any claim within 30 days of receiving the claim, the first Party shall be deemed to have waived any right to indemnity under this Sub-Clause.
- 1753 The Procuring Entity shall indemnify and hold the Contractor harmless against and from any claim alleging an infringement which is or was:
- a) An unavoidable result of the Contractor's compliance with the Contract, or
  - b) A result of any Works being ingested by the Procuring Entity:
    - i) for a purpose other than that indicated by, or reasonably to be inferred from, the Contract, or
    - ii) in conjunction with anything not supplied by the Contractor, unless such use was disclosed to the Contractor prior to the Base Date or is stated in the Contract.
- 1754 The Contractor shall indemnify and hold the Procuring Entity harmless against and from any other claim which arises out of or in relation to (i) the manufacture, use, sale or import of any Goods, or (ii) any design for which the Contractor is responsible.
- 1755 If a Party is entitled to be indemnified under this Sub-Clause, the indemnifying Party may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it. The other Party shall, at the request and cost of the indemnifying Party, assist in contesting the claim. This other Party (and its Personnel) shall not make any admission which might be prejudicial to the indemnifying Party, unless the indemnifying Party failed to take over the conduct of any negotiations, litigation or arbitration upon being requested to do so by such other Party.
- 1756 For operation and maintenance of any plant or equipment installed, the contractor shall grant a non-exclusive and non-transferable license to the Procuring Entity under the patent, utility models, or other intellectual rights owned by the contractor or a third party from whom the contractor has received the rights to grant sub-licenses and shall also grant to the Procuring Entity a non-exclusive and non-transferable license (without the rights to sub-license) to use the know-how and other technical information disclosed to the contractor or under the contract. Nothing contained here-in shall be construed as transferring ownership of any patent, utility model, trademark, design, copy right, know-how or other intellectual rights from the contractor or any other third party to the Procuring Entity.

## 17.6 Limitation of Liability

- 1761 Neither Party shall be liable to the other Party for loss of use of any Works, loss of profit, loss of any contractor for any consequential loss or damage which may be suffered by the other Party in connection with the Contract, other than as specifically provided in Sub-Clause 8.7 [Delay Damages]; Sub-Clause 11.2 [Cost of Remedying Defects]; Sub-Clause 15.4 [Payment after Termination]; Sub-Clause 16.4 [Payment on Termination]; Sub-Clause 17.1 [Indemnities]; Sub-Clause 17.4(b) [Consequences of Procuring Entity's Risks] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights].
- 1762 The total liability of the Contractor to the Procuring Entity, under or in connection with the Contract other than under Sub-Clause 4.19 [Electricity, Water and Gas], Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], Sub-Clause 17.1 [Indemnities] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights], shall not exceed the sum resulting from the application of a multiplier (less or greater than one) to the Accepted Contract Amount, as stated in **the Special Conditions of Contract**, or (if such multiplier or other sum is not so stated) the Accepted Contract Amount.
- 1763 This Sub-Clause shall not limit liability in any case of fraud, deliberate default or reckless misconduct by the defaulting Party.

## 17.7 Use of Procuring Entity's Accommodation/Facilities

- 17.7.1 The Contractor shall take full responsibility for the care of the Procuring Entity provided accommodation and facilities, if any, as detailed in the Specification, from the respective dates of hand-over to the Contractor until cessation of occupation (where hand-over or cessation of occupation may take place after the date stated in the Taking-Over Certificate for the Works).
- 17.7.2 If any loss or damage happens to any of the above items while the Contractor is responsible for their care arising from any cause whatsoever other than those for which the Procuring Entity is liable, the Contractor shall, at his own cost, rectify the loss or damage to the satisfaction of the Engineer.

## **18 INSURANCE**

### **18.1 General Requirements for Insurances**

- 18.1.1 In this Clause, “insuring Party” means, for each type of insurance, the Party responsible for effecting and maintaining the insurance specified in the relevant Sub-Clause.
- 18.1.2 Wherever the Contractor is the insuring Party, each insurance shall be effected with insurers and in terms approved by the Procuring Entity. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.
- 18.1.3 Wherever the Procuring Entity is the insuring Party, each insurance shall be effected with insurers and in terms acceptable to the Contractor. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.
- 18.1.4 If a policy is required to indemnify joint insured, the cover shall apply separately to each insured as though a separate policy had been issued for each of the joint insured. If a policy indemnifies additional joint insured, namely in addition to the insured specified in this Clause, (i) the Contractor shall act under the policy on behalf of these additional joint insured except that the Procuring Entity shall act for Procuring Entity's Personnel, (ii) additional joint insured shall not be entitled to receive payments directly from the insurer or to have any other direct dealings with the insurer, and (iii) the insuring Party shall require all additional joint insured to comply with the conditions stipulated in the policy.
- 18.1.5 Each policy insuring against loss or damage shall provide for payments to be made in the currencies required to rectify the loss or damage. Payments received from insurers shall be used for the rectification of the loss or damage.
- 18.1.6 The relevant insuring Party shall, within the respective periods stated in **the Special Conditions of Contract** (calculated from the Commencement Date), submit to the other Party:
- a) Evidence that the insurances described in this Clause have been affected, and
  - b) copies of the policies for the insurances described in Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment] and Sub-Clause 18.3 [Insurance against Injury to Persons and Damage to Property].
- 18.1.7 When each premium is paid, the insuring Party shall submit evidence of payment to the other Party. Whenever evidence or policies are submitted, the insuring Party shall also give notice to the Engineer.
- 18.1.8 Each Party shall comply with the conditions stipulated in each of the insurance policies. The insuring Party shall keep the insurers informed of any relevant changes to the execution of the Works and ensure that insurance is maintained in accordance with this Clause.
- 18.1.9 Neither Party shall make any material alteration to the terms of any insurance without the prior approval of the other Party. If an insurer makes (or attempts to make) any alteration, the Party first notified by the insurer shall promptly give notice to the other Party.

- 18.1.10 If the insuring Party fails to effect and keep in force any of the insurances it is required to effect and maintain under the Contractor fails to provide satisfactory evidence and copies of policies in accordance with this Sub- Clause, the other Party may (at its option and without prejudice to any other right or remedy) effect insurance for the relevant coverage and pay the premiums due. The insuring Party shall pay the amount of these premiums to the other Party, and the Contract Price shall be adjusted accordingly.
- 18.1.11 Nothing in this Clause limits the obligations, liabilities or responsibilities of the Contractor or the Procuring Entity, under the other terms of the Contractor otherwise. Any amounts not insured or not recovered from the insurers shall be borne by the Contractor and/or the Procuring Entity.
- 18.1.12 Procuring Entity in accordance with these obligations, liabilities or responsibilities. However, if the insuring Party fails to effect and keep in force an insurance which is available and which it is required to effect and maintain under the Contract, and the other Party neither approves the omission nor effects insurance for the coverage relevant to this default, any moneys which should have been recoverable under this insurance shall be paid by the insuring Party.
- 18.1.13 Payments by one Party to the other Party shall be subject to Sub-Clause 2.5 [Procuring Entity's Claims] or Sub- Clause 20.1 [Contractor's Claims], as applicable.
- 18.1.14 The Contractor shall be entitled to place all insurance relating to the Contract (including, but not limited to the insurance referred to Clause 18) with insurers from any eligible source country.

## **18.2 Insurance for Works and Contractor's Equipment**

- 18.2.1 The insuring Party shall insure the Works, Plant, Material and Contractor's Documents for not less than the full reinstatement cost including the costs of demolition, removal of debris and professional fees and profit. This insurance shall be effective from the date by which the evidence is to be submitted under sub-paragraph (a) of Sub-Clause 18.1 [General Requirements for Insurances], until the date of issue of the Taking-Over Certificate for the Works.
- 18.2.2 The insuring Party shall maintain this insurance to provide cover until the date of issue of the Performance Certificate, for loss or damage for which the Contractor is liable arising from a cause occurring prior to the issue of the Taking-Over Certificate, and for loss or damage caused by the Contractor in the course of any other operations (including those under Clause 11 [Defects Liability]).
- 18.2.3 The insuring Party shall insure the Contractor's Equipment for not less than the full replacement value, including delivery to Site. For each item of Contractor's Equipment, the insurance shall be effective while it is being transported to the Site and until it is no longer required as Contractor's Equipment.
- 18.2.4 Unless otherwise stated in the Special Conditions, insurances under this Sub-Clause:
- a) Shall be effected and maintained by the Contractor as insuring Party,
  - b) shall be in the joint names of the Parties, who shall be jointly entitled to receive payments from the insurers, payments being held or allocated to the Party actually bearing the costs of rectifying the loss or damage,
  - c) shall cover all loss and damage from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks],
  - d) shall also cover, to the extent specifically required in the tendering documents of the Contract, loss or damage to a part of the Works which is attributable to the use or occupation by the Procuring Entity of another part of the Works, and loss or damage from the risks listed in sub-paragraphs (c), (g) and (h) of Sub-Clause 17.3 [Procuring Entity's Risks], excluding (in each case) risks which are not insurable at commercially reasonable terms, with deductibles per occurrence of not more than the amount stated **in the Special Conditions** of Contract (if an amount is not so stated, this sub-paragraph (d) shall not apply), and
  - e) may however exclude loss of, damage to, and reinstatement of:

- i) a part of the Works which is in a defective condition due to a defect in its design, materials or workmanship (but cover shall include any other parts which are lost or damaged as a direct result of this defective condition and not as described in sub-paragraph (ii) below),
- ii) apart of the Works which is lost or damaged in order to reinstate any other part of the Works if this other part is in a defective condition due to a defect in its design, materials or workmanship,
- iii) apart of the Works which has been taken over by the Procuring Entity, except to the extent that the Contractor is liable for the loss or damage, and
- iv) Goods while they are not in Kenya, subject to Sub-Clause 14.5 [Plant and Materials intended for the Works].

1825 If, more than one year after the Base Date, the cover described in sub-paragraph (d) above ceases to be available at commercially reasonable terms, the Contractor shall (as insuring Party) give notice to the Procuring Entity, with supporting particulars. The Procuring Entity shall then (i) be entitled subject to Sub-Clause 2.5 [Procuring Entity's Claims] to payment of an amount equivalent to such commercially reasonable terms as the Contractor should have expected to have paid for such cover, and (ii) be deemed, unless he obtains the cover at commercially reasonable terms, to have approved the omission under Sub-Clause 18.1 [General Requirements for Insurances].

### **183 Insurance against Injury to Persons and Damage to Property**

183.1 The insuring Party shall insure against each Party's liability for any loss, damage, death or bodily injury which may occur to any physical property (except things insured under Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment]) or to any person (except persons insured under Sub-Clause 18.4 [Insurance for Contractor's Personnel]), which may arise out of the Contractor's performance of the Contract and occurring before the issue of the Performance Certificate.

183.2 This insurance shall be for a limit per occurrence of not less than the amount stated in **the Special Conditions of Contract**, with no limit on the number of occurrences. If an amount is not stated in the **Special Conditions of Contract**, this Sub-Clause shall not apply.

183.3 Unless otherwise stated in the Special Conditions, the insurances specified in this Sub-Clause:

- a) Shall be effected and maintained by the Contractor as insuring Party,
- b) shall be in the joint names of the Parties,
- c) shall be extended to cover liability for all loss and damage to the Procuring Entity's property (except things insured under Sub-Clause 18.2) arising out of the Contractor's performance of the Contract, and
- d) may however exclude liability to the extent that it arises from:
  - i) the Procuring Entity's right to have the Permanent Works executed on, over, under, in or
  - ii) through any land, and to occupy this land for the Permanent Works,
  - iii) damage which is an unavoidable result of the Contractor's obligations to execute the
  - iv) Works and remedy any defects, and
  - v) a cause listed in Sub-Clause 17.3 [Procuring Entity's Risks], except to the extent that cover is available at commercially reasonable terms.

### **184 Insurance for Contractor's Personnel**

184.1 The Contractor shall effect and maintain insurance against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel.

184.2 The insurance shall cover the Procuring Entity and the Architect against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel, except that this insurance may exclude losses and claims to the extent that they arise from any act or neglect of the Procuring Entity or of the Procuring Entity's Personnel.

18.4.3 The insurance shall be maintained in full force and effect during the whole time that these personnel are assisting in the execution of the Works. For a Subcontractor's employees, the insurance may be effected by the Subcontractor, but the Contractor shall be responsible for compliance with this Clause.

## **19. FORCE MAJEURE**

### **19.1 Definition of Force Majeure**

19.1.1 In this Clause, "Force Majeure" means an exceptional event or circumstance:

- a) Which is beyond a Party's control,
- b) Which such Party could not reasonably have provided against before entering into the Contract,
- c) which, having arisen, such Party could not reasonably have avoided or overcome, and
- d) which is not substantially attributable to the other Party.

19.1.2 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:

- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
- b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,
- c) riot, commotion, disorder, strike or lock out by persons other than the Contractor's Personnel,
- d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity, and
- e) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

### **19.2 Notice of Force Majeure**

19.2.1 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.

19.2.2 The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.

19.2.3 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

### **19.3 Duty to Minimize Delay**

Each Party shall at all times use all reasonable endeavors to minimize any delay in the performance of the Contract as a result of Force Majeure. A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.

### **19.4 Consequences of Force Majeure**

19.4.1 If the Contractor is prevented from performing his substantial obligations under the Contract by Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], and suffers delay and/ or incurs Cost by reason of such Force Majeure, the Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) if the event or circumstance is of the kind described in sub-paragraphs (i) to (iv) of Sub-Clause 19.1 [Definition of Force Majeure] and, in sub-paragraphs (ii) to (iv), occurs in Kenya, payment of any such Cost, including the costs of rectifying or replacing the Works and/or Goods damaged or destroyed by Force Majeure, to the extent they are not indemnified through the insurance policy referred to in Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment].

19.4.2 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters. Page 158

### **19.5 Force Majeure Affecting Subcontractor**

If any Subcontractor is entitled under any contract or agreement relating to the Works to relief from force majeure on terms additional to or broader than those specified in this Clause, such additional or broader force majeure events or circumstances shall not excuse the Contractor's non-performance or entitle him to relief under this Clause.

### **19.6 Optional Termination, Payment and Release**

19.6.1 If the execution of substantially all the Works in progress is prevented for a continuous period of 84 days by reason of Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], or for multiple periods which total more than 140 days due to the same notified Force Majeure, then either Party may give to the other Party a notice of termination of the Contract. In this event, the termination shall take effect 7 days after the notice is given, and the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment].

19.6.2 Upon such termination, the Architect shall determine the value of the work done and issue a Payment Certificate which shall include:

- a) the amounts payable for any work carried out for which a price is stated in the Contract;
- b) the Cost of Plant and Materials ordered for the Works which have been delivered to the Contractor, or of which the Contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the Procuring Entity when paid for by the Procuring Entity, and the Contractor shall place the same at the Procuring Entity's disposal;
- c) other Cost or liabilities which in the circumstances were reasonably and necessarily incurred by the Contractor in the expectation of completing the Works;
- d) the Cost of removal of Temporary Works and Contractor's Equipment from the Site and the return of these items to the Contractor's works in his country (or to any other destination at no greater cost); and
- e) the Cost of repatriation of the Contractor's staff and lab or employed wholly in connection with the Works at the date of termination.

### **19.7 Release from Performance**

Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the Parties (including, but not limited to, Force Majeure) arises which makes it impossible or unlawful for either or both Parties to fulfil its or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by either Party to the other Party of such event or circumstance:

- a) The Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract, and
- b) The sum payable by the Procuring Entity to the Contractor shall be the same as would have been payable under Sub-Clause 19.6 [Optional Termination, Payment and Release] if the Contract had been terminated under Sub-Clause 19.6.

## 20 SETTLEMENT OF CLAIMS AND DISPUTES

### 20.1 Contractor's Claims

- 20.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Engineer, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 20.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 20.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 20.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Engineer. Without admitting the Procuring Entity's liability, the Architect may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Architect to inspect all these records and shall (if instructed) submit copies to the Engineer.
- 20.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Engineer, the Contractor shall send to the Architect fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- a) This fully detailed claim shall be considered as interim;
  - b) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Architect may reasonably require; and
  - c) The Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Engineer.
- 20.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Architect and approved by the Contractor, the Architect shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 20.1.7 Within the above defined period of 42 days, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 20.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part

- 20.19 If the Architect does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Architect and any of the Parties may refer the dispute for amicable settlement in accordance with Clause 20.3.
- 20.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payments shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 20.3.

## **20.2 Procuring Entity's Claims**

- 20.2.1 If the Procuring Entity considers itself to be entitled to any payment under any Clause of these Conditions or otherwise in connection with the Contract, and/or to any extension of the Defects Notification Period, the Procuring Entity or the Architect shall give notice and particulars to the Contractor. However, notice is not required for payments due under Sub-Clause 4.19 [Electricity, Water and Gas], under Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], or for other services requested by the Contractor.
- 20.2.2 The notice shall be given as soon as practicable and no longer than 30 days after the Procuring Entity became aware, or should have become aware, of the event or circumstances giving rise to the claim. A notice relating to any extension of the Defects Notification Period shall be given before the expiry of such period.
- 20.2.3 The particulars shall specify the Clause or other basis of the claim and shall include substantiation of the amount and/or extension to which the Procuring Entity considers itself to be entitled in connection with the Contract. The Architect shall then proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the amount (if any) which the Procuring Entity is entitled to be paid by the Contractor, and/or (ii) the extension (if any) of the Defects Notification Period in accordance with Sub-Clause 11.3 [Extension of Defects Notification Period].
- 20.2.4 This amount may be included as a deduction in the Contract Price and Payment Certificates. The Procuring Entity shall only be entitled to set off against or make any deduction from an amount certified in a Payment Certificate, or to otherwise claim against the Contractor, in accordance with this Sub-Clause.

## **20.3 Amicable Settlement**

Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 20.1 above should move to commence arbitration after 60 days from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

## **20.4 Matters that may be referred to arbitration**

Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:

- a) Whether or not the issue of an instruction by the Architect is empowered by these Conditions.
- b) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- c) Any dispute arising in respect of risks arising from matters referred to in Clause 17.3 and Clause 19.
- e) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the

**20.5 Arbitration**

- 205.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 20.3 shall be finally settled by arbitration.
- 205.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 205.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 205.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 205.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision, requirement or notice had been given.
- 205.6 The arbitrator shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Engineer, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Architect from being called as a witness and giving evidence before the arbitrator on any matter whatsoever relevant to the dispute.
- 205.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 205.7 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Architect shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 205.8 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

**20.6 Arbitration with National Contractors**

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

- iv) CharteredInstituteofArbitrators(KenyaBranch)
- v) InstitutionofEngineersofKenya

2062 Theinstitutionwrittentofirstbytheaggrievedpartyshalltakeprecedenceoverallotherinstitutions.

**20.7 ArbitrationwithForeignContractors**

207.1 Arbitrationwithforeigncontractorsshallbeconductedinaccordancewiththe arbitrationrulesoftheUnited Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the InternationalChamberofCommerce(ICC)andconductedundertheICCRulesofArbitration;byoneormore arbitratorsappointedinaccordancewithsaidarbitrationrules.

207.2 TheplaceofarbitrationshallbealocationspecifiedintheSCC;and the arbitrationshallbeconductedinthe languageforcommunicationsdefinedinSub-Clause1.4[LawandLanguage].

**20.8 AlternativeArbitrationProceedings**

Alternatively,thePartiesmayreferthemattertotheNairobiCentreforInternationalArbitration(NCIA)which offersaneutralvenuefortheconductofnationalandinternationalarbitrationwithcommitmenttoproviding institutionalsupporttothe arbitralprocess.

**20.9 FailuretoComplywithArbitrator'sDecision**

209.1 TheawardofsuchArbitratorshallbefinalandbindingupontheparties.

209.2 In the eventthataPartyfailstocomplywithafinalandbindingArbitrator'sdecision,thentheotherParty may, withoutprejudicetoanyotherrightsitmayhave,referthemattertoacompetentcourtoflaw.

**20.10 Contract operations to continue**

Notwithstanding any reference to arbitration herein,

- 1.1.1 the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- 1.1.2 the Procuring Entity shall pay the Contractor any monies due the Contractor.

**Section IX - Special Conditions of Contract**

ThefollowingSpecialConditionsshallsupplementtheGCC.Wheneverthereisaconflict,the provisionshereinshall prevailoverthoseintheGCC.

Conditions	Sub-Clause	Data
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Conditions	Sub-Clause	Data
Procuring Entity's name and address	Heading	<b>KENYA WATER INSTITUTE</b> <b>P.O.BOX 60013-00200,</b> <b>NAIROBI.</b>
Name and Reference No. of the Contract	Heading and 1.1	<b><i>PROPOSED RENOVATION (CONVERSION OF HOSTEL ROOMS TO OFFICES) AND DEMOLITION OF 2NO. PREFABRICATED HOUSES FOR KENYA WATER INSTITUTE- SOUTH C NAIROBI COUNTY ..I</i></b>
Engineers Name and address	Heading and 3.1.1	<b>The Project Manager is: Works Secretary, State Department for Public Works,</b> <b>P.O.BOX 30743-00100</b> <b>NAIROBI.</b>
Contractor's Representative's name	4.3.1	<i>[insert the name of the Contractor's Representative agreed by the Procuring Entity prior to Contract signature]</i>
Key Personnel names	16.9.1	<i>[insert the name of each Key Personnel agreed by the Procuring Entity prior to Contract signature]</i>
Time for Completion	1.1.	<b>32 Weeks</b> after commencement
Defects Notification Period	1.1	Immediately
Sections	1.1	<i>If Sections are to be used, refer to Table: Summary of Sections below</i>
Electronic transmission systems	1.3	N/A
Time for the Parties entering into a Contract Agreement	1.6	Within 30days
Commencement Date	8.1.1	The Site Possession Date Shall be as Agreed with the Project Manager
Time for access to the Site	2.1.1	Shall be Agreed with the Project Manager
Architect Duties and Authority	3.1.6 (b) (ii)	Variation resulting in an increase of the accepted contract amount shall require approval of the procuring entity
Performance Security	4.2.1	The performance security will be in the form of a performance bond in the amount(s) of 5% (percent) of the accepted contract amount and in the same currency (ies) of the accepted contract amount
Normal working hours	6.5	Normal working hours shall be 8:00 a.m. to 5:00 p.m. on weekdays, including lunch break from 1.00 p.m. p.m. and 8:00 a.m. to 1:00 pm on Saturdays, with Sunday being aside as a day of rest.
Delay damages for the Works	8.7 & 14.15(b)	<b>0.02%</b> of the Contract Sum per week
Maximum amount of delay damages	8.7.1	<b>5%</b> of the final Contract Price.
Provisional Sums	13.6. (b)(ii)	<i>[If there are Provisional Sums, insert a percentage for adjustment of Provisional Sums]</i> _____%
Adjustments for Changes in Cost	13.9	As per The Public Procurement and Asset Disposal Act (Revised Edition 2022)
Total advance payment	14.2.1	Advance Payment <b>Shall NOT</b> be granted
Repayment amortization rate of advance payment	14.2.5 (b)	Not Applicable
Percentage of Retention	14.3.2 (c)	____ <b>10</b> ____%

Conditions	Sub-Clause	Data
Limit of Retention Money	14.3.2 (c)	___10___% of the Accepted Contract Amount
Plant and Materials	14.5.3(b)(i)	If Sub-Clause 14.5 applies: Plant and Materials for payment when delivered to the Site
	14.5.3(c)(i)	Plant and Materials for payment when delivered to the Site
Minimum Amount of Interim Payment Certificates	14.6.2	as per workdone and material on site.
Publishing source of commercial interest rates for financial charges in case of delayed payment	14.8	Annual rate of three percentage points above the mean lending rate of the Central Bank in Kenya of the currency of payment
Maximum total liability of the Contractor to the Procuring Entity	17.6.2	<i>As per the policy</i>
Periods for submission of insurance: a. evidence of insurance. b. relevant policies	18.1.6	<i>[Insert period for submission of evidence of insurance and policy.Period may be from 14 days to 30days.]</i> ___14___days ___14___days
Maximum amount of deductibles for insurance of the Procuring Entity's risks	18.2.4 (d)	<i>As per the policy</i>
Minimum amount of third-party insurance	18.3.2	<i>As per the policy</i>
The place of arbitration	20.7.2	<i>Nairobi, Kenya</i>

## SECTION X - CONTRACT FORMS

FORM No. 1 - NOTIFICATION OF INTENTION TO AWARD

FORM NO. 2 – REQUEST FOR REVIEW

FORM No. 3-LETTEROF AWARD

FORM No. 4 - CONTRACT AGREEMENT

FORM No. 6- PERFORMANCE SECURITY [Option 2- Performance

Bond] FORM No. 7 - ADVANCE PAYMENT SECURITY

FORM No. 8 - RETENTION MONEY SECURITY

**FORM No 1: NOTIFICATION OF INTENTION TO AWARD OF CONTRACT**

This Notification of Award shall be sent to each Tenderer that submitted a Tender and was not successful. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

**FORMAT**1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: *[insert Authorized Representative's email address]*

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by *(Name and designation)* \_\_\_\_\_

3. Notification of Award

- i) Procuring Entity: *[insert the name of the Procuring Entity]*
- ii) Project: *[insert name of project]*
- iii) Contract title: *[insert the name of the contract]*
- iv) ITT No: *[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

## 4. Request a debriefing in relation to the evaluation of your tender by submitting a Procurement-related Complaint in relation to the decision to award the contracts.

a) The successful tenderers

i) Name of successful Tender \_\_\_\_\_

ii) Address of the successful Tender \_\_\_\_\_

iii) Contract price of the successful Tender Kenya Shillings \_\_\_\_\_  
(in words \_\_\_\_\_)

b) The reasons for your tender being unsuccessful are as follows:

c) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.

SNo	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why Not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

#### 5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing, your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - iii) Agency: [insert name of Procuring Entity]
  - iv) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

#### 6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - iii) Agency: [insert name of Procuring Entity]
  - iv) Email address: [insert email address]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making t

his complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [www.ppra.go.ke](http://www.ppra.go.ke).

You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
  - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process and is the recipient of a Notification of Intention to Award.
  - ii) The complaint can only challenge the decision to award the contract.
  - iii) You must submit the complaint within the period stated above.
  - iv) You must include, in your complaint, all of the information required to support your complaint.

**7. Standstill Period**

- i) DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5(d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**FORM NO. 2- REQUEST FOR REVIEW**

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

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

**BETWEEN**

.....**APPLICANT**

**AND**

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

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

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

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**

**FORM NO 3: LETTER OF AWARD**

[date]

To: [name and address of the Contractor]

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

You are requested to furnish the Performance Security within in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Procuring Entity: .....

Attachment: Contract Agreement: .....

**FORM NO 4: CONTRACT AGREEMENT**

THIS AGREEMENT made the day of..... 20.....,  
 between.....  
 .....of..... (hereinafter “the  
 Procuring  
 Entity”), of the one part, and \_\_\_\_\_ of  
 \_\_\_\_\_ (hereinafter  
 “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as \_\_\_\_\_ should  
 be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and  
 completion of these Works and the remedying of any defects therein,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
  - a) the Notification of Award
  - b) the Form of Tender
  - c) the addenda Nos \_\_\_\_\_ (if any)
  - d) the Special Conditions of Contract
  - e) the General Conditions of Contract;
  - f) the Specifications
  - g) the Drawings; and
  - h) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Laws of Kenya on the day, month and year specified above.

Signed and sealed by \_\_\_\_\_ (for the Procuring Entity)

Signed and sealed by \_\_\_\_\_ (for the Contractor).

**FORM NO. 5 - PERFORMANCE SECURITY****[Option 1 - Unconditional Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** *[insert name and Address of Procuring Entity]***Date:** \_\_\_\_\_ *[Insert date of issue]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with (name of \_\_\_\_\_ *Procuring Entity*) \_\_\_\_\_ (the Procuring Entity as the Beneficiary), for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (*in words*), <sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demands supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the ..... Day of ....., <sup>2</sup> and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee." .....

*[Name of Authorized Official, signature(s) and seals/stamps]***Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

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

<sup>2</sup>*Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*

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

*[Note: Procuring Entities are advised to use Performance Security- Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bondholder to action]  
[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:**

*[insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**PERFORMANCE BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called "the Contractor") and \_\_\_\_\_] as Surety (hereinafter called "the Surety"), are held and firmly bound unto \_\_\_\_\_] as Oblige (hereinafter called "the Procuring Entity") in the amount of \_\_\_ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the \_\_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, for \_\_\_\_\_ in accordance with the \_\_\_\_\_ documents, \_\_\_\_\_ plans, specifications, and amendments thereto, which to the extent therein provided for, are by reference made a part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
  - a) Complete the Contract in accordance with its terms and conditions; or
  - b) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderer, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the \_\_\_\_\_ cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
  - c) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ Taking-

OverCertificate.No right of actions shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity. Page 174

6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these present to be sealed with his corporate seal duly attested by the signature of his legal representative, this day \_\_ of \_\_\_\_\_ 20\_\_\_\_.

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

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

SIGNED ON \_\_\_\_\_ on behalf of \_\_\_\_\_

By \_\_\_\_\_ in the capacity of \_\_\_\_\_

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

**FORM NO. 7 - ADVANCE PAYMENT SECURITY****[Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** \_\_\_\_\_ *[Insert name and Address of*Procuring Entity] **Date:** \_\_\_\_\_ *[Insert date of issue]***ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[Insert guarantee reference number]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ (in words \_\_\_\_\_) is to be made against an advance payment guarantee.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (in words \_\_\_\_\_)<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
  - a) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number \_\_\_\_\_ at \_\_\_\_\_.
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_<sup>2</sup> whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

*[Name of Authorized Official, signature(s) and seals/stamps]***Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

<sup>1</sup> *The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.*

<sup>2</sup> *Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee*

**FORM NO. 8 – RETENTION MONEY SECURITY****[Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** \_\_\_\_\_ *[Insert name and Address of Procuring Entity]***Date:** \_\_\_\_\_ *[Insert date of issue]***Advance payment guarantee no.** *[Insert guarantee reference number]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ *[insert reference number of the contract]* dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").
2. Furthermore, we understand that, \_\_\_\_\_ according \_\_\_\_\_ to the conditions of the Contract, the Beneficiary retains money up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of \_\_\_\_\_ *[insert the second half of the Retention Money]* is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* \_\_\_\_\_ (*[insert amount in words]* \_\_\_\_\_) <sup>1</sup> upon receipt by us of the Beneficiary's complying demands supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying \_\_\_\_\_ or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sums specified therein.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number \_\_\_\_\_ at \_\_\_\_\_ *[insert name and address of Applicant's bank]*.
5. This guarantee shall expire not later than the ..... Day of ..... 2.....<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

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*[Name of Authorized Official, signature(s) and seals/stamps]*

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

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

<sup>2</sup>Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. The Procuring Entity should not expect that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor.

Such request must be in writing and must be made prior to the expiration date established in the guarantee

**FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM**

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

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

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

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

Tender Reference No.: \_\_\_\_\_ [insert identification

no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the

assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

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

**Details of Beneficial ownership**

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

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

	<b>Details of all Beneficial Owners</b>	<b>% of shares a person holds in the company Directly or indirectly</b>	<b>% of voting rights a person holds in the company</b>	<b>Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)</b>	<b>Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)</b>
<b>t. c</b>					

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

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

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

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_*

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

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

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

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp

**PART IV- BILLS OF QUANTITIES**

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**BILL NO.1**  
**PARTICULAR PRELIMINARIES**

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ITEM	DESCRIPTION	AMOUNT
	<p><b><u>PARTICULAR PRELIMINARIES</u></b></p> <p><b>A EMPLOYER</b>  The Employer is : <b>KENYA WATER INSTITUTE OF P.O BOX 60013 - 00200, NAIROBI.</b>  The term "Employer" and "Government" wherever used in the contract document shall be synonymous.</p> <p><b>B PROJECT MANAGER</b>  The term "P.M" or "Project Manager" wherever used in these Bills of Quantities shall be deemed to imply the "Engineer" as defined in <b>Clause 3.1.1 in the Section Viii - General Conditions Of Contract (GCC)</b> or such person or persons as may be duly authorized to represent him on behalf of the Government.</p> <p><b>C ARCHITECT</b>  The term "Architect" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p> <p><b>D QUANTITY SURVEYOR</b>  The term "Quantity Surveyor" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p> <p><b>E STRUCTURAL ENGINEER</b>  The term "Structural Engineer" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p> <p><b>F ELECTRICAL ENGINEER</b>  The term "Electrical Engineer" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p>	
	Carried to collection	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>MECHANICAL ENGINEER</b></p> <p>The term "Mechanical Engineer" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p>	
B	<p><b>INTERIOR DESIGNER</b></p> <p>The term "Interior Designer" shall be deemed to mean "the P.M" as defined above whose address, unless otherwise notified, is the Ministry of Lands, Public Works, Housing and Urban Development State Department for Public Works , P.O.Box 30743-00100, NAIROBI</p>	
C	<p><b>SCOPE OF CONTRACT</b></p> <p>Proposed Renovation (Conversion of Hostel Rooms to Offices), Removal of Asbestos, Demolition of 2No. Prefabricated Houses, Associated Electrical, Mechanical and Civil Works For Kenya Water Institute- South C, Nairobi.</p>	
D	<p><b><u>FLOOR AREAS =936 SM</u></b></p> <p><i>Note : The above areas are given as a guide an no warranty is given for their accuracy.</i></p>	
	Carried to collection	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>URGENCY OF THE WORKS</b></p> <p>The Contractor is notified that these “works are urgent” and should be completed within the period stated in these Particular Preliminaries.</p> <p>The Contractor shall allow in his rates for any costs he/ she deems that he/she may incur by having to complete these works within the stipulated contract period.</p> <p><b>B LOCATION OF SITE</b></p> <p>The site of the proposed works is located <b>Kenya Water Institute approximately 6KM from Nairobi CBD.</b></p> <p>The contractor shall be deemed to have visited the site and satisfied himself as follows;</p> <ul style="list-style-type: none"> <li>a) The nature, position, topography and access of the site</li> <li>b) The amount of the rubbish or debris to be cleared away before commencement</li> <li>c) The nature, current usage, proximity and size of adjoining property and buildings</li> <li>d) The availability of land for the erection and positioning of all temporary structures, plant and materials necessary for the execution of the works.</li> </ul> <p>The Contractor shall obtain approval from the relevant Local Authority in adherence to site access and erection of temporary structures and must ensure all matters relating to the requirements of these authorities.</p> <p>No claim will be allowed for travelling or other expenses which may be incurred by the Contractor in visiting the site or preparing the tender for the works.</p> <p>The Contractor is advised that the site is within a compound in use and all measures should be taken to avoid nuisance to the existing users.</p> <p>All occupation health and safety requirements must be met as required by law.</p> <p>This includes prevention/ minimizing noise, dust, fumes, providing access to public facilities as required (lifts, washrooms, staircases).</p> <p>Notices should be given prior to disruption of services.</p> <p>Where necessary the Contractor will provide temporary facilities for use as instructed by the Project Manager.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>MEASUREMENTS</b></p> <p>In the event of any discrepancies arising between the Bills of Quantities and the actual works, the site measurements shall generally take precedence. However, such discrepancies between any contract documents shall immediately be referred to the PROJECT MANAGER in accordance with the Conditions of Contract. The discrepancies shall then be treated as a variation and be dealt with in accordance with the said Conditions.</p> <p><b>B DEMOLITIONS AND ALTERATIONS</b></p> <p>The Contractor is to allow for all temporary protection required during the works including ordinary and special dust screens, hoardings, barriers, warning signs, etc. as directed by the Project Manager and as necessary for the adequate propping and protection of existing property, finishes, workmen employed on the site, employer's agents and the public. Any damage or loss incurred due to the insufficiency of such protection must be made good by the Contractor. All protective devices are to be removed on completion of the works and any necessary making good consequent upon this is to be executed to the satisfaction of the Project Manager. The works shall be propped, strutted and supported as necessary before any alteration or demolition work commences. Prices shall include for all cleaning and preparatory work to structure and finishes and for making good to all finishes on completion whether or not specifically described</p> <p>Unless described as set aside for re-use all arising debris and surplus materials shall be carefully removed from building and carted away from site.</p> <p>The Contractor shall be entirely responsible for any breakage or damage which may occur to materials required for re-use during their removal unless it is certified by the Project Manager that such damage or breakage was inevitable as a result of the condition of the item concerned.</p> <p><b>C MATERIALS FROM DEMOLITIONS</b></p> <p>Any materials arising from demolitions and not re-used shall become the property of the client. The Contractor shall allow in his rates the cost of transporting the demolished materials to where directed by the Project Manager.</p>	
	Carried to collection	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>CLEARING AWAY</b> The Contractor shall remove all temporary works, rubbish, debris and surplus materials from the site as they accumulate and upon completion of the works, remove and clear away all plant, equipment, rubbish, unused materials and stains and leave in a clean,The whole of the works shall be delivered up clean, complete and in perfect condition in every respect to the satisfaction of the Project Manager.</p> <p><b>B CLAIMS / COMPENSATION EVENTS</b> It shall be a condition of this contract that upon it becoming reasonably apparent to the Contractor that he has incurred losses and / or expenses due to any of the contract conditions, or by any other reason whatsoever, he shall present such a claim or intent to claim notice to the PROJECT MANAGER within the contract period. No claim shall be entertained upon the expiry of the said contract period.</p> <p><b>C PAYMENTS</b> Payments shall be in accordance with the Conditions of Contract Agreement. In order to facilitate this, a list of the general component elements for the works is given at the summary page of these specifications and the tenderer is requested to break down his tender sum commensurate to the said elements.</p> <p><b>D PAYMENT FOR MATERIALS ON SITE</b> All materials for incorporation in the works must be stored on site before payment is effected, unless specifically exempted by the Project Manager. This is to include materials of the Contractor, nominated sub-Contractors and nominated suppliers.</p> <p><b>E PREVENTION OF ACCIDENT, DAMAGE OR LOSS</b> The Contractor is notified that these works are to be carried out on a restricted site where the client is going on with other normal activities. The Contractor is thus instructed to take reasonable care in the execution of the works as to prevent accident</p> <p><b>F WORKING CONDITIONS</b> The Contractor shall allow in his rates for any interference that he may encounter in the course of the works for the Client may in some cases ask the Contractor not to proceed with the works until some activities within the site are completed.</p> <p><b>G SIGNBOARD</b> Allow for providing, erecting, maintaining throughout the course of the Contract and afterwards clearing away a signboard as designed, specified and approved by the Project Manager.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
<b>A</b>	<p><b>LABOUR CAMPS</b> The Contractor shall not be allowed to house labour on site. Allow for transporting workers to and from the site during the tenure of the contract.</p>	
<b>B</b>	<p><b>PRICING RATES</b> The tenderer shall include for all costs in executing the whole of the works, including transport, replacing damaged items, fixing, all to comply with the said Conditions of Contract.</p>	
<b>C</b>	<p><b>SECURITY</b> The Contractor shall allow for providing adequate security for the works and the workers in the course of execution of this contract. No claim will be entertained from the Contractor for not maintaining adequate security for both the works and workers.</p>	
<b>D</b>	<p><b>PAYMENT FOR MATERIALS ON SITE</b> All materials for incorporation in the works must be stored on site before payment is effected, unless specifically exempted by the Project Manager. This is to include materials of the Contractor, nominated sub-Contractors and nominated suppliers.</p>	
<b>E</b>	<p><b>EXISTING SERVICES</b> Prior to the commencement of any work, the Contractor is to ascertain from the relevant authority the exact position, depth and level of all existing services in the area and he/she shall make whatever provisions may be required by the authorities concerned</p>	
<b>F</b>	<p><b>BID SECURITY</b> The Bidder shall furnish, as part of his bid, a security as specified in the tender advertisement and shall be in accordance with <b>Clause 19.1 to Clause 19.4</b> in the <b>Section I - Instructions To Tenderers</b></p>	
<b>G</b>	<p><b>PERFORMANCE SECURITY</b> A bond of <b>5%</b> of the contract sum will be required in accordance with <b>Clause 4.2 in the Section VIII - General Conditions of Contract (GCC)</b> Note that no payments on account of works executed will be made to the Contractor until he has submitted the Performance Bond to the Project Manager, duly stamped signed and sealed by an approved bank or insurance company</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>INSURANCE</b></p> <p>The Contractor shall insure as required in Condition No. 18 of the Conditions of Contract. No payment on account of the work executed will be made to the Contractor until he has satisfied the PROJECT MANAGER either by production of an Insurance Policy or Insurance Certificate that the provision of the foregoing Insurance Clauses have been complied with in all respects. Thereafter the PROJECT MANAGER shall from time to time ascertain that premiums are duly paid up by the Contractor who shall, if called upon to do so, produce the receipted premium renewals for the PROJECT MANAGER's inspection.</p>	
B	<p><b>TENDER DOCUMENTS</b></p> <p>Tender documents are as listed in <b>Clause 11.1 of Section I-Instruction to Tenderers</b> of the Tender Document.</p>	
C	<p><b>VALUE ADDED TAX</b></p> <p>The Contractor's attention is drawn to V.A.T PUBLIC NOTICE NO. 6 of 5th August, 1993 regarding the Finance Bill 1993 which expanded the V.A.T base to cover construction services amongst other items. The Contractor shall familiarize himself with the said notice and allow in all his Bills of Quantities rates for the net tax. (i.e. less input tax where applicable) as required by law. The tenderer is advised that in accordance with Government Public Notice No.35 &amp;36 dated 11th September 2003, operational from 1st October 2003, V.A.T will be deducted against the contract sum at the prevailing rate by the Employer and remitted directly to the Commissioner of V.A.T through all interim certificates. It should however be noted that this is not additional tax but a new mode of payment for V.A.T, any excess payment will be refundable once the Contractor has submitted monthly returns to the Commissioner of V.A.T who will do the refunds when satisfied that the V.A.T regulations have been complied with.</p>	
D	<p><b>FORM OF CONTRACT</b></p> <p>The Form of Contract shall be as stipulated in the Republic of Kenya's Standard Tender Document for Procurement of Building Works (2021 Revised edition) included herein under <b>SECTION X - CONTRACT FORMS</b></p>	
E	<p><b>CONDITIONS OF CONTRACT</b></p> <p>These are specified in the <b>SECTION VIII and SECTION IX</b> of this Tender Document. If the Contractor considers that compliance with any of the Conditions of Contract involves any expenses, he shall distribute the cost among the rates for the various items in the Bills of Quantities. No claim shall be allowed arising from the Contractor's compliance with any of the Conditions of Contract.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
	<b><u>PROJECT MANAGERMENT SUPERVISION EXPENSES</u></b>	
	<u>Disclaimer: The following items are to be expended at the discretion of the Project Manager.</u>	
<b>A</b>	Allow a provisional sum of <b>Kenya Shillings Nine Hundred Thousand (Kshs 900,000.00)</b> Only for Project Management Supervision Expenses	
<b>B</b>	Allow for commission for the Item above ( ____ %)	
	<b><u>C CLERK OF WORKS EXPENSES</u></b>	
	Allow a provisional sum of <b>Kenya Shillings Two Hundred and Fifty Thousand (Kshs.250,000.00)</b> only for Clerk of Works allowances	
	Allow for profits for the Item above ( ____ %)	
<b>D</b>	<b><u>PROJECT MANAGERS STATIONERY</u></b>	
	Allow a provisional sum of <b>Kenya Shillings Five Hundred Thousand (Kshs.500,000.00)</b> only for Projet Management Stationery.	
<b>E</b>	Allow for profits for the Item above ( ____ %)	
	<b><u>TECHNICAL TRAINING</u></b>	
<b>F</b>	Allow a provisional sum of <b>Kenya Shillings Three Hundred Thousand (Kshs 300,000.00)</b> only for training of the State Department for Public Works technical staff, to be paid as directed by the project manager.	
<b>G</b>	Allow for profits for the Item above ( ____ %)	
	<b>Carried to collection</b>	



ITEM	DESCRIPTION	AMOUNT
	<u>COLLECTION</u>	
	Brought forward from page PP/1	
	Brought forward from page PP/2	
	Brought forward from page PP/3	
	Brought forward from page PP/4	
	Brought forward from page PP/5	
	Brought forward from page PP/6	
	Brought forward from page PP/7	
	Brought forward from page PP/8	
	Brought forward from page PP/9	
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>	

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**BILL NO.2  
GENERAL PRELIMINARIES**

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ITEM	DESCRIPTION	AMOUNT
	<p><b><u>GENERAL PRELIMINARIES</u></b></p> <p><b>A PRICING OF ITEMS OF PRELIMINARIES AND PREAMBLES</b>  Prices will be inserted against items of Preliminaries in the Contractor's priced Bills of Quantities and Specification.  The Contractor shall be deemed to have included in his prices or rates for the various items in the Bills of Quantities or Specification for all costs involved in complying with all the requirements for the proper execution of the whole of the works in the Contract.</p> <p><b>B ABBREVIATIONS</b>  Throughout these Bills, units of measurement and terms are abbreviated and shall be interpreted as follows:-</p> <p><b>C.M.</b>                      Shall mean cubic metre</p> <p><b>S.M.</b>                      Shall mean square metre</p> <p><b>L.M.</b>                      Shall mean linear metre</p> <p><b>MM</b>                        Shall mean Millimetre</p> <p><b>Kg.</b>                        Shall mean Kilogramme</p> <p><b>No.</b>                        Shall mean Number</p> <p><b>Prs.</b>                        Shall mean Pairs</p> <p><b>B.S.</b>                        Shall mean the British Standard Specification Published by the British Standards Institution, 2 Park Street, London W.I., England.</p> <p><b>Ditto</b> Shall mean the whole of the preceding description except as qualified in the description in which it occurs.</p> <p><b>m.s.</b>                        Shall mean measured separately.</p> <p><b>a.b.d</b>                        Shall mean as before described.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
<b>A</b>	<p><b>SUFFICIENCY OF TENDER</b></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices stated in the priced Bills of Quantities. Rates and prices quoted shall cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works</p>	
<b>B</b>	<p><b>RECORDS</b></p> <p>The Contractor shall ensure proper records are kept and maintained for : Daily Reports on Personnel and Machinery; tracked programme; site photographs in digital camera; weather charts/reports; site instruction book and query book. a digital camera shall be provided for taking progress photos</p>	
<b>C</b>	<p><b>PLANT, TOOLS AND VEHICLES</b></p> <p>Allow for providing all scaffolding, plant, tools and vehicles required for the works except in so far as may be stated otherwise herein and except for such items specifically and only required for the use of nominated Sub-Contractors as described herein. No timber used for scaffolding, formwork or temporary works of any kind shall be used afterwards in the permanent work.</p>	
<b>D</b>	<p><b>TRANSPORT.</b></p> <p>Allow for transport of workmen, materials, etc., to and from the site at such hours and by such routes as may be permitted by the competent authorities.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>MATERIALS AND WORKMANSHIP.</b></p> <p>All work is to be carried out in accordance with the Ministry of Works General Specifications for Building Works, 1976 Edition together with any amendments thereto.</p> <p>All materials and workmanship used in the execution of the work shall be of the best quality and description unless otherwise stated. The Contractor shall order all materials to be obtained from overseas immediately after the Contract is signed and shall also order materials to be obtained from local sources as early as necessary to ensure that they are onsite when required for use in the works. The Bills of Quantities shall not be used for the purpose of ordering materials.</p> <p><b>B SIGN FOR MATERIALS SUPPLIED.</b></p> <p>The Contractor will be required to sign a receipt for all articles and materials supplied by the CLIENT at the time of taking deliver thereof, as having received them in good order and condition, and will thereafter be responsible for any loss or damage and for replacements of any such loss or damage with articles and/or materials which will be supplied by the CLIENT at the current market prices including Customs Duty and V.A.T., all at the Contractor's own cost and expense, to the satisfaction of the PROJECT MANAGER</p> <p><b>C STORAGE OF MATERIALS</b></p> <p>The Contractor shall provide at his own risk and cost where directed on the site weather proof lock-up sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the PROJECT MANAGER. Nominated Sub-Contractors are to be made liable for the cost of any storage accommodation provided especially for their use.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>SAMPLES</b></p> <p>The Contractor shall furnish at his own cost any samples of materials or workmanship including concrete test cubes required for the works that may be called for by the PROJECT MANAGER for his approval until such samples are approved by the PROJECT MANAGER and the PROJECT MANAGER may reject any materials or workmanship not in his opinion to be up to approved samples. The PROJECT MANAGER shall arrange for the testing of such materials as he may at his discretion deem desirable, but the testing shall be made at the expense of the Contractor and not at the expense of the PROJECT MANAGER. The Contractor shall pay for the testing in accordance with the current scale of testing charges laid down by the Ministry of Public Works.</p> <p>The procedure for submitting samples of materials for testing and the method of marking for identification shall be as laid down by the PROJECT MANAGER. The Contractor shall allow in his tender for such samples and tests except those in connection with nominated sub-contractors' work.</p> <p><b>B GOVERNMENT ACTS REGARDING WORK</b></p> <p>Allow for complying with all Government Acts, Orders and Regulations in connection with the employment of Labour and other matters related to the execution of the works. In particular the Contractor's attention is drawn to the provisions of the Factory Act 1950 and his tender must include for all costs arising or resulting from compliance with any Act, Order or Regulation relating to Insurances, pensions and holidays for workpeople or so the safety, health and welfare of the workpeople. The Contractor must make himself fully acquainted with current Acts and Regulations including Police Regulations regarding the movement, housing, security and control of labour, labour camps , passes for transport, etc. It is most important that the Contractor, before tendering, shall obtain from the relevant Authority the fullest information regarding all such regulations and/or restrictions which may affect the information regarding all such regulations and/or restrictions which may affect the organization of the works, supply and control of labour, etc., and allow accordingly in his tender.</p> <p>No claim in respect of want of knowledge in this connection will be entertained.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
<b>A</b>	<p><b>PUBLIC AND PRIVATE ROADS.</b></p> <p>The contractor shall maintain as required throughout the execution of the works and make good any damage to public or private roads arising from or consequent upon the execution of the works to the satisfaction of the local and other competent authority and the Project Manager.</p>	
<b>B</b>	<p><b>EXISTING PROPERTY.</b></p> <p>The Contractor shall take every precaution to avoid damage to all existing property including roads, cables, drains and other services and he will be held responsible for and shall make good all such damage arising from the execution of this contract at his own expense to the satisfaction of the Project Manager.</p>	
<b>C</b>	<p><b>OCUPATIONAL HEALTH AND SAFETY MEASURES</b></p> <p>The Project Manager expects the contractor to adhere to strict safety measures. In this regard the contractor should ensure that all his workers, the consultants and his sub-contractors workmen are wearing Personal Protective Equipment (PPE) before commencement of any work where applicable including overalls with the company name clearly printed on the back each with clearly marked Identification Numbers stitched or imprinted on.</p> <p>The Contractor shall allow for providing all watching, lighting, barriers, signs, covering open trenches and protection of the works, including Sub-Contract works, as may be necessary for the safety of the works and for the protection of the public and his own and Sub-Contractors' employees.</p> <p>He shall also ensure provision of first aid staff, access to ambulance services at all worksites and arrangement to access local hospital/dispensary with qualified medical staff.</p> <p>The Project Manager expects full compliance to this regulation and no excuses will be entertained for non-compliance.</p>	
<b>D</b>	<p><b>OCUPATIONAL HEALTH AND SAFETY PERSONEL</b></p> <p>The contractor shall allow for Occupational Health and Safety personnel as directed and afford every reasonable facility for the performance of their duties.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>ACCESS TO SITE AND TEMPORARY ROADS.</b> Means of access to the Site shall be agreed with the CLIENT prior to commencement of the work and Contractor must allow for building any necessary temporary access roads for the transport of the materials, plant and workmen as may be required for the complete execution of the works including the provision of temporary culverts, crossings, bridges, or any other means of gaining access to the Site. Upon completion of the works, the Contractor shall remove such temporary access roads; temporary culverts, bridges, etc., and make good and reinstate all works and surfaces disturbed to the satisfaction of the PROJECT MANAGER</p> <p><b>B AREA TO BE OCCUPIED BY THE CONTRACTOR</b> The area of the site which may be occupied by the Contractor for use of storage and for the purpose of erecting workshops, etc., shall be defined on site by the PROJECT MANAGER</p> <p><b>C OFFICE FOR THE PROJECT MANAGER</b> The contractor shall , if so instructed, supply, maintain, service, clean and light a fully furnished, suitable office, having an approximate floor area of not less than 50 sqm for exclusive use of the project. The office shall have a sample room, a toilet and bathroom, kitchen of suitable dimensions with clean running water and electricity connected to the approval of the Project Manager.The Contractor shall provide, erect and maintain a lock-up type water or bucket closet for the sole use of the PROJECT MANAGER including making temporary connections to the drain where applicable to the satisfaction of Government and Medical Officer of Health and shall provide services of cleaner and pay all conservancy charges and keep both office and closet in a clean and sanitary condition from commencement to the completion of the works and dismantle and make good disturbed surfaces. The office and closet shall be completed before the Contractor is permitted to commence the works. The Contractor shall make available on the Site as and when required by the "PROJECT MANAGER" a modern and accurate level together with levelling staff, ranging rods and 50 metre metallic or linen tape.On completion of the contract, the contents of the office specified above shall revert to the Client. The contractor shall be responsible throughout the contract period for provision of insurance cover, maintenance of the office equipment and furniture, providing all necessary staff and providing security and garbage disposal facilities</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>LIGHTING AND POWER</b></p> <p>The contractor shall provide at his own risk and cost all temporary artificial lighting and power for use on the works including all sub-contractors and specialists requirements and including all temporary connections, wiring, fittings etc. and clearing away on completion. The Contractor shall pay all fees and obtain all permits in connection therewith.</p>	
B	<p><b>WATER FOR THE WORKS</b></p> <p>The Contractor shall provide at his own risk and cost all necessary water required for use in the works. The Contractor must make his own arrangements for connection to the nearest suitable water main and for metering the water used. He must also provide temporary tanks and meters as required at his own cost and clear away when no longer required and make good on completion to the entire satisfaction of the PROJECT MANAGER . The Contractor shall pay all charges in connection herewith. No guarantee is given or implied that sufficient water will be available from mains and the Contractor must make his own arrangements for augmenting this supply at his own cost. The contractor is to provide clean drinking water at the construction site for his workers at all times. All water shall be fresh, clean and pure, free from earthly vegetable or organic matter, acid or alkaline substance in solution or suspension.</p>	
C	<p><b>SANITATION OF THE WORKS</b></p> <p>The Sanitation of the works shall be arranged and maintained by the Contractor to the satisfaction of the Government and/or Local Authorities, Labour Department and the PROJECT MANAGER</p> <p>He may however be allowed use of the existing sanitation facilities but shall be responsible for the proper hygienic maintenance and any damage whatsoever. No guarantees are however given regarding the adequacy of the existing services. The Contractor will be required to pay all conservancy charges and shall ensure clean daily maintenance and disinfecting of the latrines, and not less than once per week, the whole area shall be sprayed with disinfectant and insecticides and any temporary drains shall be removed and all works and surfaces disturbed made good and then the whole area disinfected and left clean and free from pollution to the satisfaction of the Architect and local authorities.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
<b>A</b>	<p><b>SUPERVISION AND WORKING HOURS</b></p> <p>The works shall be executed under the direction and to the entire satisfaction in all respects of the PROJECT MANAGER who shall at all times during normal working hours have access to the works and to the yards and workshops of the Contractor and sub-Contractors or other places where work is being prepared for the contract.</p>	
<b>B</b>	<p><b>PROVISIONAL SUMS.</b></p> <p>The term "Provisional Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7(i) of the Standard Method of Measurement. Such sums are net and no addition shall be made to them for profit.</p>	
<b>C</b>	<p><b>PRIME COST (OR P.C.) SUMS.</b></p> <p>The term "Prime Cost Sum" or "P.C. Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7 (ii) of the Standard Method of Measurement . Persons or firms nominated by the Project Manager to execute work or to provide and fix materials or goods are described herein as Nominated Sub-Contractors. Persons or firms so nominated to supply goods or materials are described herein as Nominated Suppliers.</p>	
<b>D</b>	<p><b>PROGRESS CHART.</b></p> <p>The Contractor shall provide within two weeks of Possession of Site and in agreement with the PROJECT MANAGER a Progress Chart for the whole of the works including the works of Nominated Sub-Contractors ; one copy to be handed to the PROJECT MANAGER and a further copy to be retained on Site. Progress to be recorded and chart to be amended as necessary as the work proceeds.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>ADJUSTMENT OF P.C. SUMS.</b></p> <p>In the final account all P.C. Sums shall be deducted and the amount properly expended upon the PROJECT MANAGER'S order in respect of each of them added to the Contract sum. The Contractor shall produce to the PROJECT MANAGER such quotations, invoices or bills, properly receipted, as may be necessary to show the actual details of the sums paid by the Contractor. Items of profit upon P.C. Sums shall be adjusted in the final account pro-rata to the amount paid. Items of "attendance" (as previously described) following P.C. Sums shall be adjusted pro-rata to the physical extent of the work executed (not pro-rata to the amount paid) and this shall apply even though the Contractor's priced Bill shows a percentage in the rate column in respect of them. Should the Contractor be permitted to tender and his tender be accepted of any work for which a P.C. Sum is included in these Bill of Quantities profit and attendance will be allowed at the same rate as it would be if the work were executed by a Nominated Sub-Contractor.</p> <p><b>B ADJUSTMENT OF PROVISIONAL SUMS.</b></p> <p>In the final account all Provisional Sums shall be deducted and the value of the work properly executed in respect of them upon the PROJECT MANAGER's order added to the Contract Sum. Such work shall be valued , but should any part of the work be executed by a Nominated Sub-Contractor or the value of such work or articles for the work to be supplied by a Nominated Supplier, the value of such work or articles shall be treated as a P.C. Sum and profit and attendance comparable to that contained in the priced Bills of Quantities for similar items added.</p> <p><b>C NOMINATED SUB-CONTRACTORS</b></p> <p>When any work is ordered by the PROJECT MANAGER to be executed by nominated sub-contractors, the Contractor shall enter into sub-contracts and shall thereafter be responsible for such sub-contractors in every respect. Unless otherwise described the Contractor is to provide for such Sub-Contractors any or all of the facilities described in these Preliminaries. The Contractor should price for these with the nominated Sub-contract Contractor's work concerned in the P.C. Sums under the description "add for Attendance".</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
	<p><b>DIRECT CONTRACTS</b></p> <p><b>A</b> Notwithstanding the foregoing conditions, the Government reserves the right to place a "Direct Contract" for any goods or services required in the works which are covered by a P.C. Sum in the Bills of Quantities and to pay for the same direct. In any such instances, profit relative to the P.C. Sum in the priced Bills of Quantities will be adjusted as described for P.C. Sums and allowed.</p> <p><b>ATTENDANCE UPON OTHER TRADESMEN, ETC.</b></p> <p><b>B</b> The Contractor shall allow for the attendance of trade upon trade and shall afford any tradesmen or other persons employed for the execution of any work not included in this Contract every facility for carrying out their work and also for use of his ordinary scaffolding. The Contractor, however, shall not be required to erect any special scaffolding for them. The Contractor shall perform such cutting away for and making good after the work of such tradesmen or persons as may be ordered by the PROJECT MANAGER and the work will be measured and paid for to the extent executed at rates provided in these Bills.</p> <p><b>PROVISIONAL WORK</b></p> <p><b>C</b> All work described as "Provisional" in these Bills of Quantities is subject to remeasurement in order to ascertain the actual quantity executed for which payment will be made. All "Provisional" and other work liable to adjustment under this Contract shall be left uncovered for a reasonable time to allow all measurements needed for such adjustment to be taken by the PROJECT MANAGER. Immediately the work is ready for measuring, the Contractor shall give notice to the PROJECT MANAGER. If the Contractor makes default in these respects he shall, if the PROJECT MANAGER so directs, uncover the work to enable all measurements to be taken and afterwards reinstate at his own expense.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
	<p><b>ALTERATIONS TO BILLS, PRICING, ETC.</b></p> <p><b>A</b> Any unauthorized alteration or qualification made to the text of the Bills of Quantities may cause the Tender to be disqualified and will in any case be ignored. The Contractor shall be deemed to have made allowance in his prices generally to cover any items against which no price has been inserted in the priced Bills of Quantities. All items of measured work shall be priced in detail and the Tenders containing Lump Sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.</p> <p><b>BLASTING OPERATIONS</b></p> <p><b>B</b> Blasting will only be allowed with the express permission of the PROJECT MANAGER in writing. All blasting operations shall be carried out at the Contractor's sole risk and cost in accordance with any Government regulations in force for the time being, and any special regulations laid down by the PROJECT MANAGER governing the use and storage of explosives.</p> <p><b>MATERIALS ARISING FROM EXCAVATIONS</b></p> <p><b>C</b> Materials of any kind obtained from the excavations shall be the property of the Client. Unless the PROJECT MANAGER directs otherwise such materials shall be dealt with as provided in the Contract. Such materials shall only be used in the works, in substitution of materials which the Contractor would otherwise have had to supply with the written permission of the PROJECT MANAGER. Should such permission be given, the Contractor shall make due allowance for the value of the materials so used at a price to be agreed.</p>	
	<b>Carried to collection</b>	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>PROTECTION OF THE WORKS.</b></p> <p>Provide protection of the whole of the works contained in the Bills of Quantities, including casing , casing up, covering or such other means as may be necessary to avoid damage to the satisfaction of the PROJECT MANAGER and remove such protection when no longer required and make good any damage which may nevertheless have been done at completion free of cost to the Client.</p>	
B	<p><b>WORKS TO BE DELIVERED UP CLEAN</b></p> <p>Clean and flush all gutters, rainwater and waste pipes, manholes and drains, wash (except where such treatment might cause damage) and clean all floors, sanitary fittings, glass inside and outside and any other parts of the works and remove all marks, blemishes, stains and defects from joinery, fittings and decorated surfaces generally, polish door furniture and bright parts of metalwork and leave the whole of the buildings watertight, clean, perfect and fit for occupation to the approval of the PROJECT MANAGER</p>	
C	<p><b>GENERAL SPECIFICATION.</b></p> <p>For the full description of materials and workmanship, method of execution of the work and notes for pricing, the Contractor is referred to the Ministry of Roads and Public Works and Housing General Specification dated 1976 or any subsequent revision thereof which is issued as a separate document, and which shall be allowed in all respects unless it conflicts with the General Preliminaries, Trade Preambles or other items in these Bills of Quantities.</p>	
	Carried to collection	

ITEM	DESCRIPTION	AMOUNT
A	<p><b>TRAINING LEVY</b></p> <p>The Contractor's attention is drawn to legal notice No. 237 of October, 1971, which requires payment by the Contractor of a Training Levy at the rate of 1/4 % of the Contract sum on all contracts of more than Kshs. 50,000.00 in value.</p>	
B	<p><b>MATERIALS ON SITE</b></p> <p>All materials for incorporation in the works must be stored on or adjacent to the site before payment is effected unless specifically exempted by the PROJECT MANAGER. This includes the materials of the Main Contractor, Nominated Sub-Contractors and Nominated Suppliers.</p>	
C	<p><b>HOARDING</b></p> <p>The Contractor shall enclose the site or part of the works under construction with a hoarding 2400 mm high consisting of iron sheets on 100 x 50 mm timber posts firmly secured at 1800 mm centers with two 75 x 50 mm timber rails. The Contractor is in addition required to take all precautions necessary for the safe custody of the works, materials, plant, public and Employer's property on the site.</p>	
D	<p><b>CONTRACTOR'S SUPERINTENDENCE/SITE AGENT</b></p> <p>The Contractor shall constantly keep on the works a literate English speaking Agent or Representative, competent and experienced in the kind of work involved who shall give his whole experience in the kind of work involved and shall give his whole time to the superintendence of the works. Such Agent or Representative shall receive on behalf of the Contractor all directions and instructions from the Project Manager and such directions shall be deemed to have been given to the Contractor in accordance with the Conditions of Contract.</p>	
	<b>Carried to Collection</b>	

ITEM	DESCRIPTION	AMOUNT
	<b><u>COLLECTION</u></b>	
	Brought Forward From Page GP/1	
	Brought Forward From Page GP/2	
	Brought Forward From Page GP/3	
	Brought Forward From Page GP/4	
	Brought Forward From Page GP/5	
	Brought Forward From Page GP/6	
	Brought Forward From Page GP/7	
	Brought Forward From Page GP/8	
	Brought Forward From Page GP/9	
	Brought Forward From Page GP/10	
	Brought Forward From Page GP/11	
	Brought Forward From Page GP/12	
	Brought Forward From Page GP/13	
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>	

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**BILL NO.3  
BUILDERS' WORKS**

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**SECTION 1  
DEMOLITIONS**

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Item	Description	Quantity	Unit	Rate	Amount
A	<p><b><u>DEMOLITIONS</u></b></p> <p>Demolish existing building approximate dimensions <b>30 M Long x 11 M wide x 3.2 M High</b> . The demolition works shall include but not limited to taking down the whole structure including strip foundations and foundation walls, concrete surface bed, internal and external walls, window and doors, Asbestos roof covering(measured separately) and structural roofing timber, plumbing installation works, electrical installation works, joinery fittings, disposal of surplus excavated material etc. Materials arising from the demolitions must be carted away to a tip provided by the contractor and the contractor shall be responsible for paying any tipping fees. . All the works must be carried out in compliance with Occupation Health and Safety Act, Construction Regulations and any other laws applicable at the time the works are being executed.(1NO.)</p>		Item		
B	<p>Demolish existing building approximate dimensions <b>53 M Long x 11 M wide x 3.2M High</b> Ditto:(1NO.)</p>		Item		
	<b>Total Amount Carried to Builders Works Summary</b>			Shs	

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**SECTION 3**  
**CONVERSION OF HOSTEL ROOMS TO OFFICES**

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**GROUND FLOOR**

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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><b><u>ELEMENT NO. 1</u></b></p> <p><b><u>DEMOLITIONS</u></b></p> <p><b><u>DEMOLITIONS AND ALTERATIONS</u></b></p> <p><u>The items of demolitions and removal shall include shoring making good disturbed areas to match existing and loading and Carting away debris unless otherwise specified. Salvage material will be the property of the client.</u></p> <p><b><u>Floors</u></b></p> <p>A Carefully hack existing PVC tile floor finish including timber skirting in all rooms and corridors and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new floor tiles (m.s)</p> <p>B Diito 100mm High Skirting</p> <p>C Carefully hack existing ceramic tile floor finish including skirting in washrooms and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new floor tiles (m.s)</p> <p>D Diito 100mm High Skirting</p> <p><b><u>Walling</u></b></p> <p>E Carefully demolish existing 200mm thick masonry walling; including diversion of existing services; and set aside redeemed material for re-use and Cart away resulting debris from site, make good any disturbed works and prepare surfaces to receive new works (m.s)</p> <p><b><u>Wall finishes</u></b></p> <p>F Carefully hack existing ceramic tile wall finish in existing common toilets and bathrooms and PLWD washroom and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new works (m.s)</p>				
		453	SM		
		295	LM		
		15	SM		
		34	LM		
		56	SM		
		242	SM		

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Sanitary fitting</u></b>				
A	Carefully remove existing mechanical appliances comprising of 6 no. urinals, 6no. WCs complete, 4no. Wash hand basins, 8 no shower heads, 4 no Mirrors; including all their associated accessories and piping to Mechanical Engineer's satisfaction; make good disturbed surfaces and set aside salvaged material.	1	item		
	<b><u>Window</u></b>				
B	Carefully remove existing Steel Casement window and including glass and louvered panel. Window Size 1000 x 1500 mm high	44	No		
C	Carefully remove the existing pelmet boxes and set aside for the client salvage( 1.2 mLM)	44	No		
	<b><u>Wardrobes</u></b>				
D	Carefully remove existing 800 x 600 x 2600 mm high wardrobes, shelves 600 x 300 x 900 mm high including hacking off 50mm thick concrete plinth, 100mm thick partition wall, all iron mongery, and set aside salvaged material for re-use and make good surface to receive new works (M.S)	23	NO		
	Carried to Collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	<p><u>Doors</u></p> <p>Carefully remove existing flush doors and frame; anchored to masonry wall; including fanlight; make good any disturbed works and set aside salvaged material for reuse (Approximate Size 900 x 2800 mm High)</p>	26	NO		
B	<p>Allow a sum of <b>Kenya Shillings One Hundred Thousand Only (100,00.00)</b> for unmeasured items for alterations and cover unforeseen demolitions to be measured on site.</p>		ITEM		
	Carried to Collection				
	<p>COLLECTION</p> <p>Brought forward from Page RGF/1</p> <p>Brought forward from Page RGF/2</p> <p>Brought down from above</p>				
	<b>TOTAL FOR DEMOLITION CARRIED TO SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO. 2:</u></b>				
	<b><u>WALLING</u></b>				
	<i><u>Machine cut local stone walling in 200mm course heights, bedded and jointed in cement sand mortar (1:3), reinforced with 20 gauge x 25mm wide hoop iron reinforcement and column wall ties in every alternate course</u></i>				
A	200 mm Thick walling.	267	SM		
B	150mm Thick walls.	69	SM		
C	100mm Thick walls.	102	SM		
	<b><u>Damp proof course</u></b>				
	<i><u>Three- ply bituminous felt damp proof course bedded in cement and sand (1:3) mortar (measured nett allow for 300mm laps):-</u></i>				
D	200mm wide under walls	89	LM		
E	150mm wide under walls	23	LM		
F	100mm wide under walls	34	LM		
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.3</u></b>				
	<b><u>DOORS</u></b>				
	<b><u>Frames &amp; Finishings</u></b>				
	<b><u>Wrot Mahogany as described in:</u></b>				
A	250 x 50mm frame with three labours : moulded screwed and pelleted.	156	LM		
B	250 x 50mm Transome with four labours : moulded.	32	LM		
C	Architrave to detail size, 100x25mm	156	LM		
D	Quadrant bead, diameter 25mm	156	LM		
E	20 x 25 mm glazing beading.	42	LM		
	<b><u>Timber Flush doors</u></b>				
	<u>Solid Core Flush doors : with Mahogany veneer facing both sides : hardwood lipping to all mahogany edges</u>				
F	45 mm Thick door size 900 x 2400 mm high : solid core flush door including 900x300mm 4mm clear glass view panel and 300mm high aluminium kickplate.	26	NO		
	<b><u>Glazing to fanlights</u></b>				
	<u>6mm Thick clear sheet glass and glazing to and including timber beads in panes in:-</u>				
G	Panes not exceeding 0.5m square metre	42	SM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Ironmongery</u></b>				
	<i>Supply and fix the following ironmongery from 'ASSA ABLOY' or other equal &amp; approved manufacturer including all necessary matching screws.</i>				
	<b><u>Washrooms</u></b>				
A	40mm Diameter rubber door stops	26	NO		
B	5 -lever mortice lock complete with pair of brass lever handle Code 5L-2201-SC	26	NO		
C	50mm pressed double swing steel butt hinges	39	PRS		
D	Room door Signage size 240 x 50mm in printed vinyls	26	NO		
E	Heavy duty door closers	26	NO		
	<b><u>Painting and Decorating</u></b>				
	<i>Prepare and apply one coat oiled based primer, two undercoats approved stain and two finishing coats polyurethane varnish as described on</i>				
F	General surfaces of wood work (m.o.b.s)	132	SM		
G	Frames; over 100mm-200mm girth;	156	LM		
H	Frames not exceeding 100mm girth; internal.	156	LM		
	<b><u>Existing doors</u></b>				
I	General surfaces of wood work (m.o.b.s)	30	SM		
J	Frames; over 100mm-200mm girth;	156	LM		
K	Frames not exceeding 100mm girth; internal.	156	LM		
	<i>Prime backs of wood before fixing with aluminium or other approved primer on:</i>				
L	Surfaces exceeding 100- 200 mm girth	156	LM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>COLLECTION</u>  Brought forward from page RGF/5  Brought forward from page RGF/6				
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.4</u></b>				
	<b><u>WINDOWS</u></b>				
	<b><u>Window Cill</u></b>				
	<u>Precast concrete class 20 fair faced all exposed surfaces bedded and jointed cement and sand 1:3 mortar.</u>				
A	275x50mm Thick window cill once rebated and throated laid and jointed in cement and sand (1:3) mortar.	63	LM		
	<b><u>Window Board</u></b>				
	<u>Supply and Fix wrot mahogany</u>				
B	100 x 25 mm window board; bullnosed edge, plugged, screwed and pelleted	63	LM		
C	25 x 25mm quadrant;	63	LM		
	<b><u>Steel Casement</u></b>				
	<u>Supply, assemble and fix the following purpose-made welded mild steel Casement windows complete with machined hinges, handles, Catches and building lugs to masonry or concrete and incorporating louvered permanent ventilation panels infilled with approved mosquito gauze wire netting, primed with onecoat or re-oxide primer, comprising standard T-section framing, SHS 50x25X3mm and Intermediate members 25x25x3mm MS T-Section including all necessary couling mulions, transomes, metal gauge permanent vents and afterwards easing and oiling and adjusting opening lights on :-</u>				
	<b><u>Notes</u></b>				
	<u>Steel; for glazing with putty, lugs to two jambs, cutting and pinning to concrete or blockwork, fixing to head and sill with screws; plugging</u>				
D	Window, overall size 3000 x 1500 mm high.	21	NO		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Glazing</u></b>				
	<u>6 mm Thick clear sheet glass and glazing with linseed oil based putty to metal as described in:</u>				
A	Panes over 0.10 but not exceeding 0.50 square meters.	72	SM		
	<u>6 mm Thick obscure sheet glass and glazing to metal with putty as before described in:</u>				
B	Panes over 0.10 not exceeding 0.50 square meters.	23	SM		
	<b><u>Painting and Decoration</u></b>				
	<u>Touch up primer, prepare and apply three coats gloss oil paint as described on:</u>				
C	General surfaces of glazed metal windows (measured over one side)	190	SM		
	<b><u>Window Blinds</u></b>				
D	Supply and fix Zebra roller blinds fabric composed of polyster fabric and netting; blinds to be alternating between net & fabric at spacing of 8cm, including alluminium head, top and bottom rails; blinds to have 360 degrees rotating control unit with top attachment; all to interior designers approval	95	SM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><u>COLLECTION</u></p> <p>Brought forward from page RGF/8</p> <p>Brought forward from page RGF/9</p>				
	<p><b>TOTAL CARRIED TO SECTION SUMMARY</b></p>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.5</u></b>				
	<b><u>FINISHES:</u></b>				
	<b><u>FLOOR FINISHES</u></b>				
	<i><u>Cement and sand (1:3) as described in:</u></i>				
A	32 mm thick screed to receive Ceramic floor tiles(measured separately)	453	SM		
B	Ditto, to receive Non Slip ceramic tiles (m.s).	17	SM		
	<b><u>Ceramic Tiles</u></b>				
	<i><u>The following Ceramic tiles to 'Saj Ceramics' Catalogue or other equal and approved:</u></i>				
C	400 x400 x 10 mm Thick non slip ceramic tiles with timber finish laid in systematic pattern, bedded and jointed in approved adhesive , pointed in approved tile mortar.	453	SM		
D	100mm high skirting	406	LM		
	<b><u>Non Ceramic Tiles</u></b>				
	<i><u>The following ceramic tiles to 'Saj Ceramics' Catalogue or other equal and approved:</u></i>				
E	400 x400 x 10 mm Thick ceramic tiles with Timber finish laid in systematic pattern, bedded and jointed in approved adhesive , pointed in approved tile mortar.	17	SM		
F	100mm high skirting	216	LM		
	<u>12 mm (minimum) two-coat plaster; 9 mm first coat of cement and sand (1:6), 3 mm second coat of cement and lime putty (1:10); steel trowelled smooth to:</u>				
G	Walls	876	SM		
H	Reveals not exceeding 100mm girth	345	LM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>Wall tiles</u>				
	<u>Backing: cement and sand 1:4 with approved integral dust proofing additive wood floated</u>				
A	15 mm thick to receive ceramic tiles(m/s)	53	SM		
	<u>Ceramic tiles to Saj ceramics to match the existing or other equal and approved</u>				
B	200 x 600 x 6mm thick Ceramic wall tiles laid in regular pattern fixed with adhesive to rendered surface (m/s) including rounded edge tiles and pointing in white cement mortar	53	SM		
C	Extra over for approved plastic edge strips	75	LM		
	<u>Painting &amp; Decoration</u>				
	<u>Skimming</u>				
D	Carefully prepare the plastered surface by sanding and skimming with gysum powder to achieve the smooth surface.	2594	SM		
	<u>Apply three coats of premium quality silk vinyl paint as "Basco Paints - Duracoat" or "Crown Paints" or equal and approved to:-</u>				
E	New Walls	876	SM		
F	Existing Walls	1248	SM		
G	Soffites of Ceiling	470	SM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><b><u>EXTERNAL WALL FINISHES</u></b></p> <p><i>Skimming</i></p> <p>A Carefully prepare the plastered surface by sanding and skimming with gysum powder to achieve the smooth surface.</p> <p><b><u>Painting and Decorating</u></b></p> <p>Prepare and apply exterior quality "marmoran" wall coating; "permacrete" with 2mm thick marmoran top coat: colours and patterns as specified by the Architect : to manufacturers specifications and Architects approval : on rendering (m.s.); to</p> <p>B Existing plastered surfaces</p> <p>C Carefully wire brush the existing bricks cladding and prepare to receive paint</p>	309	SM		
	<b>Carried to Collection</b>				
	<p><b><u>COLLECTION</u></b></p> <p>Brought forward from page RGF/11</p> <p>Brought forward from page RGF/12</p> <p>Brought forward from above</p>				
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	<p><b><u>ELEMENT NO.6</u></b></p> <p><b><u>BUILDER'S WORK IN CONNECTION WITH SPECIALIST SERVICES</u></b></p> <p><i>The contractor shall Inspect all architectural, mechanical, electrical and structural drawings as provided; allow for all builders work associated with all the specialist works</i></p> <p><i>The builders work shall include but not limited to:-</i></p> <p>a) Chases in wall, concrete work, and make good</p> <p>b) Forming, making or leaving holes, etc in masonry concrete or wood work</p> <p>c) Making good all disturbed area</p> <p>d) Excavations refill and disposal to spoil</p> <p>Cut away fittings and pipework; form all holes, chases, etc and make good after the plumber, electrician and all other specialist works</p>		ITEM		
	Total Amount Carried to Section Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>SUMMARY:</u></b>	<b>Page No.</b>			
1	DEMOLITIONS AND ALTERATIONS	RGF/3			
2	WALLING	RGF/4			
3	DOORS	RGF/7			
4	WINDOWS	RGF/10			
5	FINISHES	RGF/13			
6	BUILDER'S WORK IN CONNECTION WITH SPECIALIST SERVICES	RGF/14			
	<b>Total Amount Carried to Summary</b>				

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FIRST FLOOR

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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><b><u>ELEMENT NO. 1</u></b></p> <p><b><u>DEMOLITIONS</u></b></p> <p><b><u>DEMOLITIONS AND ALTERATIONS</u></b></p> <p><u>The items of demolitions and removal shall include shoring making good disturbed areas to match existing and loading and Carting away debris unless otherwise specified. Salvage material will be the property of the client.</u></p> <p><b><u>Floors</u></b></p> <p>A Carefully hack existing PVC tile floor finish including timber skirting in all rooms and corridors and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new floor tiles (m.s)</p> <p>B Diito 100mm High Skirting</p> <p>C Carefully hack existing ceramic tile floor finish including skirting in washrooms and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new floor tiles (m.s)</p> <p>D Diito 100mm High Skirting</p> <p><b><u>Walling</u></b></p> <p>E Carefully demolish existing 200mm thick masonry walling; including diversion of existing services; and set aside redeemed material for re-use and Cart away resulting debris from site, make good any disturbed works and prepare surfaces to receive new works (m.s)</p> <p><b><u>Wall finishes</u></b></p> <p>F Carefully hack existing ceramic tile wall finish in existing common toilets and bathrooms and PLWD washroom and Cart away resulting debris from site; make good any disturbed works and prepare surfaces to receive new works (m.s)</p>				
		453	SM		
		295	LM		
		15	SM		
		34	LM		
		56	SM		
		142	SM		

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	<p><u>Sanitary fitting</u></p> <p>Carefully remove existing mechanical appliances comprising of 6 no. urinals, 6no. WCs complete, 4no. Wash hand basins, 8 no shower heads, 4 no Mirrors; including all their associated accessories and piping to Mechanical Engineer's satisfaction; make good disturbed surfaces and set aside salvaged material.</p>	1	item		
B	<p><u>Window</u></p> <p>Carefully remove existing Steel Casement window and including glass and louvered panel. Window Size 1000 x 1500 mm high</p>	44	No		
D	<p>Carefully remove the existing pelmet boxes and set aside for the client salvage( 1.2 mLM)</p>	44	No		
F	<p><u>Wardrobes</u></p> <p>Carefully remove existing 800 x 600 x 2600 mm high wardrobes, shelves 600 x 300 x 900 mm high including hacking off 50mm thick concrete plinth, 100mm thick partition wall, all iron mongery, and set aside salvaged material for re-use and make good surface to receive new works (M.S)</p>	12	NO		
	Carried to Collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	<p><u>Doors</u></p> <p>Carefully remove existing flush doors and frame; anchored to masonry wall; including fanlight; make good any disturbed works and set aside salvaged material for reuse (Approximate Size 900 x 2800 mm High)</p>	26	NO		
B	<p>Allow a sum of <b>Kenya Shillings One Hundred Thousand Only (100,00.00)</b> for unmeasured items for alterations and cover unforeseen demolitions to be measured on site.</p>		ITEM		
	Carried to Collection				
	<p>Brought forward from Page RFF/1</p> <p>Brought forward from Page RFF/2</p> <p>Brought down from above</p>				
	<b>TOTAL FOR DEMOLITION CARRIED TO SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><b><u>ELEMENT NO. 2:</u></b></p> <p><b><u>WALLING</u></b></p> <p><i><u>Machine cut local stone walling in 200mm course heights, bedded and jointed in cement sand mortar (1:3), reinforced with 20 gauge x 25mm wide hoop iron reinforcement and column wall ties in every alternate course</u></i></p>				
A	200 mm Thick walling.	279	SM		
B	150mm Thick walls.	53	SM		
C	100mm Thick walls.	92	SM		
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.3</u></b>				
	<b><u>ROOFING AND RAINWATER DISPOSAL</u></b>				
	<b><u>Roof Covering</u></b>				
A	Carefully Inspect and remove leaking clay tiles and replace with new ones; and keep aside for re-use or as directed by the client ( <b>approximately 20% of roof</b> )	163	SM		
	<b><u>Wirebrushing</u></b>				
B	Carefully wirebrush the existing concrete roofing tiles	816	SM		
C	Prepare and apply three coats of varnish to Existing clay tiles	816	SM		
	<u>Prepare and apply three coats of varnish to Crown Solo or other equal and approved to: -</u>				
D	Existing external eaves	143	SM		
	<u>Prepare and apply three coats of elmusion to Crown Solo or other equal and approved to: -</u>				
E	Fascia board	192	LM		
F	225 x 25 mm Thick wrot cypress fascia /barge boards fixed to end of rafters (m/s)	192	LM		
G	400 x 150 x 2mm Thick 14 Gauge galvanized mild steel box gutter fixed to rafters (measured separately) with and including approved brackets.	96	LM		
	<u>Supply and fix the following Unplasticised PVC rainwater pipes and fittings;solvent welded joits)</u>				
H	100 mm Diameter downpipe fixed to masonry wall with and including all matching brackets and clips	48	LM		
J	Extra over gutters for 100 mm diameter outlet	8	NO		
K	Extra over down pipe for 100 mm swan- neck bend	8	NO		
L	Ditto for 100 mm shoe	8	NO		
M	Rainwater anti-splash shoe	8	NO		
	<b>Total Amount Carried to Section Summary</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.4</u></b>				
	<b><u>DOORS</u></b>				
	<b><u>Frames &amp; Finishings</u></b>				
	<b><u>Wrot Mahogany as described in:</u></b>				
A	250 x 50mm frame with three labours : moulded screwed and pelleted.	156	LM		
B	250 x 50mm Transome with four labours : moulded.	32	LM		
C	Architrave to detail size, 100x25mm	156	LM		
D	Quadrant bead, diameter 25mm	156	LM		
E	20 x 25 mm glazing beading.	42	LM		
	<b><u>Timber Flush doors</u></b>				
	<b><u>Solid Core Flush doors : with Mahogany veneer facing both sides : hardwood lipping to all mahogany edges</u></b>				
F	45 mm Thick door size 900 x 2400 mm high : solid core flush door including 900x300mm 4mm clear glass view panel and 300mm high aluminium kickplate.	26	NO		
	<b><u>Glazing to fanlights</u></b>				
	<b><u>6mm Thick clear sheet glass and glazing to and including timber beads in panes in:-</u></b>				
H	Panes not exceeding 0.5m square metre	42	SM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Ironmongery</u></b>				
	<i>Supply and fix the following ironmongery from 'ASSA ABLOY' or other equal &amp; approved manufacturer including all necessary matching screws.</i>				
	<b><u>Washrooms</u></b>				
A	40mm Diameter rubber door stops	26	NO		
B	5 -lever mortice lock complete with pair of brass lever handle Code 5L-2201-SC	26	NO		
C	50mm pressed double swing steel butt hinges	39	PRS		
D	Heavy duty door closers	26	NO		
E	Door Signage size 240 x 50mm in printed vinyls	26	NO		
	<b><u>Painting and Decorating</u></b>				
	<i>Prepare and apply one coat oiled based primer, two undercoats approved stain and two finishing coats polyurethane varnish as described on</i>				
F	General surfaces of wood work (m.o.b.s)	132	SM		
G	Frames; over 100mm-200mm girth;	156	LM		
H	Frames not exceeding 100mm girth; internal.	156	LM		
	<b><u>Existing doors</u></b>				
J	General surfaces of wood work (m.o.b.s)	30	SM		
K	Frames; over 100mm-200mm girth;	156	LM		
L	Frames not exceeding 100mm girth; internal.	156	LM		
	<i>Prime backs of wood before fixing with aluminium or other approved primer on:</i>				
M	Surfaces exceeding 100- 200 mm girth	156	LM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><u>COLLECTION</u></p> <p>Brought forward from page RFF/6</p> <p>Brought forward from page RFF/7</p>				
	<p><b>TOTAL CARRIED TO SECTION SUMMARY</b></p>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.5</u></b>				
	<b><u>WINDOWS</u></b>				
	<b><u>Window Cill</u></b>				
	<u>Precast concrete class 20 fair faced all exposed surfaces bedded and jointed cement and sand 1:3 mortar.</u>				
A	275x50mm Thick window cill once rebated and throated laid and jointed in cement and sand (1:3) mortar.	63	LM		
	<b><u>Window Board</u></b>				
	<u>Supply and Fix wrot mahogany</u>				
B	100 x 25 mm window board; bullnosed edge, plugged, screwed and pelleted	63	LM		
C	25 x 25mm quadrant;	63	LM		
	<b><u>Steel Casement</u></b>				
	<u>Supply, assemble and fix the following purpose-made welded mild steel Casement windows complete with machined hinges, handles, Catches and building lugs to masonry or concrete and incorporating louvered permanent ventilation panels infilled with approved mosquito gauze wire netting, primed with onecoat or re-oxide primer, comprising standard T-section framing, SHS 50x25X3mm and Intermediate members 25x25x3mm MS T-Section including all necessary couling mulions, transomes, metal gauge permanent vents and afterwards easing and oiling and adjusting opening lights on :-</u>				
	<b><u>Notes</u></b>				
	<u>Steel; for glazing with putty, lugs to two jambs, cutting and pinning to concrete or blockwork, fixing to head and sill with screws; plugging</u>				
D	Window, overall size 3000 x 1500 mm high.	21	NO		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Glazing</u></b>				
	<u>6 mm Thick clear sheet glass and glazing with linseed oil based putty to metal as described in:</u>				
A	Panes over 0.10 but not exceeding 0.50 square meters.	72	SM		
	<u>6 mm Thick obscure sheet glass and glazing to metal with putty as before described in:</u>				
B	Panes over 0.10 not exceeding 0.50 square meters.	23	SM		
	<b><u>Painting and Decoration</u></b>				
	<u>Touch up primer, prepare and apply three coats gloss oil paint as described on:</u>				
C	General surfaces of glazed metal windows (measured over one side)	190	SM		
	<b><u>Window Blinds</u></b>				
D	Supply and fix Zebra roller blinds fabric composed of polyster fabric and netting; blinds to be alternating between net & fabric at spacing of 8cm, including alluminium head, top and bottom rails; blinds to have 360 degrees rotating control unit with top attachment; all to interior designers approval	95	SM		
	<b>Carried to Collection</b>				
	<b><u>COLLECTION</u></b>				
	Brought forward from page RFF/9				
	Brought forward from above				
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>ELEMENT NO.6</u></b>				
	<b><u>FINISHES:</u></b>				
	<b><u>FLOOR FINISHES</u></b>				
	<i><u>Cement and sand (1:3) as described in:</u></i>				
A	32 mm thick screed to receive Ceramic floor tiles(measured separately)	453	SM		
B	Ditto, to receive Non Slip ceramic tiles (m.s).	17	SM		
	<b><u>Ceramic Tiles</u></b>				
	<i><u>The following Ceramic tiles to 'Saj Ceramics' Catalogue or other equal and approved:</u></i>				
C	400 x400 x 10 mm Thick non slip ceramic tiles with timber finish laid in systematic pattern, bedded and jointed in approved adhesive , pointed in approved tile mortar.	453	SM		
D	100mm high skirting	406	LM		
	<b><u>Non Ceramic Tiles</u></b>				
	<i><u>The following ceramic tiles to 'Saj Ceramics' Catalogue or other equal and approved:</u></i>				
E	400 x400 x 10 mm Thick ceramic tiles with Timber finish laid in systematic pattern, bedded and jointed in approved adhesive , pointed in approved tile mortar.	17	SM		
F	100mm high skirting	216	LM		
	<u>12 mm (minimum) two-coat plaster; 9 mm first coat of cement and sand (1:6), 3 mm second coat of cement and lime putty (1:10); steel trowelled smooth to:</u>				
G	Walls	848	SM		
H	Reveals not exceeding 100mm girth	345	LM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>Wall tiles</u></b>				
	<i><u>Backing: cement and sand 1:4 with approved integral dust proofing additive wood floated</u></i>				
A	15 mm thick to receive ceramic tiles(m/s)	53	SM		
	<i><u>Ceramic tiles to Saj ceramics to match the existing or other equal and approved</u></i>				
B	200 x 600 x 6mm thick Ceramic wall tiles laid in regular pattern fixed with adhesive to rendered surface (m/s) including rounded edge tiles and pointing in white cement mortar	53	SM		
C	Extra over for approved plastic edge strips	75	LM		
	<i><u>Supply and fix 14mm Thick suspended Rhinoboard Gypsum ceiling affixed to and including 53 x 32 mm U-section galvanised steel studs with rounded, smooth compound sanded edges, edge trims, plastered and finished in whitewater based SILK VINYL "as Crown Paint" paint finish to approval</u></i>				
D	Ceiling; horizontal	470	SM		
E	Extra over for forming 600 x 600mm access door trap; 25 x 100mm wrot cypress frame and 20 x 50mm wrot cypress stopper: piano hinges, door catch	4	NO		
F	Supply and fix 75 mm Thick wrot cypress cornice with 2 labours	295	LM		
	<b><u>Painting &amp; Decoration</u></b>				
	<u>Skimming</u>				
G	Carefully prepare the plastered surface by sanding and skimming with gysum powder to achieve the smooth surface.	2566	SM		
	<i><u>Apply three coats of premium quality silk vinyl paint as "Basco Paints - Duracoat" or "Crown Paints" or equal and approved to:-</u></i>				
H	New Walls	848	SM		
J	Existing Walls	1248	SM		
K	Surfaces of Chip board	470	SM		
	<b>Carried to Collection</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b><u>EXTERNAL WALL FINISHES</u></b>				
	<i>Skimming</i>				
A	Carefully prepare the plastered surface by sanding and skimming with gysum powder to achieve the smooth surface.	309	SM		
	<b><u>Painting and Decorating</u></b>				
	<u>Prepare and apply exterior quality "marmoran" wall coating; "permacrete" with 2mm thick marmoran top coat: colours and patterns as specified by the Architect : to manufacturers specifications and Architects approval : on rendering (m.s.); to</u>				
B	Existing plastered surfaces	309	SM		
C	Carefully wire brush the existing bricks cladding and prepare to receive paint	156	SM		
	<u>On Metal work</u>				
	<u>Prepare and apply three coats oil paint full gloss to Crown Solo or other equal and approved to: -</u>				
D	External balustrades	60	LM		
	<u>Prepare and apply three coats of bitument paints to Crown Solo or other equal and approved to: -</u>				
E	Plastered Surfaces	192	SM		
	<b>Carried to Collection</b>				
	<b><u>COLLECTION</u></b>				
	Brought forward from page RFF/11				
	Brought forward from page RFF/12				
	Brought forward from above				
	<b>TOTAL CARRIED TO SECTION SUMMARY</b>				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
A	<p><b><u>ELEMENT NO.7</u></b></p> <p><b><u>BUILDER'S WORK IN CONNECTION WITH SPECIALIST SERVICES</u></b></p> <p><i><u>The contractor shall Inspect all architectural, mechanical, electrical and structural drawings as provided; allow for all builders work associated with all the specialist works</u></i></p> <p><i><u>The builders work shall include but not limited to:-</u></i></p> <p>a) <i>Chases in wall, concrete work, and make good</i></p> <p>b) <i>Forming, making or leaving holes, etc in masonry concrete or wood work</i></p> <p>c) <i>Making good all disturbed area</i></p> <p>d) <i>Excavations refill and disposal to spoil</i></p> <p>Cut away fittings and pipework; form all holes, chases, etc and make good after the plumber, electrician and all other specialist works</p>		ITEM		
	Total Amount Carried to Section Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<b>SUMMARY:</b>	<b>Page No.</b>			
1	DEMOLITIONS AND ALTERATIONS	RFF/3			
2	WALLING	RFF/4			
3	ROOFING AND RAINWATER DISPOSAL	RFF/5			
4	DOORS	RFF/8			
5	WINDOWS	RFF/10			
6	FINISHES	RFF/13			
7	BUILDER'S WORK IN CONNECTION WITH SPECIALIST SERVICES	RFF/14			
	<b>Total Amount Carried to Summary</b>				

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## SUMMARY OF BUILDERS WORK

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ITEM	DESCRIPTION	PAGE NO.	AMOUNT
	<u>SUMMARY OF BUILDERS WORK</u>		
1	DEMOLITIONS	DM/1	
2	CONVERSION OF HOSTEL ROOMS TO OFFICES		
A	GROUND FLOOR	RGF/15	
B	FIRST FLOOR	RFF/15	
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>		

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**BILL NO.4**

**CIVIL WORKS**

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ITEM	DESCRIPTION	QTY	UNIT		
	<b><u>EXTERNAL WORKS</u></b>				
	<b><u>FORMATION WORKS</u></b>				
	<b><u>Site clearing and levelling</u></b>				
A	Bulk excavation in red soils depth not exceeding 1.5 M.	388	CM		
B	Load and cart away surplus excavated materials from site	388	CM		
C	Roll and compact subgrade to 98% MDD to BS 1377 including grading to falls and cross falls to receive stone base; all to civil engineers approval	968	SM		
D	150mm Thick Approved hardcore filling , rolled and compacted in 2 layers, to falls, cross-fall and cambers under paving to make-up levels	968	SM		
E	50 mm Thick murrum blinding compacted hardcore surfaces to receive cabro blocks (m.s)	968	SM		
	<b><u>Pre-cast concrete work finished fare on all exposed surfaces as described in</u></b>				
F	60 mm thick medium duty ( available choice - Quad , Interlocking, Uni, Hexagonal, E-T, Diplomat, Décor, Circlestone, Lockblock etc) paving blocks with minimum strength of 35N/mm2 on 50mm thick 0-6 quarry dust blinding. Cover the blocks later with 0-2 sand or quarry dust and compact thoroughly with sweeping using plate vibrator to feel all the joints with fine aggregates	968	SM		
L WORKS	CIV/1				
	<b>CARRIED TO COLLECTION</b>				

ITEM	DESCRIPTION	QTY	UNIT		
	<b><u>Concrete Kerbs and Channel blocks</u></b>				
	<i><u>Rates for kerbs and channels to include provision, excavation, laying, backfilling and concrete haunching bedding and surrounds</u></i>				
A	Provide, lay and joint 250 x 125mm class 25/20 precast concrete half battered kerb on and including 350 x 325mm bed (concrete 1:3:6) bed and haunch; including all necessary formwork to detail ( M.O.W. Type "A")	784	LM		
B	Ditto but kerbs only	87	LM		
	<b><u>Channels</u></b>				
C	Provide, lay and joint 125 x 100mm channel on and including 225 x 200mm (concrete 1:3:6) bed and haunch; including all necessary formwork to detail	784	LM		
	<b><u>STORMWATER DRAINAGE</u></b>				
	<b><u>Excavations</u></b>				
D	Excavate for storm water channel: not exceeding 1.5 m deep: average 500 mm and 600 mm wide: cart away excavated material from site	392	CM		
E	Return, fill and ram selected soil in foundations	4	CM		
F	Remove surplus spoil from site to an approved site	388	Cm		
	<b><u>Pre-cast concrete invert block drain spun ogee pipe</u></b>				
G	Pre-cast concrete invert block drain (IBD): fairface finished: overall size 450 x 225 mm deep: 300 mm diameter drain tongued on one end and grooved on the other side for proper jointing: all jointed and neatly pointed in cement and sand (1:3) mortar: on murrum bed (m.s); with and including 2 No side slabs	392	LM		
L WORKS	CIV/2				
	<b>CARRIED TO COLLECTION</b>				

ITEM	DESCRIPTION	QTY	UNIT		
	<u>COLLECTION</u> Brought forward from page CIV/1 Brought forward from page CIV/2				
<b>TOTAL CARRIED TO GRAND SUMMARY</b>					

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**BILL NO.5**

**ELECTRICAL INSTALLATION SERVICES**

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**EVALUATION AND QUALIFICATION CRITERIA**  
**MANDATORY REQUIREMENTS (MR)**

S/No	PRELIMINARY EVALUATION CRITERIA / MANDATORY REQUIREMENTS
MR1	Company Certificate of incorporation/registration;
MR2	Valid Tax Compliance Certificate; accordance to ITT 3.14
MR3	Current Certificate of registration with National Construction Authority In Structured Cabling, IP PABX, CCTV, Access Control and Power Installation Works (NCA 6 and above);
MR4	Current and Valid NCA contractor's practicing licence
MR5	Valid Copy of Current Single Business permit
MR6	Valid Communication Authority registration licence as a telecommunication contractor.
MR7	Valid Communication Authority compliance certificate as a telecommunication contractor
MR8	Valid Communication Authority Type Approval for the IP PABX and active network equipment being supplied (Brand and Model)
MR9	Submission of valid CR12 form showing the list of directors /shareholding (issued within the tendering period) or National Identity Card(s) for Sole Proprietorship / Partnership
MR10	The Bidder should provide a genuine Manufacturer's Authorization Letter for the Active Network Equipment and IP PABX Devices being offered by the bidder.
MR11	Current and Valid Licence with the Energy and Petroleum Regulatory Authority (EPRA) in Class B

*N/B Full compliance by the tenderers shall be required to proceed to the next stage of evaluation. Failure to provide any of the listed requirements shall lead to disqualification*

**TECHNICAL EVALUATION**

At this stage technical evaluation shall be done by comparing each tender to the technical requirements in the tender document

Item	Description	YES/NO
1.	<b>Compliance with Technical Specifications</b> (Note: See Compliance to Technical Specifications section on the next page )	
2	<b>Adequacy of tools and equipment</b> The tenderer <b>must</b> show proof of ownership or leasing of the following equipment: - b) <b>Relevant Equipment (at least 3No.)</b> <ul style="list-style-type: none"> <li>• Cable Qualification tester</li> <li>• Impact punch down tool;</li> <li>• Cable stripper;</li> <li>• Crimping tools;</li> <li>• Probe pics</li> </ul> The tenderer <b>MUST</b> fill the forms listed below in the format provided. 1. Form EQU: Equipment	
	<b>QUALIFIED YES / NO</b>	

*N/B Full compliance by the tenderers shall be required. Failure to provide any of the listed requirements shall lead to disqualification. Hence the tenderer shall not proceed to financial evaluation.*

## SECTION VI – SPECIFICATIONS

### A. GENERAL SPECIFICATIONS

1. General
2. Standard of Materials
3. Workmanship
4. Procurement of Materials
5. Record Drawings
6. Regulations and Standards
7. Setting out Works
8. Testing on Site

## **1. GENERAL**

This specification is to be read in conjunction with the drawings which are issued with it. Bills of quantities shall be the basis of all additions and omissions during the progress of the works.

## **2. STANDARD OF MATERIALS**

Where the material and equipment are specifically described and named in the Specification followed by approved equal, they are so named or described for the purpose of establishing a standard to which the sub-contractor shall adhere.

Should the Sub-contractor install any material not specified herein before receiving approval from the proper authorities, the Engineer shall direct the Sub-contractor to remove the material in question immediately. The fact that this material has been installed shall have no bearing or influence on the decision by the Engineer.

All materials condemned by the Engineer as not approved for use, are to be removed from the premises and suitable materials delivered and installed in their place at the expense of the Sub-contractor. All materials required for the works shall be new and the best of the respective kind and shall be of a uniform pattern.

## **3. WORKMANSHIP**

The workmanship and method of installation shall conform to the best standard practice. All work shall be performed by a skilled tradesman and to the satisfaction of the Engineer. Helpers shall have qualified supervision.

Any work that does not in the opinion of the Engineer conform to the best standard practice will be removed and reinstated at the Sub-contractors expense.

Permits, Certificates or Licenses must be held by all tradesmen for the type of work; in which they are involved where such permits, certificates or licenses exist under Government legislation.

## **4. PROCUREMENT OF MATERIALS**

The sub-contractor is advised that no assistance can be given in the procurement or allotment of any materials or products to be used in and necessary for the construction and completion of the work.

Sub-contractors are warned that they must make their own arrangements for the supply of materials and/or products specified or required.

## **5. RECORD DRAWINGS**

These diagrams and drawings shall show the completed installation including sizes, runs and arrangements of the installation. The drawings shall be to scale not less than 1:50 and shall include plan views and section.

The drawings shall include all the details which may be useful in the operation, maintenance or subsequent modifications or extensions to the installation.

Three sets of diagrams and drawings shall be provided, all to the approval of the Engineer.

One coloured set of line diagrams relating to operating and maintenance instructions shall be framed and, mounted in a suitable location.

## **6. REGULATIONS AND STANDARDS**

All work executed by the contractor shall comply with the current edition of the "Regulations" for the Electrical Equipment of Buildings, issued by the Institution of Electrical Engineers, Electric Power Act, Kenya Bureau of Standards (KEBS), Institution of Electrical Engineers (I.E.E) Wiring Regulations, Current recommendation of CCITT and CCIR, and with the Regulations of the Local Electricity Authority and the Communications Authority of Kenya (CA)

Where the two sets of regulations appear to conflict, they shall be clarified with the Engineers. All materials used shall comply with relevant Kenya Bureau of Standards Specification.

## **7. SETTING OUT WORK**

The sub-contractor at his own expenses; is to set out works and take all measurements and dimensions required for the erection of his materials on site; making any modifications in details as may be found necessary during the progress of the works, submitting any such modifications or alterations in detail to the Engineer before proceeding and must allow in his Tender for all such modifications and for the provision of any such sketches or drawings related thereto.

### **1. POSITIONS OF ELECTRICAL PLANT AND APPARATUS**

The routes of cables and approximate positions of switchboards etc, as shown on the drawings shall be assumed to be correct for purpose of Tendering, but exact positions of all electrical Equipment and routes of cables must be agreed on site with the Engineer before any work is carried out.

### **2. MCB DISTRIBUTION PANELS AND CONSUMER UNITS**

All cases of MCB Panels and consumer units shall be constructed in heavy gauge sheet with hinged covers.

Removable undrilled gland plates shall be provided on the top and bottom of the cases. Miniature circuit breakers shall be enclosed in moulded plastic with the tripping mechanism and arc chambers separated and sealed from the cable terminals.

The operating dolly shall be tripfree with a positive movement in both make and break position. Clear indication of the position of the handle shall be incorporated.

The tripping mechanism shall be on inverse characteristic to prevent tripping in temporary overloads and shall not be affected by normal variation in ambient temperature.

A locking plate shall be provided for each size of breaker; A complete list of circuit details on typed cartridge paper glued to stiff cardboards and covered with a sheet of perspex, and held in position with four suitable fixings, shall be fitted to the inner face of the lids of each distribution panel. The appropriate MCB ratings shall be stated on the circuit chart against each circuit in use: Ivorine labels shall be secured to the

insulation barriers in such a manner as to indicate the number of the circuits shown on the circuit chart.

Insulated barriers shall be fitted between phases, and neutrals in all boards, and to shroud live parts.

Neutral cables shall be connected to the neutral bar in the same sequence as the phase cables are connected to the MCB's. This shall also apply to earth bars when installed.

### **3. FUSED SWITCHGEAR AND ISOLATORS**

All fused switchgear and isolators whether mounted on machinery, walls or industrial panels shall conform to the requirements of KS 04 – 226 PART: 1: 1985.

All contacts are to be fully shrouded and are to have a breaking capacity on manual operations as required by KS 04 – 182: 1980.

Fuse links for fused switches are to be of high rupturing capacity cartridge type, conforming to KS 04 – 183: 1978.

Isolators shall be load breaking/fault making isolators.

Fused switches and isolators are to have separate metal enclosures. Mechanical interlocks are to be provided between the door and main switch operating mechanism so arranged that the door may not be opened with the switch in the 'ON' position. Similarly; it shall not be possible to close the switch with the door open except that provision to defeat the mechanical interlock and close the switch with the door in the open position for test purposes. The 'ON' and 'OFF' positions of all switches and isolators shall be clearly indicated by a mechanical flag indicator or similar device. In T.P & N fused switch units, bolted neutral links are to be fitted.

### **4. CONDUITS AND CONDUIT RUNS**

Conduit systems are to be installed so as to allow the loop-in system of wiring:

All conduits shall be black rigid super high impact heavy gauge class 'A' PVC in accordance with KS 04 – 179: 1988 and IEE Regulations. No conduit less than 20mm in diameter shall be used anywhere in this installation.

Conduit shall be installed buried in plaster work and floor screed except when run on wooden or metal surface when they will be installed surface supported with saddles every 600mm. Conduit run in chases shall be firmly held in position by means of substantial pipe hooks driven into wooden plugs.

The Sub-contractors attention is drawn to the necessity of keeping all conduits entirely separate from other piping services such as water and no circuit connections will be permitted between conduits and such pipes.

All conduits systems shall be arranged wherever possible to be self-draining to switch boxes and conduit outlet points for fittings:

The systems, when installed and before wiring shall be kept plugged with well fitting plugs and when short conduit pieces are used as plugs, they shall be doubled over and tied firmly together with steel wire; before wiring all conduit systems shall be carried

out until the particular section of the conduit installation is complete in every respect.

The sets and bends in conduit runs are to be formed on site using appropriate size bending springs and all radii of bends must not be less than 2.5 times the outside diameter of the conduit. No solid or inspection bends, tees or elbows will be used.

Conduit connections shall either be by a demountable (screwed up) assembly or adhesive fixed and water tight by solution. The tube and fittings must be clean and free of all grease before applying the adhesive. When connections are made between the conduit and switch boxes, circular or non-screwed boxes, care shall be taken that no rough edges of conduit stick out into the boxes.

Runs between draw in boxes are not to have more than two right angle bends or their equivalent. The sub-contractor may be required to demonstrate to the Engineers that wiring in any particular run is easily withdrawable and the sub-contractor may, at no extra cost to the contract; be required to install additional draw-in boxes required. If conduit is installed in straight runs in excess of 6000mm, expansion couplings as manufactured by Egatube shall be used at intervals of 6000mm.

Where conduit runs are to be concealed in pillars and beams, the approval of the Structural Engineer, shall be obtained. The sub-contractor shall be responsible for marking the accurate position of all holes chases etc, on site, or if the Engineer so directs, shall provide the Main Contractor with dimensional drawings to enable him to mark out and form all holes and chases. Should the sub-contractor fail to inform the main contractor of any inaccuracies in this respect they shall be rectified at the sub-contractors expense.

It will be the Sub-contractors responsibility to ascertain from site, the details of reinforced concrete or structural steelwork and check from the builder's drawings the positions of walls, structural concrete and finishes. No reinforced concrete or steelwork may be drilled without first obtaining the written permission of the Structural Engineer.

The drawings provided with these specifications indicate the appropriate positions only of points and switches, and it shall be the Sub-Contractors responsibility to mark out and centre on site the accurate positions where necessary in consultation with the Architect and the Engineer. The sub-contractor alone shall be responsible for the accuracy of the final position.

## **5. CONDUIT BOXES AND ACCESSORIES**

All conduit outlets and junction boxes are to be either malleable iron and of standard circular pattern of the appropriate type to suit saddles being used or super high impact PVC manufactured to KS 04 – 179 : 1983.

Small circular pattern boxes are to be used with conduits up to and including 25mm outside diameter. Rectangular pattern adaptable boxes are to be used for conduits of 32mm outside diameter and larger. For drawing in of cables in exposed runs of conduit, standard pattern through boxes are to be used:

Boxes are to be not less than 50mm deep and of such dimensions as will enable the largest appropriate number of cables for the conduit sizes to be drawn in without

excessive bending.

Outlet boxes for lighting fittings are to be of the loop-in type where conduit installation is concealed and the sub-contractor shall allow one such box per fitting, except where fluorescent fittings are specified when two such boxes per fitting shall be fitted flush with ceiling and if necessary fitted with break joint rings. Pattresses shall be fitted where required to outlets on surface conduit runs.

Adaptable boxes are to be of PVC or mild steel (of not less than 12swg) and black enamelled or galvanised finish according to location. They shall be of square or oblong shape complete with lids secured by four 2 BA brass roundhead screws; No adaptable box shall be less than 75mm x 75mm x 50mm or larger than 300mm x 300mm x 75mm and shall be adequate in depth in relation to the size of conduit entering it. Conduits shall only enter boxes by means of conduit bushes.

## 6. LABELS

Labels fitted to switches and fuseboards;-

- (i) Shall be Ivorine engraved black on white.
- (ii) Shall be secured by R.H brass screws of same manufacturing throughout.
- (iii) Shall be indicated on switches:-
  - a) Reference number of switch
  - b) Special current rating
  - c) Item of equipment controlled
- (iv) Shall indicate on MCB panels
  - a) Reference number
  - b) Type of board, i.e; lighting, sockets, etc,
  - c) Size of cable supplying panel
  - d) where to isolate feeder cable
- (v) Shall be generally not less than 75mm x 50mm.

## 7. EARTHING

The earthing of the installation shall comply with the following requirements;-

- (i) It shall be carried out in accordance with the appropriate sections of the current edition of the Regulations, for the Electrical Equipment of Buildings issued by Institute of Electrical Engineers of Great Britain.

- (ii) At all main distribution panels and main service positions a 25mm x 3mm minimum cross sectional area Copper tape shall be provided and all equipment including the lead sheath and armouring of cables, distribution boards and metal frames shall be bonded thereto.
- (iii) The earth tape in Sub-clause (ii) shall be connected by means of a copper tape or cable of suitable cross sectional area to an earth electrode which shall be a copper earth rod (see later sub-clause).
- (iv) All tapes to be soft high conductivity copper, untinned except where otherwise specified and where run underground on or through walls, floors, etc., it shall be served with corrosion resisting tape or coated with corrosion compound and braided
- (v) Where the earth electrode is located outside the building a removable test link shall be provided inside the building as near as possible to the point of entry to the tape, for isolating the earth electrode for testing purposes.
- (vi) Earthing of sub-main equipment shall be deemed to be satisfactory where the sub-main cables are M.I.C.S. or conduit with separate earth wire, and installation is carried out in accordance with the figures stated in the current edition of the I.E.E Regulations.
- (vii) Where an earth rod is specified (see Sub-clause (iii)) it shall be proprietary manufacture, solid hand drawn copper of 15mm diameter driven into the ground to a minimum depth of 3.6M. It shall be made up to 1.2m sections with internal screw and socket joints and fitted with hardened steel tip and driving cap.
- (viii) Earth plates will not be permitted
- (ix) Where an earth rod is used the earth resistance shall be tested in the manner described in the current edition of the IEE Regulations, by the Sub-Contractor in the presence of the Engineer and the Sub-Contractor shall be responsible for the supply of all test equipment.
- (x) Where copper tape is fixed to the building structure it shall be by means of purpose made non-ferrous saddles which space the conductor away from the structure a minimum distance of 20mm. Fixings, shall be made using purpose made plugs; No fixings requiring holes to be drilled through the tape will be accepted.
- (xi) Joints in copper tape shall be tinned before assembly riveted with a minimum of two copper rivets and seated solid.
- (xii) Where holes are drilled in the earth tape for connection to items of equipment the effective cross sectional area must not be less than required to comply with the IEE regulations.
- (xiii) Bolts, nuts and washers for any fixing to the earth tape must be of non-ferrous material.

- (xiv) Attention is drawn to the need for the earthing metal parts of lighting fittings and for bonding ball joint suspension in lighting fittings.

## 8. CABLES AND FLEXIBLE CORDS

All cables used in this Sub-Contract shall be manufactured in accordance with the current appropriate Kenya standard Specification which are as follows:-

P.V.C. Insulated Cables and Flexible Cords	---	Ks 04-192:1988
P.V.C Insulated Armoured Cables	---	Ks 04-194:1990
Armouring of Electric cables	---	Ks 04-290:1987

The successful Sub-Contractor will, at the Engineers discretion be required to submit samples of cables for the Engineers approval; the Engineer reserves the right to call for the cables of an alternative manufacture without any extra cost being incurred.

P.V.C. insulated cables shall be 500/1000 volt grade. No cables smaller than 1.5mm<sup>2</sup> shall be used unless otherwise specified. The installation and the finish of cables shall be as detailed in later clauses. The colour of cables shall conform to the details stated in the "Cable Braid and insulation Colours" Clause.

## 9. ARMoured P.V.C. INSULATED AND SHEATHED CABLES:

Shall be 600/1000 volt grade manufactured to Ks 04-194:1988 and Ks 04-187/188 with copper stranded conductors.

The wire armour of the cable shall be used wholly as an earth continuity conductor and the resistance of the wire armour shall have a resistance not more than twice of the largest current carrying conductor of the cable.

P.V.C./S.W.A./P.V.C. cables shall be terminated using "Telecom" "B" type or approved equal or approved equal glands and a P.V.C. tapered sleeve shall be provided to shroud each gland.

## 10. CABLE SUPPORTS, MARKERS AND TILES

All PVC/SWA/PVC cables run inside the building shall be fixed in rising ducts or on ceilings by means of die cast cable hooks or clamps, of appropriate size to suit cables, fixed by studs and back nuts to their channel sections.

Alternatively, fixing shall be by BICC claw type cleating system with die-cast cleats and galvanised mild steel back straps or similar approved equal method. For one or two cables run together the cleats shall be fixed a special channel section supports or backstraps described above which shall in turn be secured to walls or ceilings of ducts by rawbolts.

In excessively damp or corrosive atmospheric conditions special finishes may be required and the Sub-contractor shall apply to the Engineer for further instructions before ordering cleats and channels for such areas.

The above type of hooks and clamps and channels or cleats and blackstraps shall also be used for securing cables in vertical ducts.

Cables supports shall be fixed at 600mm maximum intervals, the supports being supplied and erected under this Sub-contract. Saddles shall not be used for supporting cables nor any other type of fixing other than one of the two methods described above or other system which has received prior approval of the Engineer;

Cables are to be kept clear of all pipe work and the Sub-contractor shall work in close liaison with other services Sub-contractors.

The Sub-Contractor shall include for the provision of fixing of approved type coloured slip on cables end markers to indicate permanently the correct phase and neutral colours on all ends.

Provision shall be made for supplying and fixing approved non-corrosive metal cable markers to be attached to the outside of all PVC/SWA/PVC cables at 15mm intervals indicating cable size and distinction.

Where PVC/SWA/PVC cables are outside the building they shall be laid underground 750mm deep with protecting concrete interlocking cover tiles laid over which shall be provided and laid under this Sub-contract.

All necessary excavations and reinstatement of ground including sanding or trenches will be carried out by the Sub-Contractor, unless otherwise stated.

#### **11. PVC INSULATED CABLES**

Shall be of non-braided type as CMA reference 6491 x 600/1000/1000 volt grade cables, or equal approved.

PVC cables shall conform to the details of the "Cables and Flexible cords" and "Cable Braid and Insulation Colours" clauses.

#### **12. HEAT RESISTING CABLES**

Final connections to cookers, water heaters, etc., shall be made using butyl rubber insulated cable as CMA reference 610 butyl (Single core 600/1000 Volt).

This type of cable shall be used in all instances where a temperature exceeding 100°F, but not exceeding 150°F is likely to be experienced. Final connections to all lighting fittings (and other equipment where a temperature in excess of 150°C likely to be experienced) shall be made using silicon rubber insulated cable or equal and approved.

#### **13. FLEXIBLE CORDS**

Shall be in accordance with the "Cable and Flexible Cords" clause. No cord shall be less than 24/0.2mm in size unless otherwise specified.

Circular white twin TRS flex shall be used for plain pendant fittings up to 100 watts. For all other types of lighting fittings the flexible cable shall be silicone rubber insulated.

No polythene insulated flexible cable shall be used in any lighting fitting or other appliance (see "Heat Resisting Cables" Clause 30).

#### 14. CABLE ENDS AND PHASE COLOURS

All cable ends connected up in switchgear, MCB panels etc., shall have the insulation carefully cut back and the ends sealed with Hellerman rubber slip on cable end markers.

The markers shall be of appropriate phase colour for switch and all other live feeds to the details of the “Cable Insulation Colours” clause. Black cable with black end markers shall only be used for neutral cables.

#### 15. CABLE INSULATION COLOURS

Unless otherwise stated in later clauses the insulation colours shall be in accordance with the following table.

Where other systems are installed the cable colours shall be in accordance with the details stated in the appropriate clause.

<u>SYSTEM</u> <u>CABLE END</u>	<u>INSULATION COLOUR</u>	
<b><u>MARKER</u></b>		
<b>1) Main and Sub-Main</b>		
a) Phase	Red	Red
b) Neutral	Black	Black
<b>2) Sub-Circuits Single Phase</b>		
a) Phase	Red	Red
b) Neutral	Black	Black

#### 16. SUB-CIRCUIT WIRING

For all lighting and sockets wiring shall be carried out in the “looping in” system and there shall be no joints whatsoever. No lighting circuits shall comprise more than 20 points when protected by 10A MCB. Cables with different cross-section area of copper shall not be used in combination.

Lighting circuits P.V.C. cable.

(i) 1.5mm<sup>2</sup> for all lighting circuits indicated on the drawing.

Power circuits P.V.C cable (minimum sizes).

(ii) 2.5mm<sup>2</sup> for one, two or three 5Amp sockets wired in parallel.

(iii) 2.5mm<sup>2</sup> for one 15Amp socket.

- (iv) 2.5mm<sup>2</sup> for maximum of ten switched 13 Amp sockets wired from 30 Amp MCB.

The wiring sizes for lighting circuits and sockets are shown on the drawings. In such cases, the sizes shown on the drawings shall prevail over the sizes specified.

Wiring sizes for other appliances shall be shown on the drawing or specified in later clauses of this specification.

## **17. SPACE FACTOR**

The maximum number of cables that may be accommodated in a given size of conduit or trunking or duct is not to exceed the number in Tables B.5 and B.6 or as stated in Regulation B.91, B.117 and B.118 of the I.E.E Regulations whichever is appropriate.

## **18. INSULATION**

The insulation resistance to earth and between poles of the whole wiring system, fittings and lumps, shall not be less than the requirements of the latest edition of the I.E.E Regulations. Complete tests shall be made on all circuits by the Sub-contractor before the installations are handed over.

A report of all tests shall be furnished by the Sub-Contractor to the Engineer. The Engineer will then check test with his own instruments if necessary.

## **19. LIGHTING SWITCHES**

These shall be mounted flush with the walls, shall be contained in steel or alloy boxes and shall be of the gangs' ratings and type shown in the drawings. They shall be as manufactured by M.K. Electrical Ltd., or other equal and approved to KS 04 – 247: 1988

## **20. SOCKETS AND SWITCHED SOCKETS**

These shall be flush pattern in steel/pvc box and shall be of the gangs and type specified in the drawings.

They shall be 13- Amp, 3-pin, shuttered, switched and as manufactured by "M.K. Electrical Co. Ltd.", or other approved equal to KS 04 – 246: 1987

## **21. FUSED SPUR BOXES**

These shall be flush, D.P switched as in steel/pvc box and of type and make specified in the drawings complete with pilot light and as manufactured by "M. K. Electrical Company Ltd", or other approved equal. KS 04 – 247: 1988

## **22. COOKER OUTLETS**

These shall be flush mounted with 13-A switched socket outlet and neon indicator Lamps.

The cooker control units shall be as manufactured by “M.K. Electrical Company Ltd”, or other approved equal KS 04 – 247: 1988

### **23. CONNECTORS**

Shall be specified in the drawings and appropriate rating. These shall be fitted at all conduit box lighting point outlets for jointing of looped P.V.C cables with flexible cables of specified quality.

### **24. LAMP HOLDERS**

Shall be of extra heavy H.O skirted and shall be provided for every specified lighting fitting and shall be B.C., E.S., or G.E.S as required. All E.S. and G.E.S. holders shall be heavy brass type (except for plain pendants where the reinforced bakelite type shall be used). The screwed cap of the E.S and G.E.S. holders shall be connected to the neutral.

Where lampholders are supported by flexible cable, the holders shall have “cord grip” arrangements and in the case of metal shades earthing screws shall be provided on each of the holders.

The Sub-Contractor must order the appropriate type of holder when ordering lighting fittings, to ensure that the correct types of holders are provided irrespective of the type normally supplied by the manufacturers.

### **25. LAMPS**

All lamps shall be suitable for normal stated supply voltage and the number and sizes of lamps detailed on the drawings shall be supplied and fixed. The Sub-Contractor must verify the actual supply voltage with the supply authority before ordering the lamps.

Tungsten filament lamps shall be manufactured in accordance with KS 04 – 112:1978 for general service lamps and KS 04 – 307:1985 for lamps other than general services. Tubular fluorescent lamps shall comply with KS 04 – 464:1982

Pearl lamps shall be used in all fittings unless otherwise specified.

### **26. LIGHTING FITTINGS AND STREET LIGHTING LANTERNS**

This Sub-Contract shall include for the provision, handling charges, taking the delivery, safe storage, wiring (including internal wiring) assembling and erecting of all lighting fittings shown on the drawings.

All fittings and pendants shall be fixed to the conduit boxes with brass R/H screws. These to be in line with metal finish of fittings. The lighting fittings are detailed for the purpose of establishing a high standard of finish and under no circumstances will substitute fittings be permitted.

In case of rectangular shaped ceiling fittings, the extreme ends of the fittings shall be secured to suitable support in addition to the central conduit box fittings. Supports shall be provided and fixed by the Sub-Contractor.

The whole of the metal work of each lighting fittings shall be effectively bonded to earth. In the case of ball and/or knuckle joints short lengths of flexible cable shall be provided, bonded to the metal work on either side of the joints. If the above provisions are not made by the manufacturers -, the Sub-contractor shall include cost of additional work necessary in his tender. See "Flexible Cords" clause for details of internal wiring of lighting fittings. Minimum size of internal wiring shall be 20/0.20mm (23/0067). Each lighting fitting shall be provided with number type and size of lamps as detailed on the drawings. It is to be noted that some fittings are suspended as shown on the drawings.

Where two or more points are shown adjacent to each other on the drawings, e.g socket outlet and telephone outlet, they shall be lined up vertically or horizontally on the centre lines of the units concerned.

Normally, the units shall be lined up on vertical centre lines, but where it is necessary to mount units at low level they shall be lined up horizontally.

## **27. POSITIONS OF POINTS AND SWITCHES**

Although the approximate positions of all points are shown on the drawings, enquiry shall be made as to the exact positions of all M.C.B panels, lighting points, socket outlets etc, before work is actually commenced. The Sub-contractor must approach the Architect with regard to the final layout of all lights on the ceiling and walls.

The Sub-contractor must consult with the Engineer in liaison with the Clerk of Works, or the General Foreman on site regarding the positions of all points before fixing any conduit etc. The Sub-Contractor shall be responsible for all alterations made necessary by the non-compliance with the clause.

## **28. STREET/SECURITY OUTDOOR LIGHTING COLUMNS:**

The column shall be at a minimum of 225mm in the ground on 75mm thick concrete foundations and the pole upto 150mm shall be surrounded with concrete. The top bracket and plain section of the columns shall be common to and interchangeable with all brackets with maximum mismatching tolerance of 3mm between any pole and bracket. After manufacture and before erection the columns shall be treated with an approved mordant solution which shall be washed off and the whole allowed to dry. Thereafter, the columns shall be painted with one undercoat and two coats of gloss paint to an approved colour. All columns shall be complete with fused cut-outs.

## **29. TIMING CONTROL SWITCH**

These shall be installed where shown on the drawings. Photocell timing control circuits which will operate 'on' with a specified level of darkness and 'off' with a given level of light. The initial adjustment will be done with approval of the Electrical Engineer.

## **30. WIRING SYSTEM FOR STREET LIGHTING**

Cables shall be as indicated on the drawings, and shall be laid in a cable trench 450mm deep along the road sides and 600mm deep across the roads and 900mm away from the road kerb or 1500mm away from the edges of the road. 'Loop-in' and 'Loop-out'

arrangement shall be used at every pole. Wiring to the lanterns on each pole shall be with 1.5mm<sup>2</sup> PVC twin insulated and sheathed cable with earth wire shall be laid at least 600mm below the finished road level on a compact bed of murram at least 50mm thick and covered with a concrete surrounded 150mm thick.

### **31. METAL CONTROL PILLAR**

These shall be metal clad and fabricated as per contract drawings and specification. The Sub-Contractor shall supply, install, test and commission control pillars including supplying, fixing connecting switchgears as detailed on the appropriate drawings.

### **32. CURRENT OPERATED EARTH LEAKAGE CIRCUIT BREAKER**

Current operated earth leakage circuit breaker shall conform to B.S.S. 4293:68 rated at 240 volts D.P. 50 cycles A.C. Mains.

The breaker shall be provided with test switch and fitted in weather proof enclosure for surface mounting. The rated load current and earth fault operating current shall be as specified in the drawings. These shall be as manufactured by Crabtree, Siemens or other equal and approved.

### **33. M.V. SWITCHBOARD AND SWITCHGEAR**

The switchboard shall be manufactured in accordance with KS04-226 which coordinates the requirements for electrical power switchgear and associated apparatus. It is not intended that this K.S. should cover the requirements for specified apparatus for which separate Kenyan Standard exist. All equipment and material used in the switchboard shall be in accordance with the appropriate Kenya Standard.

The switchboard shall comprise the equipment shown on the drawings together with all current transformers, auxiliary fuses, labels, small wiring and interconnections necessary for the satisfactory operation of the switchboard.

The Switchboard shall be of the flush fronted, enclosed, metal clad type with full front or rear access as called for in the particular specifications, suitable for indoor use, sectionalized as necessary to facilitate transport and erection. The maximum height of the switchboard is to be approximately 2.0 metres. A suitable connection chamber containing all field terminals shall be provided at the top or bottom of the switchboard as appropriate.

Before manufacture, the Sub-Contractor shall submit to the consulting Engineer for approval of detailed drawings showing the layout, construction and connection of the switchboard.

All bus-bars and bus-bar connections shall consist of high conductivity copper and be provided in accordance with KS 04-226: 1985. The bus-bars shall be clearly marked with the appropriate phase and neutral colours which should be red, yellow, blue for the phases and black for neutral. The bus-bars shall be so arranged in the switchboard that the extensions to the left and right may be made in the future with ease should the need arise.

Small wiring, which will be neatly arranged and cleated, shall be executed in accordance with B.S. 158 and the insulation of the wiring shall be coloured according

to the phase or neutral connection.

Switches and fuse switches, shall be in strict accordance with KS04-183:1978 Class 2 switches. Means of locking the switch in the "OFF" position shall be provided.

All fuse switches shall comply with KS04-183:1978, PARTS 2 and 3 a fault rating at least equal to the fault rating of the switchboard in which they are installed. Cartridge fuse links to KS 04-183:1978 category A.C. 46, class Q1 and fusing factor not exceeding 1.5 shall be supplied with each fused switch.

Mounting arrangements shall be such that individual complete fuse switches may be disconnected and withdrawn when necessary without extensive dismantling work.

When switches are arranged in their formation all necessary horizontal and vertical barriers shall be provided to ensure segregation from adjacent units. Means of locking the switch in the "OFF" position shall be provided.

#### **34. STEEL CONDUITS AND STEEL TRUNKING**

Conduits shall be of heavy gauge class "B" welded to Standard specification KS 04-180:1985. In no case will conduit smaller than 20mm diameter be used on the works. Conduits installed within buildings shall be black enamelled finish except where specified otherwise. Where installed externally or in damp conditions they shall be galvanised. Conduit fittings, accessories or equipment used in conjunction with galvanised conduits shall also be galvanised or otherwise as approved by the service engineer.

Metal trunking shall be fabricated from mild steel of not less than 18 swg. All sections of trunking shall be rigidly fixed together and attached to the framework or fabric or the building at intervals of not less than 1.2m. Joint trunking shall not overhang fixing points by more than 0.5m.

All trunking shall be made electrically continuous by means of 25 x 3mm copper links across each joint and where the trunking is galvanised, the links shall be made by galvanised flat iron strips.

All trunking fittings (i.e. Bends, tees, etc) shall leave the main through completely clear of obstructions and continuously open except through walls and floors at which points suitable fire resisting barriers shall be provided as may be necessary. The inner edge of bends and tees shall be chamfered where cables larger than 35mm<sup>2</sup> are employed.

Where trunking passes through ceilings and walls the cover shall be solidly fixed to 150mm either side of ceilings and floors and 50mm either side of walls.

Screws and bolts securing covers to trunking or sections of covers together shall be arranged so that damage to cables cannot occur either when fixing covers or when installing cables in the trough.

Where trunking is used to connect switchgear of fuseboards, such connections shall be made by trunking fittings manufactured for this purpose and not by multiple conduit couplings.

Where vertical sections of trunking are used which exceed 4.5m in length, staggered tie off points shall be provided at 4.5m intervals to support the weight of cables.

Unless otherwise stated, all trunking systems shall be painted as for conduit.

Where a wiring system incorporates galvanised conduit and trunking, the trunking shall be deemed to be galvanised unless specified otherwise.

The number of cables to be installed in trunking shall be such as to permit easy drawing in without damage to the cables, and shall in no circumstances be such that a space factor of 45% is exceeded.

Conduit and trunking shall be mechanically and electrically continuous. Conduit shall be tightly screwed between the various lengths so that they butt at the socketed joints. The internal edges of conduit and all fittings shall be smooth, free from burrs and other defects.

Oil and any other insulating substance shall be removed from the screw threads; where conduits terminate in fuse-gear, distribution boards, adaptable boxes, non-spouted switchboxes, etc., they shall, unless otherwise stated, be connected thereto by means of smooth bore male brass bushes, compression washers and sockets. All exposed threads and abrasions shall be painted using an oil paint for black enameled tubing and galvanizing paint for galvanised tubing immediately after the conduits are erected. All bends and sets shall be made cold without altering the section of the conduit.

The inner radius of the bend shall not be less than four (4) times the outside diameter of the conduit. Not more than two right angle bends will be permitted without the inter-position of a draw-in-box. Where straight runs of conduit are installed, draw-in-boxes shall be provided at distances not exceeding 15m. No tees, elbows, sleeves, either of inspection or solid type, will be permitted.

Conduit shall be swabbed out prior to drawing in cables, and they shall be laid so as to drain of all condensed moisture without injury to end connections.

Conduits and trunking shall be run at least 150mm clear of hot water and steam pipes, and at least 75mm clear of cold water and other services unless otherwise approved by the services engineer.

All boxes shall conform to KS 04 – 668: 1986, to be of malleable iron, and black enamelled or galvanised according to the type of conduit specified. All accessory boxes shall have threaded brass inserts.

Box lids where required shall be heavy gauge metal, secured by means of zinc plated or cadmium plated steel screws.

All adaptable boxes and lids of the same size shall be interchangeable. Boxes used on surface work are to be tapped or drilled to line up with the conduit fixed in distance type saddles allowing clearance between the conduit and wall without the need for setting the conduit.

Where used in conjunction with mineral insulated copper sheathed cable, galvanized boxes shall be used and painted after erection.

Draw-in boxes in the floors are generally to be avoided but where they are essential they must be grouped in positions approved by the services engineer and covered and by the suitable floor traps, with non-ferrous trays and covers.

The floor trap covers are to be recessed and filled in with a material to match the floor surface.

The Sub-contractor must take full responsibility for the filling in of all covers, but the filling in material will be supplied and the filling carried out by the main building contractor.

Where buried in the ground outside the building the whole of the buried conduit is to be painted with two coats of approved bitumastic composition before covering up.

Where run on the surface, unpainted fittings and joints shall be painted with two coats of oil bound enamel applied to rust and grease free metalwork.

### **35. TESTING ON SITE**

The Sub-contractor shall conduct during and at the completion of the installation and, if required, again at the expiration of the maintenance period, tests in accordance with the relevant section of the current edition of the Regulations for the electrical equipment of buildings issued by the I.E.E of Great Britain, the Government Electrical Specification and the Electric Supply Company's By-Laws.

- (a) Tests shall be carried out to prove that all single pole switches are installed in the 'live' conductor.
- (b) Tests shall be carried out to prove that all socket outlets and switched socket outlets are connected to the 'live' conductor in the terminal marked as such, and that each earth pin is effectively bonded to the earth continuity system. Tests shall be carried out to verify the continuity of all conductors of each 'ring' circuit.
- (c) Phase tests shall be carried out on completion of the installation to ensure that correct phase sequence is maintained throughout the installation. Triplicate copies of the results of the above tests shall be provided within 14 days of the witnessed tests and the Sub-contractor will be required to issue to the service engineer the requisite certificate upon completion as required by the regulations referred to above.
- (d) Any faults, defects or omissions or faulty workmanship, incorrectly positioned or installed parts of the installation made apparently by such inspections or tests shall be rectified by the Sub-contractor at his own expense.
- (e) The Sub-contractor shall provide accurate instruments and apparatus and all labour required to carry out the above tests. The instruments and apparatus shall be made available to the services engineer to enable him to carry out such tests as he may require.
- (f) The Sub-contractor shall generally attend on other contractors employed on the project and carry out such electrical tests as may be necessary.

- (g) The Sub-contractor shall test to the services engineer's approval and as specified elsewhere in this specification or in standards and regulations already referred to, all equipment, plant and apparatus forming part of the works and before connecting to any power or other supply and setting to work.
- (h) Where such equipment, etc., forms part of or is connected to a system whether primarily or of an electrical nature or otherwise (e.g. air conditioning system) the Sub-contractor shall attend on and assist in balancing, regulating testing and commissioning, or if primarily an electrical or other system forming part of works, shall balance, regulate, test and commission the system to the service engineer's approval.

### **36. TESTING ON SITE**

The Sub-contractor shall conduct during and at the completion of the installation and, if required, again at the expiration of the maintenance period, tests in accordance with the relevant section of the current edition of the Regulations for the electrical equipment of buildings issued by the I.E.E of Great Britain, the Government Electrical Specification No.1 and No. 2, the Electric Supply Company's By-Laws, Communications Authority of Kenya (CA) requirements or any other supplementary Regulations as may be produced by the engineer

- (a) Any faults, defects or omissions or faulty workmanship, incorrectly positioned or installed parts of the installation made apparently by such inspections or tests shall be rectified by the Sub-contractor at his own expense.

## **B. PARTICULAR SPECIFICATIONS**

### **1.00 SITE LOCATION**

The site of the proposed works is at **NSSF Building 24<sup>th</sup> floor, Nairobi.**

### **2.00 SCOPE OF WORKS**

The works to be carried out under this sub-contract comprise supply, installation, testing and commissioning of the following:

- Structured Cabling
- IP PABX
- CCTV
- Access Control
- Power installation
- Fire Alarm System

### **3.00 REGULATION AND STANDARD**

The works shall comply with the provisions of the following as necessary and relevant:

- Electric Power Act
- Kenya Bureau of Standards (KBS)
- I.E.T Wiring Regulations
- Current recommendation of CCITT and CC1R

### **4.00 ELECTRICAL REQUIREMENTS**

The equipment to be supplied shall be capable of being operated from 240V AC 50Hz power supply.

### **5.00 MANDATORY REQUIREMENTS**

- A. All equipment and materials used shall be standard components that are regularly manufactured and used in the manufacturer's system.
- B. All systems and components shall have been thoroughly tested and proven in actual use.
- C. All systems and components shall be provided with the availability of a, 24-hour technical assistance program (TAP) from the manufacturer. The TAP shall allow for immediate technical assistance for either the dealer/installer or the end user at no charge.
- D. All systems and components shall be provided with a one-day turn around repair express and 24-hour parts replacement. The repair and parts express shall be guaranteed by the manufacturer on warranty and non-warranty items.
- E. The supplier shall be the manufacturer, or the manufacturer appointed agent (proof to be submitted).
- F. The Offered system has been installed and commissioned by the supplier in

other locations.

- G. The proposal will include operators training in Kenya and system manager factory training (at the manufacturer training facility).**

## 6.00 STRUCTURED CABLING

## 6.1. NETWORK CABINETS

DATA CABINET AND ACCESSORIES RACKS TECHNICAL SPECIFICATIONS		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Product description	Rack -ventilated -(42U, 22U, 18U,15U, 9U as per the BQ)	
Product type	Ventilated rack	
Rack sized	15",22",42"	
Dimensions	Minimum 600mm x 800mm to fit the active components	
Construction	<ul style="list-style-type: none"> <li>• The front Clear Glass door, back door mesh door.</li> <li>• Front/rear locking double section door, enable ventilation and reliable operation.</li> <li>• Wire path on the top and bottom can be closed.</li> <li>• High grade knob and lock.</li> <li>• Wire groove with Wide cable manager on the two sides.</li> <li>• Detachable composite structure, more convenient for being shipped</li> <li>• Material: SPCC quality cold rolled powder coated steel</li> <li>• Color: (Silk Grey)</li> <li>• Surface finish: degrease, acid pickling, rust prevention and parkerizing, pure water cleaning, static electricity plastic painting</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• Pre-wired 240V AC conditioned grounded power circuit</li> <li>• 6 Outlet Power Distribution Unit Included</li> <li>• Supplied with Earth Bond Kit and Cage nuts</li> </ul>	
Standards	Comply with ANSI/EIA RS-310-D, IEC297-2, DIN41494; PART1, DIN41494; PART7, GB/T3047; 2-92STANDARD	

## 6.2. CABLES

## i) HORIZONTAL CABLING

	Category 6A UTP 4-Pair Cable	
<b>Item</b>	<b>Minimum specifications</b>	
Brand	State the brand, model (Mandatory)	
Construction	<ul style="list-style-type: none"> <li>• UTP</li> <li>• Nominal jacket OD: 8.5mm (0.33 in.)</li> <li>• 0.58mm (0.02 in.) solid (non-tinned) copper</li> <li>• Centre Isolation Member</li> </ul>	
Jacket	Sequential meter markings	
Wire characteristics	<b>DC Resistance:</b> <8.5 $\Omega$ /100m <b>DC Resistance Unbalance:</b> 2% <b>Mutual Capacitance:</b> 5.6 nF/100m <b>Capacitance Unbalance:</b> <160 pF/100m <b>Characteristic Impedance(ohms):</b> 1 - 250 MHz: 100 $\pm$ 15% 100 - 750 MHz: 100 $\pm$ 22% <b>NVP:</b> 67% <b>TCL:</b> 30-10 $\log(f/100)$ dB <b>PSANEXT:</b> 62.5-15 $\log(f/100)$ dB <b>PSAACR-F:</b> 38.2-20 $\log(f/100)$ dB <b>Delay Skew:</b> = 45ns	
Industry Compliance	<ul style="list-style-type: none"> <li>• ISO/IEC 11801 Ed. 2.2 (Class EA)</li> <li>• ISO/IEC 61156-5 (Category 6A)</li> <li>• TIA-568-C.2 (Category 6A)</li> <li>• LSOH: ISO/IEC 60332, IEC 60754, IEC 61034</li> <li>• EN50399 Class Eca</li> </ul>	
Physical Properties	<b>Pulling Tension (max):</b> 110N (25 lbf) <b>Bend Radius (min):</b> 45.7mm (1.8 in.) <b>Installation Temperature:</b> 0 to 60°C (+32 to 140°F) <b>Storage Temperature:</b> -20 to 75°C (-4 to 167°F) <b>Operating Temperature:</b> -20 to 60°C (-4 to 140°F)	

## ii) PATCH CORDS: Category 6A double-ended, stranded modular cord 1/2/3

Item	Floor Distribution In Cabinet and user work-station areas	Proposed Solution
	<b>Minimum specifications</b>	
Length	1 & 3 meters	
Brand	State the brand, model (Mandatory)	
Construction	<b>MECHANICAL — PLUG</b> Number of Plug Insertion Cycles: 2500 Min. Plug Retention Force: 50N (11.2 lbf) Plug Compatibility: Compatible with RJ45 Cable to Plug Tensile Strength (min.) 20 lbs.	
Jacket	Factory made	
Wire characteristics	<b>MECHANICAL — CABLE (STRANDED)</b> Wire Size Range (Nominal): 26 AWG 7x32 Stranded tinned copper Cable Construction: UTP dual jacketed Cable O.D. (nominal) 7.37mm (0.29 in.) outer, 6.43mm (0.25 in.) inner Wiring:T568A/B Jacket Type: CMG Bend Radius: 25mm (1.0 in.) 4-pair cables with 100-ohm impedance. Compliant to standards such as TIA/EIA – 268-B. 2-1 and IEC 61156-Made of polyethylene insulation Pulling force should support up to 50N/mm2 Low Smoke Zero Halogen outer sheath. <b>MECHANICAL — CABLE (SOLID)</b> Wire Size Range (Nominal): 23 AWG Solid bare copper Cable Construction: UTP Cable O.D. (nominal): 7.87mm (0.31 in.) Wiring: T568A/T568B Jacket Type: LSOH Bend Radius: 25mm (1.0 in.)	
Performance Specifications	<b>ELECTRICAL</b> Contact Resistance 10 mΩ Input to Output Resistance 200 mΩ Min. Dielectric Withstand Voltage (contact to contact)- 1000 V DC or AC peak Insulation Resistance - 500 mΩ Compatibility Backwards to Cat 6 Current Rating @ 25° C 1.5 A Power over Ethernet Suitable for PoE Type1,2,3,4 and PoH Power over Ethernet < 10 mΩ/m @ 10 MHz <b>MECHANICAL — GENERAL</b> Operating Temperature -10 to 60° C, (14 to 140° F) Flammability Rating UL 94 V-0	

	<p><b>Green Features</b> RoHS, lead-free, halogen-free, PVC free</p> <p><b>Plug Housing Materials</b> Polycarbonate</p> <p><b>Contact Materials</b> 50 microinches gold plating or equivalent</p> <p><b>Plastic Materials</b> Flame retardant themoplastic</p> <p><b>Screen</b> 360 degree enclosure</p> <p><b>Marking</b> P/N, length, performance level, QC</p>	
Standards	<p><b>STANDARDS COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• ANSI/TIA-568.2-D</li> <li>• ISO/IEC 11801-1 Ed 1.0</li> <li>• IEEE 802.3an (10Gbase-T)</li> <li>• IEEE 802.3af (Type 1 PoE)</li> <li>• IEEE 802.3at (Type 2 PoE)</li> <li>• IEEE 802.3bt (Type 3 PoE)</li> <li>• IEEE 802.3bt (Type 4 PoE)</li> <li>• Power over HDBaseT (PoH)</li> <li>• IEC 60603-7</li> <li>• IEC 60603-7-4</li> <li>• UL Listed 1863</li> <li>• IEC 60332-1 (LSOH)</li> <li>• IEC 60754 (LSOH)</li> <li>• IEC 61034 (LSOH)</li> <li>• ANSI/TIA-1096-A</li> </ul>	

## iii) CAT 6A UTP PATCH PANELS

Item	Minimum specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Ports	24/48 Ports	
Characteristics	<p>Operating Temperature: -10 to 60 °C, (14 to 140 °F)            Flammability Rating: UL 94 V-0            Green Features: RoHS, lead-free, halogen-free, PVC free            Plastic Materials Flame retardant themoplastic            Dimensions (LxWxH):109.2 mmx 482.6mm x 44.2mm            (4.30"x19.00" x1.74 " )            Mounting: CEA-310-E 19-inch (482.6mm) rack            Material – Panel: 18 gauge cold rolled steel, black e-coat            Ground Lug Attachment: 3/8" 1 hole or two-hole lug            (1"spacing</p>	
Industry Compliance	<p><b>STANDARDS COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• ANSI/TIA-568-C.2</li> <li>• ISO/IEC 11801 Ed 2.2</li> <li>• ETL Tested</li> <li>• IEC 60603-7</li> <li>• IEC 60603-7-51</li> <li>• IEEE 802.3an</li> <li>• IEEE 802.3af (PoE)</li> <li>• IEEE 802.3at (PoE+)</li> <li>• ANSI/TIA-1096-A</li> </ul>	
Warranty	<p>End-to-End Manufacturer's Warranty on Cabling System  <i>(Attach Manufacturer's Warranty Statement)</i>            Minimum 5 Years</p>	

## 6.3. FIBRE

## i) BACKBONE MULTIMODE FIBRE OPTIC CABLE

Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model (Mandatory)	
Construction	Steel Tape armoured with Glass Yarn	
Armour	Corrugated Steel Tape Armour	
Cable characteristics	<ul style="list-style-type: none"> <li>- Support for 10GBASE-T</li> <li>-Low Density Polyethylene Sheath</li> <li>-Gel Filled Loose Buffer Tube</li> <li>-Level 1 Rodent Protection</li> <li>- Crash(N) at least 2500</li> <li>-Torsion (Turns/M) not more than 5</li> <li>- Multimode</li> </ul>	
Fibre Specifications	-8-Core indoor Premium fiber meeting IEEE 802.3 10 Gigabit ethernet Standard as well as IEC-60793-2-10 and TIA-492AAAC specifications for laser bandwidth Differential Mode Delay(DMD) specifications	
	<ul style="list-style-type: none"> <li>- 900 <math>\mu</math>m tight buffer</li> <li>- 250<math>\mu</math>m coated optical fibre</li> <li>- Length markings in 2 ft. increments</li> <li>- Available in OFNR, OFNP and LSOH constructions</li> <li>- jacket Material is Lead Free</li> <li>- RoHS compliant</li> </ul>	
Industry Compliance	- ISO/IEC 11801:2002 OM3	
	-ANSI/TIA/EIA-568-B.3	
	- ANSI/TIA/EIA-568-B.3-1	
	<ul style="list-style-type: none"> <li>- ANSI/TIA-598-C</li> <li>-Telcordia GR-409-CORE</li> <li>- LSOH: IEC 60332-1, IEC 61034, IEC 60754</li> <li>- OFNR: Communications Type OFNR(UL) and FT4 c(UL)</li> <li>- TIA-492AAAC laser bandwidth DMD specification</li> </ul>	
	- IEC 60793-2-49 and TIA/EIA 455-220 DMD measurement test procedure	

## 6.4. ACTIVE DEVICES

## i) EDGE SWITCH (12 port/24 port/48port)

Item	Minimum Specifications	Proposed solution
Brand	State the brand, model and attach Technical Brochure (Mandatory) – The Switch should currently be supported by the Manufacturer and not less than 5 years to end of life.	
Features	<ul style="list-style-type: none"> <li>• Full Power over Ethernet Plus (PoE+) capability</li> <li>• Downlinks total 10/100/1000 or PoE+ copper ports: 10, 24, 26, 48 ports data</li> <li>• Uplink configuration: Modular uplink options (2 No. 1G Gigabit Ethernet Combo)</li> <li>• Default primary AC power supply: 240VAC</li> <li>• Fans: FRU redundant</li> <li>• Operational efficiency with optional backplane stacking, supporting stacking bandwidth up to 52 Gbps</li> <li>• UADP 2.0 Mini with integrated CPU</li> <li>• AES-128 MACsec encryption</li> <li>• Layer 3 capabilities, including OSPF, EIGRP, ISIS, RIP, and routed access</li> <li>• Advanced network monitoring using Full Flexible NetFlow</li> <li>• Plug and Play (PnP) enabled</li> </ul>	
Specs	<ul style="list-style-type: none"> <li>• Default AC power supply AC 240V</li> <li>• Switching capacity: <ul style="list-style-type: none"> <li>&gt; 20 Gbps for 10 port</li> <li>&gt; 52 Gbps for 26 port</li> <li>&gt; 56 Gbps for 28 port</li> <li>&gt; 104 Gbps for 48 port</li> </ul> </li> <li>• Forwarding rate: <ul style="list-style-type: none"> <li>&gt;14.88 Mpps for 10 port</li> <li>&gt;38.69 Mpps for 26 port</li> <li>&gt;41.66 Mpps for 28 port</li> <li>&gt;77.38 Mpps for 48 port</li> </ul> </li> <li>• 195W POE Budget</li> <li>• Total number of MAC addresses: <ul style="list-style-type: none"> <li>&gt;8000 for 26 port</li> <li>&gt;16000 for 28 port</li> </ul> </li> <li>• Total number of IPv4 routes (ARP plus learned routes) : <ul style="list-style-type: none"> <li>&gt; 32 static routes for 26 port</li> <li>&gt; 990 static routes for 28 port</li> </ul> </li> <li>• Packet buffer per SKU: <ul style="list-style-type: none"> <li>&gt;12 MB Buffer for 26 port</li> <li>&gt;1.5 MB Buffer for 28 port</li> </ul> </li> <li>• Mean time between failures (hours) - &gt;430341</li> </ul>	

RAM& accessories	<ul style="list-style-type: none"> <li>Flash-&gt; = 256 MB</li> </ul>	
Support	Locally Available Technical Support Services( <i>Manufacturer's Letter of Authorization Mandatory</i> )	
Warranty	Manufacturer's Limited Lifetime Warranty	

### ii) CORE SWITCH (28 port)

Item	Minimum Specifications	Proposed solution
Brand	State the brand, model and attach Technical Brochure (Mandatory) – The Switch should currently be supported by the Manufacturer and not less than 5 years to end of life.	
Features	<ul style="list-style-type: none"> <li>Full Power over Ethernet Plus (PoE+) capability</li> <li>Downlinks total 10/100/1000 or PoE+ copper ports: 24 ports data</li> <li>Uplink configuration: Modular uplink options (4 No. 10G Network Module)</li> <li>Default primary AC power supply: 240VAC</li> <li>Fans: FRU redundant</li> <li>Operational efficiency with optional backplane stacking, supporting stacking bandwidth up to 52 Gbps</li> <li>UADP 2.0 Mini with integrated CPU</li> <li>AES-128 MACsec encryption</li> <li>Layer 3 capabilities, including OSPF, EIGRP, ISIS, RIP, and routed access</li> <li>Advanced network monitoring using Full Flexible NetFlow</li> <li>Plug and Play (PnP) enabled</li> </ul>	
Specs	<ul style="list-style-type: none"> <li>Default AC power supply AC 240V</li> <li>Switching capacity: &gt; 208 Gbps</li> <li>Forwarding rate: &gt;154.76 Mpps</li> <li>Total number of MAC addresses: &gt;32000</li> <li>Total number of IPv4 routes (ARP plus learned routes) : &gt; 32000 static routes</li> <li>Packet buffer per SKU: &gt;32 MB Buffer</li> <li>Jumbo frames 9198 bytes</li> </ul>	
RAM& accessories	<ul style="list-style-type: none"> <li>Flash-&gt; = 256 MB</li> </ul>	
Support	Locally Available Technical Support Services( <i>Manufacturer's Letter of Authorization Mandatory</i> )	
Warranty	Manufacturer's Limited Lifetime Warranty	

<b>Mounting</b>	<ul style="list-style-type: none"> <li>Multiple mounting options Mounting bracket included for easy ceiling or wall mounting</li> <li>Physical security lock Kensington lock slot</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>Management protocols Web browser, Simple Network Management Protocol (SNMP) v3, Bonjour</li> <li>Remote management: Yes</li> <li>Event logging Local, remote syslog, email alerts</li> <li>Network diagnostics Logging and packet capture</li> <li>Web firmware upgrade: Firmware upgradable through web browser, imported/exported configuration file</li> <li>Dynamic Host Configuration Protocol (DHCP) client : Yes</li> <li>IPv6 host: Yes</li> <li>HTTP redirect:Yes</li> </ul>	
<b>Support</b>	Locally Available Technical Support Services ( <i>Manufacturer's Letter of Authorization Mandatory</i> )	
<b>Warranty</b>	Manufacturer's Limited Lifetime Warranty	

### iii) WIRELESS ACCESS POINT

Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Features	<ul style="list-style-type: none"> <li>Ports: LAN Gigabit Ethernet auto sensing</li> <li>Cabling type: Category 5e or better</li> <li>Antennas: Internal antennas optimized for installation on a wall or ceiling</li> <li>LED indicators: Power, WLAN, LAN</li> <li>Operating system: Linux</li> <li>Wave 2 Technology</li> </ul> <p><b>Physical Interfaces</b></p> <ul style="list-style-type: none"> <li>2 x Gigabit (10/100/1000BASE-T autosensing), Power over Ethernet (PoE)</li> <li>RJ-45 console port (not functional)</li> <li>USB 2.0 (not functional)</li> </ul> <p><b>Physical Specifications</b></p> <ul style="list-style-type: none"> <li>Access point (without mounting brackets): 7 x 7 x 1.5 in</li> <li>Weight WAP561: 1.51 lb or 685 g; WAP551: 1.41 lb or 640g</li> <li>Weight WAP 240 AC 0.43Kg</li> </ul> <p><b>Network Capabilities</b></p> <ul style="list-style-type: none"> <li>VLAN support: Yes</li> <li>Number of VLANs: 1 management VLAN plus 16 VLANs for SSIDs</li> <li>802.1X supplicant: Yes</li> <li>SSID-to-VLAN mapping: Yes</li> </ul>	

	<ul style="list-style-type: none"> <li>• Auto channel selection: Yes</li> <li>• Spanning tree: Yes</li> <li>• Load balancing: Yes</li> <li>• IPv6: Yes <ul style="list-style-type: none"> <li>• IPv6 host support</li> <li>• IPv6 RADIUS, syslog, Network Time Protocol (NTP), etc.</li> </ul> </li> <li>• Layer 2 802.1Q-based VLANs, 16 active VLANs plus 1 management VLAN</li> </ul> <p><b>Quality of Service</b></p> <ul style="list-style-type: none"> <li>• Quality of service (QoS) Wi-Fi Multimedia and Traffic Specification (WMM TSPEC)</li> </ul>	
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Wireless throughput Up to 450 Mbps data rate (real-world throughput will vary)</li> <li>• Recommended user support Up to 64 connective users, 30 active users per radio</li> </ul> <p><b>Multiple-Access Point Management</b></p> <ul style="list-style-type: none"> <li>• Single Point Setup: Yes</li> <li>• Number of access points per cluster:16</li> <li>• Active clients per cluster: 480</li> </ul>	
<b>Wireless</b>	<ul style="list-style-type: none"> <li>• Frequency: WAP551: Selectable radio band (2.4 or 5 GHz) WAP240 AC: Dual concurrent radios (2.4 and 5 GHz)</li> <li>• Radio and modulation type: Single radio (WAP551) or dual radio (WAP561), orthogonal frequency division multiplexing (OFDM)</li> <li>• WLAN 802.11ac <ul style="list-style-type: none"> <li>• 4x4 Downlink (DL) MU-MIMO with four spatial streams, up to 1733 Mbps</li> <li>• 802.11ac beamforming</li> <li>• 20, 40, 80 MHz channels</li> <li>• Dynamic Frequency Selection (DFS)Data rates</li> </ul> </li> </ul>	
<b>Standards</b>	<p><u>Standards Compliance</u></p> <p>IEEE 802.11n, 802.11g, 802.11b, 802.3af, 802.3u, 802.1X (security authentication), 802.1Q (VLAN), 802.1D (Spanning Tree), 802.11i (WPA2 security), 802.11e (wireless QoS), IPv4 (RFC 791), IPv6 (RFC 2460)</p>	
<b>Security</b>	<ul style="list-style-type: none"> <li>• Wi-Fi Protected Access 2 (WPA2 ); WPA3 in a future release</li> <li>• 802.1X, Remote Authentication Dial-In User Service (RADIUS); Authentication, Authorization, and Accounting (AAA)</li> <li>• Segmentation via VLANs (up to 16)</li> <li>• 802.11r and 802.11i</li> <li>• Guest network can also authenticate against: Google and Facebook</li> </ul>	

<b>Mounting</b>	<ul style="list-style-type: none"> <li>• Multiple mounting options Mounting bracket included for easy ceiling or wall mounting</li> <li>• Physical security lock Kensington lock slot</li> </ul>	
<b>Management</b>	<ul style="list-style-type: none"> <li>• Management protocols Web browser, Simple Network Management Protocol (SNMP) v3, Bonjour</li> <li>• Remote management: Yes</li> <li>• Event logging Local, remote syslog, email alerts</li> <li>• Network diagnostics Logging and packet capture</li> <li>• Web firmware upgrade: Firmware upgradable through web browser, imported/exported configuration file</li> <li>• Dynamic Host Configuration Protocol (DHCP) client : Yes</li> <li>• IPv6 host: Yes</li> <li>• HTTP redirect:Yes</li> </ul>	
Support	Locally Available Technical Support Services ( <i>Manufacturer's Letter of Authorization Mandatory</i> )	
Warranty	Manufacturer's Limited Lifetime Warranty	

*iv) Uninterruptible Power Supply***RACK MOUNT UPS**

Item	Minimum Specifications	Proposed solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Features	<p><b>Output</b></p> <ul style="list-style-type: none"> <li>➤ Nominal Output Voltage: 240V</li> <li>➤ Output Voltage Distortion: Less than 5%</li> <li>➤ Output Frequency (sync to mains): 50 Hz</li> <li>➤ Line Interactive</li> <li>➤ Waveform Type: Sine wave</li> <li>➤ Output Connections: (1) IEC 320 C19 (Battery Backup) , (2) IEC Jumpers (Battery Backup) , (8) IEC</li> </ul> <p><b>Input</b></p> <ul style="list-style-type: none"> <li>➤ 320 C13 (Battery Backup)</li> <li>➤ Nominal Input Voltage: 240V</li> <li>➤ Input Frequency: 50/60 Hz +/- 3 Hz (auto sensing)</li> <li>➤ Input Connections: IEC-320 C20</li> <li>➤ Input voltage range for main operations 180 - 287 V</li> </ul> <p><b>Batteries &amp; Runtime</b></p> <ul style="list-style-type: none"> <li>➤ Battery Type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof</li> <li>➤ Typical recharge time: 3 hour(s)</li> <li>➤ Replacement Battery: YES</li> <li>➤ RBC Quantity: 1</li> </ul> <p><b>Surge Protection and Filtering</b></p> <ul style="list-style-type: none"> <li>➤ Surge energy rating: 300 Joules</li> <li>➤ Filtering: Full time multi-pole noise filtering : 0.3% IEEE surge let-through : zero clamping</li> <li>➤ response time : meets UL 1449</li> </ul>	
Management	<ul style="list-style-type: none"> <li>➤ Interface Port(s): USB</li> <li>➤ Control panel: Multi-function LCD status and control console</li> <li>➤ Audible Alarm: Alarm when on battery : distinctive low battery alarm : configurable delays</li> </ul>	
Environmental	<ul style="list-style-type: none"> <li>➤ Operating Environment: 0 - 40 °C</li> <li>➤ Operating Relative Humidity: 0 - 95 %</li> <li>➤ Operating Elevation: 0-3000 meters</li> <li>➤ Storage Temperature: -15 - 45 °C</li> <li>➤ Storage Relative Humidity: 0 - 95 %</li> <li>➤ Storage Elevation: 0-15000 meters</li> <li>➤ Audible noise at 1 meter from surface of unit: 42.0 dB</li> <li>➤ Online Thermal Dissipation: 81.000 BTU/hr</li> </ul>	

Standards Compliance	C-tick , CE , EAC , GOST , GS Mark , IRAM , SABS , VDE, RoHS	
Support	Locally Available Technical Support Services( <i>Manufacturer's Letter of Authorization Mandatory</i> )	
Warranty	Manufacturer's Limited Lifetime Warranty Minimum 2 years- repair or replace	

## 7.00 IP-PBAX SYSTEM

TECHNICAL SPECIFICATIONS		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Type Approval	<i>System must be type approved by Communications Authority of Kenya (CA) – Attach Certificate of type approval</i>	
Features	<ul style="list-style-type: none"> <li>• Support at-least 250 users</li> <li>• Support Unified Communications</li> <li>• Must Support interfaces as below -IP, Digital and Analog Telephones -DECT</li> <li>• Support for PC based</li> <li>• Must have inbuilt SIP PSTN connection capability</li> <li>• Directory (LDAP / Open Directory Service)</li> <li>• Call me feature</li> <li>• Personal Auto attendant</li> <li>• Support Networking</li> <li>• PC based management</li> <li>• Must support codecs G.711; G.729; G.722</li> </ul>	
UC Features	<ul style="list-style-type: none"> <li>• Drag and Drop conferences</li> <li>• dial-in conferences</li> <li>• Web Collaboration</li> <li>• Presence</li> <li>• Contact Center,</li> <li>• Instant Messaging (IM)</li> <li>• Status based forwarding</li> <li>• Integration with outlook</li> </ul>	
Call center feature	<ul style="list-style-type: none"> <li>• Intelligent call distribution</li> <li>• Support for wall board</li> <li>• Wrap-up time for agents</li> <li>• Caller list</li> <li>• Preferred agent</li> <li>• VIP support</li> <li>• Reporting</li> <li>• Auto attendant</li> </ul>	
Supported phones	<ul style="list-style-type: none"> <li>• Desk phone</li> <li>• PC Based clients</li> <li>• Mobile (android &amp; Apple) clients</li> <li>• DECT Telephones</li> <li>• WLAN Telephones</li> </ul>	

Supported standards	<ul style="list-style-type: none"> <li>• IEEE 802.1Q Virtual LANs</li> <li>• IEEE 802.1p Priority Tagging</li> <li>• IPsec Authentication (MD5, SHA1 and SHA2)</li> <li>• CSTA Phase III</li> <li>• TAPI Service Provider for TAPI 2.1</li> <li>• DHCP</li> <li>• SNMP</li> </ul>	
Interface and protocols	<ul style="list-style-type: none"> <li>• CSTA for monitoring and control of telephones</li> <li>• SIP for connection to voice-based applications</li> <li>• LDAP for connection to external directories or of external LDAP clients for delivery of information on callers or quick dialing of contacts</li> <li>• HTTP and HTTPS for external application for management</li> <li>• TCP/IP as the basic protocol for all Ethernet connections</li> <li>• ODBC interface for connectivity of external customer databases with existing ODBC drivers, e.g. MySQL, Maria DB, Oracle, Windows-based databases with Windows-compatible V3.5 drivers, e.g. Microsoft Excel or Microsoft Access</li> <li>• SQL connector for connecting to SQL databases to search for contact details:</li> <li>• Microsoft Teams and Skype for Business telephony interworking</li> </ul>	
Hardware	<ul style="list-style-type: none"> <li>• Should be rack mountable</li> <li>• AC power specification 240V AC</li> <li>• Operating environmental conditions (+5 to +40 °C and Humidity 5 to 85%)</li> </ul>	
Warranty	<ul style="list-style-type: none"> <li>• Should include 1-year warranty</li> </ul>	

### 7.1. IP EXECUTIVE PHONE

TECHNICAL SPECIFICATIONS		
Item	Minimum Specifications	Proposed Solution
Brand	<p>State the brand, model and attach Technical Brochure (Mandatory)</p> <p>Telephone must be same model as the proposed PABX</p>	
Key features	<ul style="list-style-type: none"> <li>• The phone offers an easy-to-use interface and provides a traditional telephony-like user experience</li> <li>• A full-duplex speakerphone.</li> <li>• Ethernet (10/100/1000) line interface with a secondary 10/100/1000 port for collocated laptop or PC</li> <li>• High Quality voice</li> <li>• Support energy efficient Ethernet 802.3az</li> <li>• Must support SIP protocol</li> <li>• Must have the blue angel ecolabel certification</li> </ul>	
Display	<ul style="list-style-type: none"> <li>• Adjustable display</li> <li>• Pivotal graphic color display, at least (480 x 272 pixels)</li> <li>• Signaling LED</li> <li>• LED Backlighting</li> </ul>	
Keys	<ul style="list-style-type: none"> <li>• At least 5 context-sensitive soft keys with LED</li> <li>• At least 2 Fixed function keys</li> <li>• Volume +/-</li> <li>• Hands-free speaking button</li> <li>• 4-way navigator plus OK key</li> <li>• At least 3 audio function keys</li> </ul>	
Connection Options	<ul style="list-style-type: none"> <li>• Must support Bluetooth</li> <li>• Must support extra key module</li> <li>• Slot for SD Card</li> <li>• Must support NFC</li> </ul>	
Security and Network Protocols	<ul style="list-style-type: none"> <li>• HTTPS</li> <li>• Layer 2 authentication (IEEE 802.1x)</li> <li>• Payload encryption via SRTP</li> <li>• Signaling via TLS encryption</li> <li>• LLDP-MED</li> <li>• IEEE 802.1Q</li> <li>• QoS</li> <li>• Standards-based codec support: G.711, G.722, G.729AB, OPUS</li> </ul>	

Warranty	Must include 6 months warranty	
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## 7.2. IP ADVANCED PHONE

TECHNICAL SPECIFICATIONS		
Item	Minimum Specifications	Proposed Solution
Brand	<p>State the brand, model and attach Technical Brochure (Mandatory)</p> <p>Telephone must be same model as the proposed PABX</p>	
Key features	<ul style="list-style-type: none"> <li>• The phone offers an easy-to-use interface and provides a traditional telephony-like user experience</li> <li>• A full-duplex speakerphone.</li> <li>• Ethernet (10/100/1000) line interface with a secondary 10/100/1000 port for collocated laptop or PC</li> <li>• High Quality voice</li> <li>• Two placement angles</li> <li>• Support energy efficient Ethernet 802.3az</li> <li>• Must support SIP protocol</li> <li>• Must have the blue angel ecolabel certification</li> </ul>	
Display	<ul style="list-style-type: none"> <li>• Adjustable display</li> <li>• Pivotal graphical display, 3.7" at least (240 x 120 pixels),</li> <li>• Signaling LED</li> <li>• LED Backlighting</li> </ul>	
Keys	<ul style="list-style-type: none"> <li>• At least 4 context-sensitive soft keys with LED</li> <li>• At least 2 Fixed function keys</li> <li>• At least 16 freely-programmable function keys</li> <li>• Volume +/-</li> <li>• Hands-free speaking button</li> <li>• 4-way navigator plus OK key</li> <li>• At least 3 audio function keys</li> </ul>	
Connection Options	<ul style="list-style-type: none"> <li>• Headset Interface</li> <li>• Must support extra key module</li> </ul>	
Security and Network Protocols	<ul style="list-style-type: none"> <li>• HTTPS</li> <li>• Layer 2 authentication (IEEE 802.1x)</li> <li>• Payload encryption via SRTP</li> <li>• Signaling via TLS encryption</li> <li>• LLDP-MED</li> <li>• IEEE 802.1Q</li> <li>• QoS</li> <li>• Standards-based codec support: G.711, G.722, G.729AB, OPUS</li> </ul>	

Warranty	Must include 6 months warranty	
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### 7.3. IP STANDARD PHONE

TECHNICAL SPECIFICATIONS		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)  Telephone must be same model as the proposed PABX	
Key features	<ul style="list-style-type: none"> <li>• The phone offers an easy-to-use interface and provides a traditional telephony-like user experience</li> <li>• A full-duplex speakerphone.</li> <li>• Ethernet (10/100/1000) line interface with a secondary 10/100 port for collocated laptop or PC</li> <li>• High Quality voice</li> <li>• Two placement angles</li> <li>• Must support SIP protocol</li> <li>• Must have the blue angel ecolabel certification</li> </ul>	
Display	<ul style="list-style-type: none"> <li>• At least two lines display</li> <li>• Signaling LED</li> <li>• monochrome</li> </ul>	
Keys	<ul style="list-style-type: none"> <li>• At least 4 freely programmable function keys</li> <li>• At least 5 Fixed function keys</li> <li>• Volume +/-</li> <li>• Hands-free speaking button</li> <li>• 4-way navigator plus OK key</li> </ul>	
Security and Network Protocols	<ul style="list-style-type: none"> <li>• HTTPS</li> <li>• Layer 2 authentication (IEEE 802.1x)</li> <li>• Payload encryption via SRTP</li> <li>• Signaling via TLS encryption</li> <li>• LLDP-MED</li> <li>• IEEE 802.1Q</li> <li>• QoS</li> <li>• Standards-based codec support: G.711, G.722, G.729AB, OPUS</li> </ul>	
Warranty	Must include 6 months warranty	

## 8.00 IP CCTV SURVEILLANCE SYSTEM:

### a) IP Video System Overview:

- Transmit and Receive H.265, H.264 and MPEG-4 Video and bi-directional Audio.
- Video and alarm management software under one single front end and should be on open platform with support to renowned IP camera brands (like Axis, Pelco, Samsung Hanwa, Honeywell, Panasonic, Sony etc.)
- Support for multi user and multi user group environment in addition to user hierarchy
- System should allow to be used as a distributed or central architecture with support to any number of cameras and any number of clients that may be added in future.
- System Guarantees Bandwidth & Frame rate control.
- Provides Activity Controlled Frame rate, which in turn reduces the Bandwidth and the Storage requirements.
- Provides Broadcast Quality Video across IP network including Internet.
- Provides multiple failover and network resilience.
- Provides real time recording at 25fps with no frame loss.
- Provides PTZ Camera Controls & Binary INPUT/OUTPUT controls.
- Supports Multiple IP Video Streams.
- Secured recording for evidence purposes and user authentication to protect data integrity.
- Video Stream bit rate selectable from 32 to 4096kbps. or better
- All the IP cameras shall have SD card slot for recording in SD card when network is down/fail

### b) Network Video Recorder

8 Channel Standard Network Video Recorder – The NVR should currently be supported by the Manufacturer and not less than 5 year to end of life.	Proposal Solution
• 8 Channel upto 8MP Resolution	
• H.265, MPEG4 and Motion JPEG, Recording Bandwidth Max 160 Mbps (Raid 5/6).	
• Network interface: Dual 1 Gigabit Ethernet	
• Monitor Output: 1 No. HDMI Ports and DVI w/VGA adapter RCA Spot monitor output	
• Minimum 1 SATA HDDs upto (6 TB each) Support no limitations on the kind of storage to be used (RAID, NAS, etc).	
• Automatic camera registration, any Recording Device ONVIF and Major Camera Brands Support	
• Network management/viewer software inbuilt	
• In built intelligent video analysis capabilities ( Face Detection, Number plate Recognition, Heat map Generation, Counting )	
• System should be in Linux/Windows	



### c) CCTV CAMERAS

- i. **TYPE A CAMERA** - The Camera should currently be supported by the Manufacturer and not less than 5 year to end of life.

<b>Tender Specifications for Outdoor &gt; or = 4MP varifocal Lens Dome Camera ColorVU</b>	<b>Proposed Solution</b>
The camera should be of >or= 4 MP Dome type	
The camera should have 3.9 ~ 9.4mm(2.4x) motorized varifocal lens with maximum aperture ratio of F1.6	
The lens mount should be Board type	
The image sensor used in the camera should >1/1.5" 6M CMOS Progressive Scan,	
The Electronic shutter time of the camera should be Minimum / Maximum / Anti flicker (2 ~ 1/12,000sec)	
The minimum illumination(B/W) provided should be 0 Lux with IR LED on	
The minimum illumination Color : 0.07Lux (F1.3, 1/30sec)	
Adaptive IR >45m ; auto ON in night mode, or off	
The camera should have the property of IR cut filter with auto switch	
The camera should have SNR of >50 dB	
The camera should have the property of WDR (Wide Dynamic Range) of >100dB	
The camera should provide 3D DNR (Digital Noise Reduction) SSNRV (2D+3D noise filter) (Off / On)	
<b>Compression Standards</b>	
The video compression of the camera should be H.265 COMPLIANT /MJPEG	
The Bit Rate Control Method of the camera should be H.265: CBR or VBR, MJPEG : VBR	
The camera should be capable of providing more than 3 streams	
<b>Image</b>	
The Maximum Image Resolution of the Camera should be 2560 x 1920 @ 30fps	
The camera should have configurable frame rate up to 30 frames	
The Camera should have GOP ration should be from 1-100	
The cameras should have image settings like Rotate mode, Saturation, Brightness, Contrast adjustable by client software or web browser	
The cameras should have Motion detection, View Tampering alarm, Trip wire, Line Crossing, Directional Motion, Zone intrusion, Object Intrusion etc.	
The Camera should have support of ROI, BLC, Digital Zoom and Edge Recording, smart stream(Max. 3 windows)Function support	
<b>Alerts</b>	
The camera should generate alarm trigger on Motion detection, Network disconnect, IP address conflict, Storage full , Storage error, Video Tamper, Trip wire, Zone intrusion	
<b>Network</b>	
The camera should be interoperable with ONVIF, PSIA, CGI, ISAPI	

The camera should support TCP/IP,ICMP,HTTP,HTTPS,FTP,DHCP,DNS,DDNS,RTP,RTSP,RTCP,PPPoE,NTP,UPnP,SMTP,SNMP,IGMP,802.1X,QoS,IPv6,Bonjour	
The camera should be ONVIF S compliant	
<b>Security</b>	
HTTPS (SSL) Login Authentication, Digest Login Authentication IP Address Filtering, User access Log, 802.1X Authentication	
<b>Interface</b>	
The communication interface of the camera should be 1 RJ45 10/100Mbps Ethernet	
The camera should have a 128GB SD card support	
<b>General</b>	
There should be minimum 30 - Through-hole LEDs with Wave Length 850nm	
The distance covered by the camera should be >30m	
The camera should have PoE (802.3af)	
The camera should have CE,FCC, IK10 Vandal Resistant for Outdoor Version	

- ii. **TYPE B** - The Camera should currently be supported by the Manufacturer and not less than 5 year to end of life.

<b>Tender Specifications for 4MP Outdoor/Indoor/Vandal Proof Varifocal Lens IR Bullet Camera ColorVU</b>	
<b>Specifications</b>	
The camera should be of > or =4 MP Bullet type	
The camera should have 3.7 ~ 9.4mm (3.1x) motorized Varifocal lens with maximum aperture ratio of F1.2	
The lens mount should be Board type	
The image sensor used in the camera should $\geq 1/8"$ 6M CMOS Progressive Scan,	
The Electronic Shutter Speed of the camera should be Minimum / Maximum / Anti flicker (2 ~ 1/12,000sec)	
The minimum illumination(B/W) provided should be 0 Lux with IR LED on	
Adaptive IR up to 50 m; auto ON in night mode, or off	
The minimum illumination Color : 0.07Lux (F1.2, 1/30sec)	
The camera should have the property of IR cut filter with auto switch	
The camera should have SNR of $\geq 50$ dB	
The camera should have the property of (Wide Dynamic Range), WDR of $\geq 120$ dB	
The camera should provide 3 DNR (Digital Noise Reduction) of SSNRV (2D+3D noise filter) (Off / On)	
<b>Compression Standards</b>	
The video compression of the camera should be H.265/MJPEG compliant	
The bit rate of the camera should be 512 Kbps ~ 4 Mbps	
The camera should be capable of providing minimum of 4 streams	
<b>Image</b>	

The Maximum Image Resolution of the Camera should not less than 2560 x 1920@ 30fps	
Frame rate H.265: Max. 30fps at all resolutions, MJPEG : Max. 30fps	
The Camera should have GOP ration should be from 1-100	
The cameras should have image settings like Rotate mode, Saturation, Brightness, Contrast adjustable by client software or web browser	
The cameras should have Motion detection, View Tampering alarm, Trip wire, Line Crossing, Directional Motion, Zone intrusion, Object Intrusion.	
The Camera should have support of ROI, BLC, Digital Zoom and Edge Recording, smart stream(Max. 3 windows)Function support	
<b>Alerts</b>	
The camera should generate alarm trigger on Motion detection, Network disconnect, IP address conflict, Storage full , Storage error, Video Tamper, Trip wire, Zone intrusion	
<b>Network</b>	
The camera should be interoperable with ONVIF, PSIA, CGI, ISAPI	
The camera should support TCP/IP,ICMP,HTTP,HTTPS,FTP,DHCP,DNS,DDNS,RTP,RTSP,RTCP,PPPoE, NTP,UPnP,SMTP,SNMP,IGMP,802.1X,QoS,IPv6,Bonjour	
The camera should be ONVIF S compliant	
<b>Security</b>	
HTTPS (SSL) Login Authentication, Digest Login Authentication IP Address Filtering, User access Log, 802.1X Authentication	
<b>Interface</b>	
The communication interface of the camera should be 1 RJ45 10/100Mbps Ethernet	
The camera should have a 128GB or more SD card support	
<b>General</b>	
The camera should have PoE(802.3af)	
The camera should have IP67, IP66, NEMA 4X / IK10 Vandal Resistant for outdoor usage	

#### d) Raid Storage:

- RAID-5 compliant
- Upto fifteen (15) 1-inch-by-3.5-inch SATA II hot-pluggable 3.0 Gbps hard drives at speeds of 7200 rpm
- Loaded with 6TB usable storage (after RAID 5 implementation) with hot-pluggable drives and minimum one spare drive. Maximum capacity upto 15TB using fifteen 1TB drives.
- Upgradable for dual host support providing direct connectivity to drives 0 through 6 and a separate connectivity to drives 7 to 14
- LED indications for systems status, power, split mode, activity, drive indicator per drive, fan fault, SAS ports etc.
- Configured with RAID 5 support for RAID levels 0,1,5,510,50
- Operating temperature upto 35 degree Celsius

## 9.00 ACCESS CONTROL SYSTEM

The main components of an access control system are:

- a) Intelligent System Controller and Server
- b) The proximity card reader
- c) The proximity cards
- d) The electric strike-lock
- e) Biometric readers
- f) Electric Strikes/Magnetic locks

### 9.1. ACCESS MODULAR CONTROLLER

TECHNICAL SPECIFICATIONS		
Compliant Standards : ISO 9001		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• The System Controllers shall be intelligent hardware devices with a full on-board database of tags and access data.</li> <li>• The System Controllers shall operate in a truly standalone mode when there is no network connection available to the ACS database engine module.</li> <li>• Each system controller/cluster controller shall be capable of storing up to <b>10 000 tags</b>, and shall be capable of buffering up to <b>100 thousand transactions</b> should the connection to the ACS polling module be lost.</li> <li>• The ACS controller shall be capable of facilitating more tags and transactions if coupled with another master device (System Controller or Application Controller) which increases storage and processing capacity.</li> <li>• The System Controllers shall allow for the easy expansion of door controllers without the need to physically wire power and communications between these devices.</li> <li>• Supports full off-line functionality, including anti-pass back, access rights, emergency and lockdown modes.</li> <li>• RS485 – with connectivity speeds of 38,400 Baud</li> </ul>	

	<ul style="list-style-type: none"> <li>• TCP/IP Ethernet connectivity – with support for up to 100Mbps connectivity speeds</li> <li>• Serial BUS – with connectivity speeds of 9,600 Baud.</li> <li>• Database on global Microsoft SQL platform, using HTML5</li> <li>• Simple integration with CCTV, intrusion alarms Fire and elevators</li> </ul>	
Key Functions	<ul style="list-style-type: none"> <li>• The ACS server console shall provide an auto detect function that shall poll the RS485 bus, or the LAN/WAN for any ACS controllers</li> <li>• The ACS controllers shall respond back with their respective factory assigned addresses which shall be automatically inserted into the ACS database.</li> <li>• The ACS system controllers logically addresses shall automatically be assigned to the devices without any user intervention.</li> <li>• The ACS System Controller shall support up to 64 physical devices connected via RS485 terminal, communications bus, TCP/IP or proprietary solutions.</li> <li>• Proprietary door controllers for connection of proprietary ACS readers.</li> <li>• 3rd Party door controllers for connection of 3rd Party door readers such as biometric devices.</li> <li>• Door Controllers with the following, or a combination of the following, components built in to facilitate the opening of doors and the monitoring of doors, Dry contact relays, Digital inputs, Ports for connection to ACS readers, Communications port for 3rd Party readers, RS485 and SBus connectivity.</li> <li>• Each Door Controller shall support <math>\geq</math> two (2) readers.</li> </ul>	
Performance	<ul style="list-style-type: none"> <li>• TCP/IP, RS485 and Serial Bus Communication</li> </ul>	
Hardware	<ul style="list-style-type: none"> <li>• Ethernet and RS485 communication protocols</li> <li>• 32-bit ARM Cortex M3 processor</li> <li>• Operating temperature of -25°C to +60°C</li> <li>• 4KB Ram 48KB Flash Memory</li> <li>• 8 LED diagnostic indicators</li> <li>• Anti-tamper switch</li> <li>• Real time clock battery backup</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• Input voltage of 12 VDC to 15 VDC Polarity Sensitive, 140mA current, 1.7W Power, Reverse polarity and transient voltage protection</li> </ul>	
Environmental class	<ul style="list-style-type: none"> <li>• IP 20,</li> </ul>	
Certifications	<ul style="list-style-type: none"> <li>• UL(US), CE(EU), SABS (RSA) ROHS</li> </ul>	

Housing	<ul style="list-style-type: none"> <li>• Plastic housing 18.6cm (l) x 9.9cm (w) x 5.7cm (h)</li> <li>• Housing material black ABS plastic or IPS boxed solution</li> </ul>	
Data Transfer	<ul style="list-style-type: none"> <li>• Encrypted</li> </ul>	
Warranty	Comprehensive 3 Years Manufacturer's Warranty ( <i>Attach Manufacturer's Warranty Statement</i> )	

## 9.2. CARD READER

TECHNICAL SPECIFICATIONS		
Compliant Standards: • CE approved & ISO 9001		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• The ACS readers shall be any of the following type; ABS Plastic, ABS Plastic with Keypad, Metal Alloy, Stainless Steel &amp; ABS Plastic, Stainless Steel &amp; ABS Plastic with Keypad.</li> <li>• Communications distance of up to 150 m (164 yd) via the Wiegand Bus.</li> <li>• Read Range 25 – 50 mm (1 – 2 in)</li> <li>• Suitable for OEM developments.</li> <li>• Multiple Wiegand output formats (26-bit and 44-bit).</li> <li>• A single tri-coloured Red, Green or Amber Status LED.</li> <li>• 12-Button Keypads</li> <li>• Programmable facility code for use with PIN-code entry</li> <li>• AES 128-bit encryption with Diffie-Hellman key exchange.</li> <li>• Supports both 125 kHz and 13.56 MHz Tag types.</li> <li>• CSN Read capability from various Tag types: Slim Tags, Omega Tags, Philips HITAG™ 1, Philips HITAG™ 2, HID Tags (H10301, H10302 and H10304), ISO 15693-2 iClass Tags and ISO 14443A MIFARE® Tags.</li> <li>• PCB mounted Anti-tamper switch.</li> <li>• A 4 kHz piezo-electric Buzzer.</li> <li>• An external Wiegand communications bus interface.</li> <li>• Compatible with third-party systems using the Wiegand 44-bit output.</li> <li>• Conveniently use in OEM applications using either 26-bit or 44-bit Wiegand Protocol.</li> <li>• Mark resistant housing.</li> </ul>	

Interfaces	<ul style="list-style-type: none"> <li>Multiple Wiegand output formats (26-bit and 44-bit).</li> <li>Connects to controllers on Wiegand or RS-485</li> </ul>	
Hardware	<ul style="list-style-type: none"> <li>Mounting: Mullion Size; mount on door mullion or any flat surface</li> <li>Product Weight: 2.7oz</li> </ul>	
Power	<ul style="list-style-type: none"> <li>Input Voltage Rating: 8 V DC to 14 V DC, polarity sensitive.</li> <li>Supply Voltage 12 V DC</li> <li>(All indicators on): 100 1.2</li> <li>Permissible Input Supply Ripple</li> <li>Voltage (Max): 1 V PP at 50 Hz.</li> </ul>	
Environmental class	<ul style="list-style-type: none"> <li>IP65 Indoor/Outdoor</li> <li>Operating Temperature: -25°C to +60°C (-13°F to +140°F).</li> <li>Storage Temperature: -40°C to +80°C (-40°F to +176°F).</li> <li>Humidity Range: 0 to 95% relative humidity at +40°C (+104°F) non-condensing.</li> </ul>	
Housing	<ul style="list-style-type: none"> <li>Length: 97 mm (3.8 in)</li> <li>Width: 45 mm (1.8 in)</li> <li>Height: 21 mm (0.8 in)</li> <li>Housing Material: ABS Plastic (Black)</li> <li>Face Plate Material : 304 Stainless Steel (Brushed)</li> </ul>	
<b>9.2.1. BIOMETRIC &amp; CARD Reader</b>		
Template output format	<ul style="list-style-type: none"> <li>1:1: ANSI 378 1:N: Proprietary (ANSI 378+ format)</li> </ul>	
Fingerprint Biometric Sensor Type	<ul style="list-style-type: none"> <li>Sensor type Optical (multispectral imaging)</li> <li>Template output format 1:1 ANSI 378   1:N Proprietary (ANSI378+ format)</li> <li>Verify (1:1) match ANSI 378 template</li> <li>Identify (1:N) search Proprietary template (ANSI 378+ format), Max. 5k users with unlock</li> <li>Latent and liveness detection Yes (multispectral imaging)</li> <li>Database 1k users standard, 5k users with unlock</li> <li>No. of templates per user 10 Max</li> <li>No. of fingers on card 2 Max</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>Ethernet Base-T 10/100</li> <li>RS-485 Supported</li> <li>Wiegand/OSDP Supported</li> <li>I/O Door position sensor Inputs, Relay connections, Request to Exit Inputs</li> </ul>	
User Interface	<p>Buzzer Single tone LED Tri-coloured status LED</p>	

	<p>Tamper Optical tamper protection</p> <p>Tag compatibility: Secure Identity Object™ (SIO) on iCLASS® Seos®, iCLASS SE®/SR   iCLASS® Access Control Application (standard iCLASS cards)</p> <p>ISO 14443A (MIFARE) CSN, ISO 14443B CSN   Secure Identity Object (SIO) on NFC-enabled devices using Host-Based Card Emulation, Template of Card with Seos   Mobile IDs (Bluetooth Smart</p>	
Environmental class	<ul style="list-style-type: none"> <li>• IP66 Indoor/Outdoor</li> <li>• Operating Temperature: -20°C to +55°C</li> <li>• Storage Temperature: -40°C to +80°C</li> <li>• Humidity Range: 0 to 80% relative humidity at +40°C</li> <li>• (+104°F) non-condensing.</li> </ul>	
Warranty	Comprehensive 3 Years Manufacturer's Warranty ( <i>Attach Manufacturer's Warranty Statement</i> )	

### 9.3. ACCESS CONTROL SYSTEM SOFTWARE

TECHNICAL SPECIFICATIONS		
Compliant Standards:		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• The Access Software offers a map viewer, which provides a graphical representation of the premises with device control directly from the map. Monitoring modules shall also include a text based transaction module</li> <li>• integrated video functionality</li> <li>• Visitor Management- Visitor management shall allow for the pre-authorization and first time arrival of guests to a site.</li> <li>• The operator shall have the following functionality via GUI: <ul style="list-style-type: none"> <li>• Create a new visitor</li> <li>• Set a start and end time for the visitor</li> <li>• Choose the access permissions for the visitor</li> <li>• Generate a one-time pin (OTP) for the visitor to gain access</li> <li>• Send an email with information pertaining to visitors visit details</li> <li>• Add information such as vehicle details, reason for entry, whom visiting</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• In addition the software shall allow easy use via mobile devices or computers via a HTML 5 compliant internet browser.</li> <li>• The software shall be linked via the API / integration layer in order for the visitor to be enabled in the ACS system. All data shall be able to be reported on via the ACS software. The ACS software shall make available the remote / mobile biometric and card units to be used in conjunction with the Visitor Management module.</li> <li>• Threat levels – when activated, pre-selected doors shall be opened automatically or security will be increased, based upon the defined rules and depending upon the severity of the threat.</li> <li>• Scheduled Tours – ability to create predefined schedules for cleaning, guards or maintenance staff with online validation that defined points have been reached within a particular time frame.</li> <li>• Alarm Mode – when an intrusion or fire alarm is activated, a signal shall be received by the ACS and system configured actions shall be triggered.</li> <li>• Time Triggered Actions – specified actions may be activated at specified times with the capacity to generate 512 Time Triggered Actions per site.</li> <li>• Holidays - feature to define Holidays and qualify access rights accordingly.</li> <li>• The ACS shall provide suitable T&amp;A hardware and facilitate integration of a T&amp;A solution.</li> <li>• The facility to set a Relaxed or Strict APB status</li> <li>• The option of single tag use, or multiple tag use per location.</li> <li>• An interface for the administration of tag holders.</li> <li>• The ability to assign up to 10 tags per tag holder.</li> <li>• The option of linking up to 30 access groups to a single tag.</li> <li>• The option of assigning access groups across multiple sites in the ACS.</li> <li>• The ability to configure up to 10 000 Access Groups per site</li> </ul>	
Remote Administration	<ul style="list-style-type: none"> <li>• It shall be possible to administer and view the ACS sites remotely via an HTML5 compliant browser using any HTML 5 compatible device.</li> </ul>	
Access Modes	<ul style="list-style-type: none"> <li>• Card only</li> <li>• Card with PIN (Verification PIN)</li> <li>• PIN or Card (Identification PIN)</li> <li>• Bio and Card</li> <li>• Bio Only</li> </ul>	

Integration	<p>The ACS software supports integration options via XML format commands for one or more or all the following 3rd party systems:</p> <ul style="list-style-type: none"> <li>• Intrusion Alarm systems</li> <li>• Fire alarms</li> <li>• Elevators</li> <li>• Human Resources Databases</li> <li>• Time and Attendance Systems</li> <li>• ERP, SCM and CRM Systems</li> <li>• Student Enrolment Systems</li> <li>• Digital and Network Video Recording Systems</li> <li>• Visitor Enrolment solutions</li> </ul>	
Reports	<ul style="list-style-type: none"> <li>• The Reports feature include the following;</li> <li>• Tag Holder report – Displays information on tag holders in the system.</li> <li>• Transaction Report – Displays all tagholders transactions on a specific date</li> <li>• Zone Occupancy – Provides APB zone occupancy information</li> <li>• Time Based Reports – Combines a number of time based reports</li> <li>• The ability to run and save customized reports.</li> <li>• Feature to export all reports to PDF and CSV</li> <li>• Contain graphical representation for ease of use in reports i.e. graphs</li> <li>• Allow for full audit reporting of all events and actions which take place on the ACS system.</li> <li>• The ACS reports facilitate customizable fields. Reports shall be filterable and columns shall be able to be configurable from a display perspective</li> </ul>	
Max. number of access authorizations groups	<ul style="list-style-type: none"> <li>• 10,00 per site</li> </ul>	
Card enrollment	<ul style="list-style-type: none"> <li>• USB enrollment devices AMC connected readers</li> </ul>	
Operator Security	<ul style="list-style-type: none"> <li>• The ACS software shall include an Operator Security module that will enable the System Administrator to define operator groups for users who will operate the various modules.</li> <li>• The Operator Security module shall facilitate the creation of users and passwords, as well as user groups.</li> <li>• The System Administrator shall be able to set up application security as well as granular security settings within each application.</li> </ul>	

	<ul style="list-style-type: none"> <li>• The Operator Security module shall facilitate the assignment of tag holder access groups to selected operator groups.</li> <li>• The ACS must provide configurable security options to limit system users' activity within it. Such operator security must be configurable on a per user group basis.</li> </ul>	
System Health Check Reporting	<ul style="list-style-type: none"> <li>• The ACS system shall have a health checking or self-diagnostic capability. The Health check shall inform an administrator/system integrator of any faults or issues as well as explain any user initiated elements that are at variance with the rules of implementation. This process must be an automated process</li> </ul>	
Minimum Software Specification	<ul style="list-style-type: none"> <li>• Windows operating system: <ul style="list-style-type: none"> <li>• Windows 2016 Standard Server (64 bit)</li> <li>• Windows 2012 R2 Server</li> <li>• Windows 10 x 64 Professional</li> <li>• Windows</li> </ul> </li> <li>• Database: Microsoft SQL Server2014</li> </ul>	
License	Comprehensive Manufacturer's license	

## 9.4. POWER SUPPLY MODULE

TECHNICAL SPECIFICATIONS		
Compliant Standards:		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• AC Power failure supervision relay</li> <li>• Battery failure / low battery supervision relay</li> <li>• DC Power failure supervision relay (EAP-5D5Q only)</li> <li>• Auxiliary output relay</li> <li>• Relays rated 3A@24VDC, 3A@120VAC</li> <li>• Adjustable voltage range to compensate for voltage drop</li> <li>• Built-in backup battery charger (battery not included)</li> <li>• Selectable 2.2k 9 End-of-Line (EOL) resistor for AC failure and battery failure supervision relays via DIP switch</li> <li>• Selectable delay timer (5 seconds, 5 minutes, 5 hours) for AC failure supervision relay via DIP switch</li> <li>• LED Status indicator for AC input, DC output and channel outputs</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• Operating Input voltage: 240 VAC</li> <li>• Field-selectable 12 or 24 VDC output</li> <li>• Total continuous output current: 5A@12VDC, 2.5A@24VDC</li> <li>• Individually fused power output (PTC-type fuses) rated at 1.1A, fail-safe or fail-secure modes.</li> <li>• AC Input fuse rated at 3.15A</li> <li>• Adjustable Output Voltage Range: 11~15 @ 12VDC setting, via VR switch, 23~28 @ 24VDC setting, via VR switch</li> <li>• Number of Outputs: 5</li> </ul>	
Enclosure	<ul style="list-style-type: none"> <li>• Heavy-duty steel case with ventilation holes</li> <li>• Enclosure large enough to fit (&gt;two (2) 12V/12Ah batteries)</li> <li>• Removable steel cover for easy access to power connections</li> <li>• 6ft Power cord and battery leads included</li> <li>• Dimensions: (377x363x105 mm)</li> </ul>	
Warranty	Comprehensive Manufacturer's Warranty ( <i>Attach Manufacturer's Warranty Statement</i> )	

## 9.5. ELECTRIC STRIKE

TECHNICAL SPECIFICATIONS		
Compliant Standards: ANSI/ BHMA A156.31, Grade 2		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• Centerline Electric Strike</li> <li>• 4 Interchangeable Application Faceplates</li> <li>• Full Monitoring is Standard,</li> <li>• Including: Latched and Unlatched</li> <li>• Status, Keeper Closed and</li> <li>• Deadlocked, or Unlocked</li> <li>• Keeper Open Status Optional</li> <li>• Reversible Failsafe/Failsecure, no disassembly</li> <li>• 1/4" Horizontal Alignment Adjustment</li> <li>• Plated Architectural Finishes Available</li> <li>• For 5/8" latch or 3/4" latch with 1/8" door gap</li> <li>• Latch position status standard</li> <li>• Keeper closed &amp; deadlocked/unlocked status standard</li> <li>• Field selectable failsecure - failsafe</li> <li>• Field selectable voltage</li> <li>• 1/4" Horizontal alignment adjustment</li> <li>• Low profile, 1-3/16" deep</li> <li>• Plug-in wire connectors</li> <li>• Mounting tabs</li> <li>• Non-handed</li> <li>• All stainless steel parts with durable die cast body for corrosion resistance</li> <li>• Fewer moving parts for maximum life</li> <li>• Stainless steel standard with square corner faceplate</li> <li>• Aluminum standard with radius corner faceplate</li> <li>• *Centerline Latch Entry: The latch must enter at the strike</li> </ul>	
Power	<ul style="list-style-type: none"> <li>• Dual Voltage Coil: 200/100mA @ 12/24V DC, 140/70mA @ 12/24V AC</li> <li>• Latch Position Status (std) SPDT, Dry 3Amp @ 30V</li> <li>• Keeper Closed &amp; Locked Status (std) SPDT, Dry 3Amp @ 30V</li> <li>• Keeper Open/Closed Status (optional) SPDT, Dry 3Amp @ 30V</li> </ul>	
Warranty	Comprehensive Manufacturer's Warranty ( <i>Attach Manufacturer's Warranty Statement</i> )	

## 9.6. PUSH TO EXIT BUTTON

TECHNICAL SPECIFICATIONS		
Compliant Standards: NFPA Compliant		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• illuminated switch button</li> <li>• high impact resistant material</li> <li>• Integrated electronic timer, adj. 1-60 sec, 12/24VDC, DPDT 2Amp contact</li> <li>• Wire Leads 6", 20 Gauge</li> <li>• Stainless Steel – Standard</li> <li>• 1 Green LED</li> <li>• narrow frame mount exit switch</li> </ul>	

## 9.7. PROXIMITY CARDS

TECHNICAL SPECIFICATIONS		
Compliant Standards: ISO/IEC 15693		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• 13.56 MHz read/write contactless smart card technology provides high-speed, reliable communications with high data integrity.</li> <li>• Constructed with ABS shell and PVC cover label, offering durable packaging.</li> <li>• Available in 2k bit (256 Byte), two application area configurations only.</li> <li>• iCLASS technology ensures high security with mutual authentication, encrypted data transfer, and 64-bit diversified keys for read/write capabilities.</li> <li>• Meets ISO 15693 standard for contactless communications.</li> <li>• A PVC Overlay allows for on-site Photo ID production using most direct image printers.</li> <li>• triple DES encryption.</li> </ul>	
Data Retention	<ul style="list-style-type: none"> <li>• 10 years</li> </ul>	
Write Endurance	<ul style="list-style-type: none"> <li>• Min. 100,000 cycles</li> </ul>	
Memory Type	<ul style="list-style-type: none"> <li>• EEPROM, read/write</li> </ul>	

Baud Rate	<ul style="list-style-type: none"> <li>• 26 Kbps</li> </ul>	
Transaction Time	<ul style="list-style-type: none"> <li>• &lt;100ms typical</li> </ul>	
Operating Humidity	<ul style="list-style-type: none"> <li>• 5-95% non-condensing</li> </ul>	
Operating Temperature	<ul style="list-style-type: none"> <li>• -40° to 160° F (-40° to 70° C)</li> </ul>	
Card Construction	<ul style="list-style-type: none"> <li>• ABS Shell with PVC Cover Label.</li> </ul>	
Weight	<ul style="list-style-type: none"> <li>• 0.24 oz (6.8 g)</li> </ul>	
Dimensions	<ul style="list-style-type: none"> <li>• 2.125" x 3.375" x 0.070" max. (5.40 x 8.57 x 0.18 cm)</li> </ul>	
Typical Maximum Read Range	<ul style="list-style-type: none"> <li>• R10: 1.5-2.5" (3.8-6.3 cm)</li> <li>• R30/RW300: 1.5-3.0" (3.8-7.6 cm)</li> <li>• R40/RW400: 2.5-4.5" (5.1-10.2 cm)</li> <li>• RK40/RWK400: 3.0-4.0" (6.3-8.9 cm)</li> </ul>	
Warranty	Comprehensive Manufacturer's Warranty (Attach Manufacturer's Warranty Statement)	

### 9.8. OVERRIDE KEY SWITCH

TECHNICAL SPECIFICATIONS		
Compliant Standards:		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• Tamper Resistant, Recessed Cylinder</li> <li>• Tamper Resistant Spanner Screws</li> <li>• Heavy Duty All Steel Assembly</li> <li>• Stainless Steel Faceplates of 0.25" Thickness of Aluminum</li> <li>• Large Actuator for Positive and Consistent Activation</li> <li>• 6 Amp @ 30 VDC Resistive</li> <li>• 7", 22 Gauge Wire Leads</li> <li>• Compatible with 1.0" or 1.375" Mortise Cylinder (included)</li> <li>• Anti-Tamper Sensor, SPDT</li> <li>• Turning the key left or right actuates and latches the contact. Contact position is maintained until the key is inserted and turned again.</li> </ul>	

## 9.9. ENCLOSURE

TECHNICAL SPECIFICATIONS		
Compliant Standards: UL294		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• housing with pre-assembled cables</li> <li>• cable set - partially pre-assembled</li> <li>• cable ties (short) for securing the cables</li> <li>• screws and screw anchors for wall-mounting</li> <li>• 1 DIN rail for mounting</li> </ul>	

## 9.10. EMERGENCY EXIT DEVICE

TECHNICAL SPECIFICATIONS		
Compliant Standards: CE marked to BS EN 1125		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• Suitable for push face of outward opening doors</li> <li>• 3 point locking comprising</li> <li>• Single point central deadlatch (active leaf</li> <li>• 2 point upper and lower pullman latches (inactive leaf)</li> <li>• Non-handed for maximum flexibility</li> <li>• Max. door leaf width : 900mm or 1200mm</li> <li>• Anti-thrust steel deadlatch</li> <li>• Adjustable steel strike</li> <li>• Rods with integral cover</li> <li>• Complete with signage and fixing instructions</li> <li>• Supplied complete with adjustable flat, corner and floor strikes to suit various door frame overlap sizes</li> <li>• push bar and rods can be cut down to size</li> <li>• Suitable for timber and metal application</li> <li>• Silver finish</li> <li>• Signage as required by BS EN 1125 annex A19, coloured green &amp; white as detailed in BS5499</li> </ul>	
Warranty	Comprehensive Manufacturer's Warranty (Attach Manufacturer's Warranty Statement)	

9.11.OUTSIDE ACCESS DEVICE		
TECHNICAL SPECIFICATIONS		
Compliant Standards: fire tests to BS EN 1634-1		
Item	Minimum Specifications	Proposed Solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Key Features	<ul style="list-style-type: none"> <li>• Suitable for the external face of outward opening doors</li> <li>• Suitable for timber or metal doors</li> <li>• Lever withdraws latches when key has authorized access</li> <li>• At no time is panic egress prevented</li> <li>• Captive key function (site selectable)</li> <li>• Clutch Release Protection System (CRPS) to protect against abuse</li> <li>• Concealed fixings</li> <li>• Non-handed for maximum flexibility</li> <li>• For use with <b>Emergency Exit Device</b></li> <li>• Available in SIL finish as standard</li> <li>• Complete with a cylinder which incorporates a RIGHT orientated cam.</li> </ul>	
Warranty	Comprehensive Manufacturer's Warranty (Attach Manufacturer's Warranty Statement)	

#### 10.0 MINIMUM TECHNICAL SPECIFICATIONS FOR LED LAMPS/ LIGHTING FITTINGS

LED TUBES, PANELS & BULBS LIGHT FITTING		
TECHNICAL SPECIFICATIONS		
IEC Compliant		
Item	Minimum Specifications	Proposed solution
Brand	State the brand, model and attach Technical Brochure (Mandatory)	
Operating	<ul style="list-style-type: none"> <li>➤ Voltage range: 130-300 V ac</li> <li>➤ Frequency range: 50-60Hz</li> <li>➤ Power factor <math>\geq 0.9</math> lagging</li> <li>➤ Total Harmonic Distortion (THD) &lt;15%</li> <li>➤ Ambient temperature range -10 to +35 °Operating</li> <li>➤ Colour Consistency <math>\leq 5\text{SDCM}</math></li> </ul>	

Performance	<ul style="list-style-type: none"> <li>➤ System efficacy <math>\geq</math> 100lm/W</li> <li>➤ Lamp colour temperature: 4000K - 6500K</li> <li>➤ Colour Rendering Index <math>\geq</math> 80</li> <li>➤ Median useful life <math>\geq</math> 30000 h</li> </ul>	
Standards Compliance	CB/EMC/CE	
General	<ul style="list-style-type: none"> <li>➤ Driver/power unit/transformer - PSU-E</li> <li>➤ Optical cover/lens type - Polystyrene bowl/cover prismatic</li> <li>➤ Protection class IEC - Safety class II (II)</li> </ul>	

## 10.2 BROCHURES FOR FIRE ALARM PANNEL

For consideration and qualification tenderers shall, at their own cost, provide coloured manufacturer's brochures detailing technical literature and specifications where applicable.

## 11.0 BROCHURES AND TECHNICAL LITERATURE

Tenderers must enclose together with their submitted bids brochures detailing technical literature and specifications of the active components of the systems. The brochures shall be used to evaluate the suitability of these components.

Any bid submitted without the brochures shall be considered technically non-responsive, and may subsequently be disqualified.

### C. TECHNICAL SCHEDULE

1. The technical schedule shall be submitted by tenderers to facilitate and enable the Project Manager to evaluate the tenders, especially where the tenderer intends to supply or has based his tender sum on equipment which differs in manufacture, type or performance from the specifications indicated by the Project Manager.
2. The filling of this schedule forms part of Technical Evaluation of the tenders, and bidders shall therefore be required to indicate the type/make and country of origin of all the materials and equipment they intend to offer to the employer in this schedule.
3. This schedule shall form part of the technical evaluation criterion, and tenderers are therefore advised to complete the schedule as they shall be considered responsive.

**TECHNICAL SCHEDULE OF ITEMS TO BE SUPPLIED**

(To be completed by the Tenderer)

ITEM	DESCRIPTION	TYPE/MAKE	MODEL	COUNTRY OF ORIGIN
1.	Core Switch			
2.	Edge Switch			
3.	CAT 6 cables			
4.	Patch panels			
5.	Fibre Optic Cable			
6.	UPSs			
7.	Data Cabinet			
8.	IP PABX			
9.	IP Telephones			
10.	Lighting Switches			
11.o	Smoke Detectors and Heat Detectors			
12.0	Distribution Boards			
13.0	MCBs and MCCBs			
14.	Cable-single Core PVC Copper and Armoured			
15	HG PVC conduis			
16.	LED fittings 600x600mm panle and Downlighters			

**Detailed manufacturer's Brochures** detailing Technical Literature and specifications on the above items **MUST** be attached and Items to be supplied highlighted (Model and Make)

**A. SCHEDULE OF UNITS RATES**

1. The tenderer shall insert unit rates against the items in the following schedules and may add such other items as he considers appropriate.
2. The unit rates shall include for supply, transport, insurance, delivery to site, storage as necessary, assembling, cleaning, installing, connecting, profit and maintenance in defects liability and any other obligation under this contract.
3. The unit rates will be used to assess the value of additions or omissions arising from authorized variations to the contract works.
4. Where trade names or manufacturer's catalogue numbers are mentioned in the specification, the reference is intended as a guide to the type of article or quality of material required. Alternative brands of **equal** and **approved** quality will be accepted.
5. The prices quoted shall be deemed to include for all obligations under the sub-contract including but not limited to supply of materials, labour, delivery to site, storage on site, installation, testing, commissioning and all taxes (including **V.A.T, Withholding tax and all other taxes applicable at the time of tender**).
6. Any bid returned with unfilled Schedule of Unit Rates shall be considered technically non-responsive, and the bidder shall automatically be disqualified.

**SCHEDULE OF UNIT RATES**  
(To be completed by the Tenderer)

NO	DESCRIPTION	QTY/UNIT	UNIT RATE	
			(KSHS)	(CTS)
1.	48 port Patch Panel	No.		
2.	2000VA UPS	No.		
3.	22U Ground Mounted cabinet	No.		
4.	12 port edge switch with POE+ capabilities	No.		
5.	CAT 6A STP Cable as Siemon	No.		
6.	50" TV	No.		
7.	<b>PVC/SWA/PVC Armoured Copper cables per metre</b>			
	a) 10.0mm sq. 2 core	1	M	
	b) 10.0 mm sq 4 core	1	M	
	c) 16.0 mm sq 2core	1	M	
	d) 16.0 mm sq 4core	1	M	
			M	
	<b>IP 65 rated Isolators as KATKO, single phase</b>			
	a) 32A	1		
	b) 63A	1		
	c) 100A	1		

## SECTION VII - DRAWINGS

**Note** A list of drawings should be inserted here. The actual drawings including Site plans should be annexed in a separate booklet.

## BILLS OF QUANTITIES

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Supply, Install, test and commission the following :				
	<u>LIGHTING POINTS</u>				
A	Lighting points wired in 3x1.5mm <sup>2</sup> PVC SC Copper Cables drawn in concealed 20mm Diameter HG PVC conduits complete with all necessary accessories but excluding switches for:- (a) One Way Switching. (b) Two Way Switching.	47	No.		
	<u>LIGHTING SWITCHES</u>				
B	10A moulded ivory switch plates as MK, Clipsal, BG, Crabtree or approved equivalent as follows: (a) 1 gang 1 way (c) 1 gang 2 way	19 6	No. No.		
	<u>LIGHTING FITTINGS</u>				
C	Lighting fittings complete with all accessories including lamps of appropriate wattage and colour rendering and fixing materials as follows: (a) 600 mm x 600 mm, 28.5 w LED , recessed,4300 lm, IP 20,IK02,4000K (b) 1200mm, LED, surface mounted, Waterproof batten Coreline ,20W,2200Lm,110Lm/W,IP65,IK08,4000k cool white luminaire as Philips or approved equivalent. (c) LED downlight coreline 22.5W,2100Lm,93.3 Lm/W,IP20,IK02,4000K cool white ,200mm as Philips or approved equivalent (d) LED downlight coreline 6.5 W,650 Lm,93.3 Lm/W,IP20,IK02,4000K cool white ,200mm as Philips or approved equivalent (e) LED floodlight 20 W 3000K, 2000Lm IP 65, ik 08 as Philips or approved equivalent (j) compact design 1x8Watts, Double sided EXIT emergency lighting luminaire as FITZGERALD ,THORN or approved equivalent.	42 3 2 10 8 4	No. No. No. No. No. No.		
	Sub-Total C/F to the Next Page				

C/3

## SCHEDULE NO. 1: GROUND FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
A	<b>TRUNKING &amp; DUCTING</b>				
	i) 200x50mm three(3) compartment powder coated steel trunking manufactured in 14 swg galvanized mild steel sheet and finished in cream powder coating to details shown complete with covers, bends and all fixing accessories. The trunking to be angular section. Allow for colour change to Architect's detail (actual length to be determined by the project field electrical engineer).	230	Lm.		
	ii) Factory made powder coated corner bends for the above trunking.	40	No.		
	iii) Powder coated twin punched outlet plate for fixing twin socket outlets	39	No.		
	iv) Ditto but for data/telephone/single switched socket outlets.	20	No.		
	v) Carry out bonding throughout the entire length of the above trunking and	1	Item		
	Sub-Total C/F to the Next Page				

SCHEDULE NO. 1: GROUND FLOOR CONTINUED  
C/4

SCHEDULE NO. 1: GROUND FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
	<u>SOCKET OUTLETS AND OTHER POWER POINTS</u>				
A	Ring mains socket outlets comprising wiring in 3x2.5mm sq. single core PVC insulated copper cables drawn in concealed 25 mm diameter Heavy Gauge PVC conduits complete with all the necessary accessories.	40	No.		
B	13A switched white moulded case socket outlet plates as MK, Clipsal, BG, Crabtree or an approved equivalent. (a) Twin outlet.	40	No.		
C	20A DP Control Switch marked 'As Per Application' with neon light and cord outlet for item above as MK, Crabtree or approved equivalent.	1	No.		
	Sub-Total C/F to the Next Page				

SCHEDULE NO. 1: GROUND FLOOR CONTINUED  
C/5

## SCHEDULE NO. 1: GROUND FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
A	Hand Drier's Power Point , wired in 3x 2.5sq mm PVC SC copper cables drawn in concealed 25mm Dia. HG PVC conduits complete with all accessories but excluding the D.P switch.	1	No.		
B	20A DP Control Switch marked with neon light and cord outlet for item above as MK, Crabtree or approved equivalent.	1	No.		
	<u>TELEVISION POINTS</u>				
G	TV outlet point wired in 75 Ohms Screened Coaxial TV cables drawn in concealed 20mm diameter HG/PVC conduits and linked to the outside through the roof space (to the amplifier) via telephone draw in boxes.(actual length to be determined by the project field electrical	10	lm.		
H	a) TV outlet plate with polished brass finish as MK, Clipsal, Crabtree or approved equivalent.	1	No		
I					
	<u>DATA&amp;TELEPHONE POINTS</u>				
J	Data/Telephone outlet point done in 25mm Dia. HG PVC conduits concealed in building fabric/ trunking complete with all necessary	20	No.		
K	White moulded case dual data outlet plate as MK, Crabtree or approved equivalent.	20	No.		
	<u>CCTV &amp; ACCESS CONTROL POINTS</u>				
L	CCTV & Access Control System Points done in 20mm Dia. HG PVC conduits concealed in building fabric/trunking complete with all necessary accessories.	2	No.		

SCHEDULE NO. 1: GROUND FLOOR CONTINUED  
C/6

## SCHEDULE NO. 1: GROUND FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
	<u>DISTRIBUTION BOARDS</u>				
	Supply, install, test and commission the following :-				
A	4ways TP&N, flush mounted distribution board complete with 100A integral isolator as CRABTREE or approved equivalent complete with all accessories but excluding MCBs.	1	No.		
B	MCB's for item above as SCHNEIDER ELECTRIC or an approved equivalent				
	(i) 10A SP	4	No.		
	(ii) 20A SP	1	No.		
	(iii) 32A SP	4	No.		
	(vii) SP Spareway	3	No.		
	Carry out concise permanent traffolyte labelling for all the sub-circuits in item above.	1	Item		
	<u>SUB-MAIN POWER DISTRIBUTION</u>				
D	4ways TP&N, flush mounted distribution board complete with 100A integral isolator as CRABTREE or approved equivalent complete with all accessories but excluding MCBs.	20	lm.		
E	Cable glands and lugs for the above cables.	1	Item		
	Sub-Total C/F to the Next Page				

## SCHEDULE NO. 1: GROUND FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
A	<u>FIRE DETECTION AND ALARM SYSTEM</u>				
	Supply, deliver, install and commission a complete Fire Detection and Alarm system, addressable type and in accordance with BS 5839 :2000, P2 and L2				
	i) Outlet for Fire Alarm Panel's concealed 20mm HG PVC conduit, wiring in 3 x 2.5mm <sup>2</sup> SC-PVC-CU cables and all accessories, including 5A fused unswitched connection unit with neon light.	1	No.		
	ii) Outlet for fire alarm manual call point/smoke/heat detector comprising box, concealed 20mm HG PVC conduit, wiring in 3 x 2.5mm <sup>2</sup> "firetuff" cables and all accessories.	25	No.		
	iii) Addressable Manual Fire break glass call point unit as MENVIER or approved equivalent complete with a packet of 5 spare glasses, a packet of 5 spare test keys, a spare back box and a hinged cover to be installed recessed in building fabric.	3	No.		
	iv) Addressable Electronic Fire Alarm Sounder complete with Red Flashing Beacon Light as MENVIER or approved equivalent.	2	No.		
	v) Addressable Photometric Smoke Detector as MENVIER or equal and approved.	25	No.		
	vii) 2-Loop,16-zone addressable fire alarm control panel complete with 72hrs autonomous time emergency batteries as MENVIER or equal and approved.	1	No.		
	TOTAL FOR ELECTRICAL INSTALLATION WORKS C/F TO SUMMARY PAGE				

SCHEDULE NO. 1: GROUND FLOOR CONTINUED  
C/7

## REFURBISHMENT AND CONVERSION OF HOSTELS TO OFFICES IN KWI SOUTH C, NAIROBI

## BILL NO. 1: ELECTRICAL INSTALLATION WORKS

## SCHEDULE NO.1: FIRST FLOOR

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Supply, Install, test and commission the following :				
	<u>LIGHTING POINTS</u>				
A	Lighting points wired in 3x1.5mm <sup>2</sup> PVC SC Copper Cables drawn in concealed 20mm Diameter HG PVC conduits complete with all necessary accessories but excluding switches for:-				
	(a) One Way Switching	43	No.		
	(b) Two Way Switching.	14	No.		
	<u>LIGHTING SWITCHES</u>				
B	10A moulded ivory switch plates as MK, Clipsal, BG, Crabtree or approved equivalent as follows:				
	(a) 1 gang 1 way	22	No.		
	(b) 1 gang 2 way	4	No.		
	(c) 1 gang Intermediate Switch	2	No.		
	<u>LIGHTING FITTINGS</u>				
C	Lighting fittings complete with all accessories including lamps of appropriate wattage and colour rendering and fixing materials as follows:				
	(a) 1200mm, 20W LED , surface mounted waterproof coreline batten as Philips or approved equivalent.	3	No.		
	(b) 34W, 600mm x 600mm, LED coreline Panel Lighting fitting as Phillips or approved equivalent.	42	No.		
	(c) 6.5W, 85mm diameter Low Voltage LED downlight coreline with cool white output as Philips or approved equivalent.	10	No.		
	(d) 22.5W, 200mm diameter Low Voltage LED downlight coreline with cool white output as Philips or approved equivalent.	2	No.		
	(j) compact design 1x8Watts, Double sided EXIT emergency lighting luminaire as FITZGERALD ,THORN or approved equivalent.	4	No.		
	Sub-Total C/F to the Next Page				

SCHEDULE NO. 1: FIRST FLOOR CONTINUED

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
A	<u>TRUNKING &amp; DUCTING</u>				
	i) 150x50mm three (3) compartment powder coated steel trunking manufactured in 14 swg galvanized mild steel sheet and finished in cream powder coating to details shown complete with covers, bends and all fixing accessories. The trunking to be angular section. Allow for colour change to Architect's detail. (actual length to be determined by the project	200	lm.		
	ii) Factory made powder coated corner bends for the above trunking.	40	No.		
	iii) Powder coated twin punched outlet plate for fixing twin socket outlets.	42	No.		
	iv) Ditto but for data/telephone/single switched	20	No.		
	v) Carry out bonding throughout the entire length of the above trunking and connect to earthing.	1	Item		
	<u>SOCKET OUTLETS AND OTHER POWER POINTS</u>				
A	Ring mains socket outlets comprising wiring in 3x2.5mm sq. single core PVC insulated copper cables drawn in concealed 25 mm diameter Heavy Gauge PVC conduits complete with all the necessary accessories	40	No.		
B	13A switched white moulded case socket outlet plates as Schneider, BG or an approved equivalent. (a) Twin outlet.	40	No.		
C	Hand Drier's Power Point , wired in 3x 2.5sq mm PVC SC copper cables drawn in concealed 25mm Dia. HG PVC conduits complete with all accessories but excluding the DP switch	1	No.		
D	20A DP Control Switch marked with neon light and cord outlet for item above as MK, Crabtree or approved	1	No.		
	Sub-Total C/F to the Next Page				

SCHEDULE NO. 1: FIRST FLOOR CONTINUED					
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
E	Extract Fan (1- $\Phi$ ) Power Point, wired in 3x 4.0sq mm PVC SC copper cables drawn in concealed 25mm Dia. HG PVC conduits complete with all accessories but excluding the D.P switch.	1	No.		
F	20A DP Control Switch marked with neon light and cord outlet for item above as MK, Crabtree or approved equivalent.	1	No.		
	<u>DATA&amp;TELEPHONE POINTS</u>				
A	Data/Telephone outlet point done in 25mm Dia. HG PVC conduits concealed in building fabric/ trunking complete with all necessary accessories.	20	No.		
B	White moulded case dual data/telephone outlet plate as MK, Crabtree or approved equivalent.	20	No.		
	<u>CCTV &amp; ACCESS CONTROL POINTS</u>				
A	CCTV & Access Control System Points done in 20mm Dia. HG PVC conduits concealed in building fabric/trunking complete with all necessary accessories.	5	No.		
	4ways TP&N, flush mounted distribution board complete with 100A integral isolator as CRABTREE or approved equivalent complete with all accessories but excluding MCBs.	1	No.		
C	MCB's for item above as SCHNEIDER ELECTRIC or an approved equivalent				
	(i) 10A SP	5	No.		
	(ii) 20A SP	1	No.		
	(iii) 20A SP	1	No.		
	(v) 32A SP	11	No.		
	(vii) SP Spareway	3	No.		
	Carry out concise permanent traffolyte labelling for all the sub-circuits in item above.	1	No.		
	Sub-Total C/F to the Next Page				

SCHEDULE NO. 1: FIRST FLOOR CONTINUED						
Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)	
A	Sub-Total B/F from Previous Page <u>DISTRIBUTION BOARDS</u> Supply, install, test and commission the following <u>SUB-MAIN POWER DISTRIBUTION</u>  4ways TP&N, flush mounted distribution board complete with 100A integral isolator as CRABTREE or approved equivalent complete with all accessories but excluding MCBs.(actual length to be determined by the project field electrical engineer).	20	Lm.			
	Cable glands and lugs for the above cables.	1	Item			
	<u>FIRE DETECTION AND ALARM SYSTEM</u> Supply, deliver, install and commission a complete Fire Detection and Alarm system, addressable type a					
	i) Outlet for Fire Alarm Panel's concealed 20mm HG PVC conduit, wiring in 3 x 2.5mm <sup>2</sup> SC-PVC-CU cables and all accessories, including FA fixed unswitched connection unit	1	No.			
	ii) Outlet for fire alarm manual call point/smoke/heat detector comprising box, concealed 20mm HG PVC conduit, wiring in 3 x 2.5mm <sup>2</sup> "firtuff" cables and	25	No.			
	iii) Addressable Manual Fire break glass call point unit as MENVIER or approved equivalent complete with a packet of 5 spare glasses, a packet of 5 spare test keys, a spare back box and a hinged cover to be installed recessed in building fabric.	3	No.			
	iv) Addressable Electronic Fire Alarm Sounder complete with Red Flashing Beacon Light as MENVIER or approved equivalent	2	No.			
	v) Addressable Photoelectric Smoke Detector as MENVIER or equal and approved	25	No.			
vii) 2-Loop,16-zone addressable fire alarm control panel complete with 72hrs autonomous time emergency batteries as MENVIER or equal and	1	No.				
Total for Schedule. 1: First Floor C/F to Collection Page						

## SCHEDULE NO. 1: STRUCTURED CABLING WORKS - GROUND FLOOR

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Supply, Install, Test and Commission the following :-				
	HORIZONTAL CABLING				
1.01	Cat 6A, STP 4-pair cable as Siemon or its equal and approved equivalent pulled between cabinet and outlet	3000	lm.		
1.02	3M, RJ45-RJ45 Cat 6A, UTP factory terminated patch cords as Siemon or its equal and approved equivalent for use at workstation area for data	40	No.		
1.03	1M, RJ45-RJ45 factory terminated patch cords as Siemon or its equal and approved equivalent between Data outlet and Telephone handsets.	40	No.		
1.04	1M, RJ45-RJ45 Cat 6A, UTP factory terminated patch cords as Siemon or its equal and approved equivalent to be used in cabinet.	48	No.		
1.05	RJ45 Cat 6A, UTP (Dual) Data and Voice outlets complete with faceplates and labelling system as Siemon or its equal and approved equivalent.	40	No.		
1.06	IDC (Insulation displacement connectors) - 1M, S110-RJ45 Cat 6A, UTP factory terminated patch cords Jacks as Siemon or its equal and approved equivalent to be used in cabinet	80	No.		
1.07	IDC voice termination kit.	2	No.		
	Sub-Total C/F to Next Page				

H/3

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
	BACKBONE CABLING FOR GROUND FLOOR AND GENERAL REQUIREMENTS				
1.08	1000BASE X 8-Core Armoured Fibre Optic Cable as data backbone to Server Room complete with connectors and all terminations to	25	Lm.		
1.09	8 Port Fibre Optic Patch Panel as Siemon or its equal and approved equivalent.	1	No.		
1.10	1000Base-SX Multicore SFP fibre modules as	4	No.		
1.11	Dual Fibre optic patch cords	4	No.		
1.12	Cable Ties and Self Adhesive Labels for Cable Labelling (Packets of 200 Labels each)	1	Item		
	Wireless Access point with a minimum speed of 1Gb/s, support 802.3at/POE+switch power, 25M range coverage and 10Gbps connection to the	1	Item		
	CABINETS				
1.13	22U Free standing equipment and server cabinet with lockable door, low noise (low Db) fans and power outlet sockets (Additional 6-Way power extension cable. surge protected within	1	No.		
1.14	24 Port RJ45 Cat 6A, Data/Voice Patch Panel for UTP termination as Siemon or its equal and approved equivalent.	2	No.		
1.15	1U WM series rack mount cable managers as siemon or its equal and approved	2	No.		
1.16	240V, 50Hz, 1000VA, Rack Mountable APC Smart-UPS RM SMT3000 RM 2U (240V) Un- interrupted Power Supply unit (UPS) with	1	No.		
1.17	USB and Serial Port or an Grounding and bonding kit complete with 50mm diameter copper bounding bar and 6mm thick green and yellow wire.	2	Lot		
	Sub-Total C/F to Next Page				



## SCHEDULE NO. 1: STRUCTURED CABLING WORKS - GROUND FLOOR CONTINUED.....

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
	ACTIVE COMPONENTS				
1.18	Backbone core switch as described in the particular specifications 24 Port Edge Switch 3650 series as Cisco Complete with 2No. Power Supply, 10G and 40G uplink ports, POE or its equal and approved equivalent.	1	No.		
		2	No.		
1.19	Allow for preparing and presenting warranty and documentation, cabling layout diagrams, indelible point labels and preparing and submitting individual test results (for each point and for all point to be submitted as a bound report).	1	Item		
1.20	Allow for programming of the ports for the structured cabling and PABX at the building and at the site of the incomer of the fiber optic cable and proper termination of the equipments.	1	Item		
1.21	Rack mounted 16A 6 Universal Outlet PDU with Power Line	1	Item		
	Ground Floor's Total C/F to Structured Cabling Work's Price Summary Page				

H/5

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Supply, Install Test and Commission the following items:-  IP-PABX SYSTEM				
3.01	PBX with Yealink 50 IP Phones Package from Mtech Network, with yeaster 550 IPPBX, mypx 02 card, 50 yealink t21p, 8 port poe switch, 48 port poe switch	1	No.		
3.02	Supply, install, test and commission a Telecommunication battery set/UPS for the IP-P.A.B.X. above with enough capacity to serve all auxiliary equipment linked to the E.PA.B.X. for a period of minimum 8 hours and life expectancy of 12 years.	1	No.		
3.03	Supply, install, test and commission an AC Voltage stabilizer for the IP-P.A.B.X. and all auxiliary equipment connected to the P.A.B.X.	1	No.		
3.04	Supply, install, test and commission a telecommunication earth for the IP-P.A.B.X. as described in the technical specifications c/w standard inspection	1	Item		
3.05	Supply, install, test and commission a Modem for ISDN PRI for the IP-PABX.	1	No.		
3.06	Allow for Termination of incoming Service Provider's lines to the IP-PABX.	1	Item		
3.07	Supply, install, test and commission Gsm modules for Safaricom, Airtel, Orange and any other service provider.	2	No.		
	Sub-Total C/F to Next Page				



Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
3.08	<p>TELEPHONE INSTRUMENTS</p> <p>IP Telephone Instruments:</p> <p>IP Enhanced Standard Telephone Instrument Sets complete with Network connectivity with Power over Ethernet as Cisco SPA</p>	19	No.		
3.09	<p>5086 2-line IP Phone or equal and complete with Network connectivity via Power over Ethernet or 802.11g wireless client mode, High-resolution 3.2-inch QVGA</p> <p>320 x 240 color screen, 5-line IP phone Cisco SPA525G or equal and approved Call Management Software capable of supporting the proposed IP-PABX, and with technical specifications as described in Technical specifications.</p> <p>Allow for interconnecting the IP-P.A.B.X. SMDR port and the Desktop computer through RS232 serial link, and for interconnecting the Desktop</p> <p>Supplying, Installing, Testing and Commissioning of the Telephone Management system consisting of a Desktop Computer and Printer with technical specifications to the approval of Engineer.</p> <p>Allow for Telephone Termination at all Outlets, Labelling, Testing and Commissioning of the Telephone</p> <p>Allow for Termination of Incoming Service</p> <p>Residual to the IP PABX</p> <p>Allow for Training of 2No. Technical Staff.</p> <p>Allow for Training of 2No. Telephone Supervisors.</p> <p>Allow for Training of 2No. Telephone Operators</p>	1	No.		
		1	Item		
		1	Item		
		1	Item		
		1	Lot		
		1	Item		
		1	Item		
		1	Item		
	Total for IP-PABX Equipment C/F to IP-PABX's Price Summary Page				



SURVEILLANCE SYSTEM CCTV  
INSTALLATION WORKS

BILL NO.3: SCHEDULE 1: CCTV					
ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL
1	<u>Supply, install, test and commission the following</u> <u>complete as specified.</u> <b>CCTV AND SURVEILLANCE</b>				
2.03	CAMERA 2Megapixel (2048 x 1536) resolution Network IP camera, 3~8mm (2.8x), 64GB Edge storage, PoE, Bi-directional audio support dome camera with ColorVU. IP56 ratings and IK08 ratings with ONVIF protocol support as Wisenet or approved equivalent.	No	6		
3		.	1		
3.01	240V, 50Hz, 1KVA, Rack Mountable Double Conversion APC smart un- interrupted power supply unit (UPS) ACTIVE COMPONENTS	No	1		
3.02		.	1		
3.03	10 CH Network Video Recorder (NVR) as described in the particular specification section of the tender document 24TB Surveillance SATA SDD Suitable for NVR ABOVE.	No			
3.04	CCTV dedicated Desktop Computer, Intel corei7, 64-bit, 8GB Video Graphics Card Processor/3.6GHz Quad-core/16GB System RAM/4TB SSD/DVD RW/ win10/21" Screen of Multi-Monitor Support complete with a printer as specified in particular specifications for central monitoring.	No	1		
3.05		.	1		
3.06	Central IP Video Surveillance Management Software for viewing and Recording live video of premises with support for multi-site / multi-client monitoring (for upto 2 clients stations)	No	1		
	24 Port Edge Switch as Cisco Catalyst 3850-12X48U Series Complete with 2No. Power Supply, 10G and 40G uplink ports, POE or its	.	1		
	Sub -Total C/F to Summary Page				

PRICE SUMMARY PAGE		
Item	Description	Amount(KShs)
1.00	Bill No. 1 Schedule 1: CCTV Installation	
GRAND TOTAL CARRIED FORWARD TO GRAND SUMMARY		

## SCHEDULE NO. 3: STRUCTURED CABLING WORKS - 1ST FLOOR

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Supply, Install, Test and Commission the following :-				
	HORIZONTAL CABLING				
1.01	Cat 6A, UTP 4-pair cable as Siemon or its equal and approved equivalent pulled between cabinets and outlet plates.(actual length to be determined	3150	Lm.		
1.02	3M, RJ45-RJ45 Cat 6A, UTP factory terminated patch cords as Siemon or its equal and approved equivalent for use at workstation area for data	42	No.		
1.03	1M, RJ45-RJ45 factory terminated patch cords as Siemon or its equal and approved equivalent between Data outlet and Telephone handsets.	42	No.		
1.04	1M, RJ45-RJ45 Cat 6A, UTP factory terminated patch cords as Siemon or its equal and approved equivalent to be used in cabinet.	48	No.		
1.05	RJ45 Cat 6A, UTP (Dual) Data and Voice outlets complete with faceplates and labelling system as Siemon or its equal and approved equivalent.	42	No.		
1.06	IDC (Insulation displacement connectors) - 1M, S110-RJ45 Cat 6A, UTP factory terminated patch cords Jacks as Siemon or its equal and approved equivalent to be used in cabinet.	84	No.		
	Sub-Total C/F to Next Page				



Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	Sub-Total B/F from Previous Page				
1.08	BACKBONE CABLING FOR GROUND FLOOR AND GENERAL REQUIREMENTS 1000BASE X 8-Core Armoured Fibre Optic Cable as data backbone to Server Room complete with connectors and all terminations to active components (actual length to be determined by the project field electrical engineer).	25	Lm.		
1.10	1000Base-SX Multicore SFP fibre modules as	4	No.		
1.11	CISCO or approved equivalent for direct connection to the gateway router and redundant ways	4	No.		
1.12	Dual Fibre optic patch cords	1	Item		
1.12	Cable Ties and Self Adhesive Labels for Cable Labelling (Packets of 200 Labels each) Wireless Access point with a minimum speed of 1Gb/s, support 802.3at/POE+switch power, 25M range coverage and 10Gbps connection to the UDN.	1	Item		
1.13	CABINETS 22U Free standing equipment and server cabinet with lockable door, low noise (low Db) fans and power outlet sockets (Additional 6-Way power extension cable, surge protected within the cabinet).	1	No.		
1.14	24 Port RJ45 Cat 6A, Data/Voice Patch Panel for UTP termination as Siemon or its equal and approved equivalent.	2	No		
1.15	1U WM series rack mount cable managers as siemon or its equal and approved equivalent	1	No		
1.16	240V, 50Hz, 1000VA, Rack Mountable APC Smart-UPS RM SMT3000 RM 2U (240V) Un- interrupted Power Supply unit (UPS) with	1	No.		
1.17	USB and Serial Port or an approved	2	No.		
1.17	Rack mounted 16A 6 Universal Outlet PDU	2	No.		
	First Floor's Total C/F to Structured Cabling Work's Price Summary				
	Page				



## PRICE SUMMARY PAGE

ITEM	DESCRIPTION	AMOUNT (KSHS)
1.00	ELECTRICAL INSTALLATION WORKS-GND FLOOR	
2.00	ELECTRICAL INSTALLATION WORKS-FIRST FLOOR	
3.00	STRUCTURED CABLING -GND FLOOR	
4.00	STRUCTURED CABLING-FIRST FLOOR	
5.00	CCTV INSTALLATION	
6.00	CONTIGENCY	200,0000
	TOTAL FOR IP-PABX INSTALLATION WORKS C/F TO GRAND PRICE SUMMARY PAGE	

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**BILL NO.6**

**MECHANICAL INSTALLATION SERVICES**

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PROPOSE REFURBISHMENT AND CONVERSION OF HOSTEL  
ROOMS TO OFFICES FOR KENYA WATER INSTITUTE-SOUTH C  
NAIROBI.

MECHANICAL WORKS.

SPECIFICATIONS AND BILLS OF QUANTITIES  
FOR  
SUPPLY, DELIVERY, INSTALLATION, TESTING AND  
COMMISSIONING OF  
SANITARY FITTINGS, FIRE FIGHTING EQUIPMENTS, INTERNAL PLUMBING &  
DRAINAGE  
SERVICES.

OCTOBER,  
2023.

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## EVALUATION CRITERIA

**PRELIMINARY EVALUATION FOR MECHANICAL WORKS**

S/No	MANDATORY REQUIREMENTS(MR)
MR1	Valid Copy of certificate of incorporation/ Registration;
MR2	Valid Current Tax Compliance Certificate from Bidding Company, and if Consortium, from each member of the consortium;
MR3	Submission of valid CR12 form showing the list of directors /shareholding (issued within the last 12 months) or National Identity Card(s) for Sole Proprietorship / Partnership;
MR4	Valid copy of NCA Registration Certificate, NCA 8 and above in Mechanical installation works;
MR5	Current annual contractors practicing licenses from NCA;
MR6	Dully filled, signed and stamped Statement of Compliance;
MR7	Domestic sub-contractors must sign and stamp the summary page of their respective specialist works on the tender document.
MR8	Compliance to technical specifications for major materials for this works. The bidder will be required to submit relevant technical brochure/catalogues with the tender document, highlighting (using a mark-pen or highlighter) the Catalogue Number/model of the proposed items. Such brochures/ catalogues should indicate comprehensive relevant data of the proposed equipment/items, which should include but not limited to the following: (i) Performance ratings/characteristics; (ii) Electrical power ratings; and (iii) All other requirements as indicated in the technical specifications of the bid.
MR9	Dully filled, signed and stamped Technical Schedule as specified in the tender document for Equipment and Items indicating the Country of Origin, Model/Make/Manufacturer and catalogue numbers of the Items/Equipment they propose to supply.
MR10	Dully filled, signed and stamped schedule of unit rate as specified in the tender document.

**The tenderers who do not satisfy any of the above mandatory requirements shall be considered non-responsive and their tenders will not be evaluated further. their tenders will not be evaluated further.**

## MECHANICAL INSTALLATION WORKS

NOTE:

These Mechanical Works are specialized works and MUST be undertaken by a Contractor qualified and registered to undertake them. The Contractor MUST provide evidence of qualification by attaching Certificates and any other relevant documents such as list of relevant projects on-going or completed as stipulated in the Mandatory Requirement.

SECTION A

GENERAL MECHANICAL SPECIFICATION

## SECTION A

GENERAL MECHANICAL SPECIFICATION

<u>CLAUSE</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
2.01	GENERAL	A-1
2.02	QUALITY OF MATERIALS	A-1
2.03	REGULATIONS AND STANDARDS	A-1
2.04	ELECTRICAL REQUIREMENTS	A-2
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2.06	SITE SUPERVISION	A-2
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2.08	TESTING	A-3
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2.10	WELDING	A-4

## SECTION A

## GENERAL MECHANICAL SPECIFICATION

2.01 General

This section specifies the general requirement for plant, equipment and materials forming part of the Sub-contract Works and shall apply except where specifically stated elsewhere in the Specification or on the Contract Drawings.

2.02 Quality of Materials

All plant, equipment and materials supplied as part of the Sub-contract Works shall be new and of first class commercial quality, shall be free from defects and imperfections and where indicated shall be of grades and classifications designated herein.

All products or materials not manufactured by the Sub-contractor shall be products of reputable manufacturers and so far as the provisions of the Specification is concerned shall be as if they had been manufactured by the Sub-contractor.

Materials and apparatus required for the complete installation as called for by the Specification and Contract Drawings shall be supplied by the Sub-contractor unless mention is made otherwise.

Materials and apparatus supplied by others for installation and connection by the Sub-contractor shall be carefully examined on receipt. Should any defects be noted, the Sub-contractor shall immediately notify the Engineer.

Defective equipment or that damaged in the course of installation or tests shall be replaced as required to the approval of the Engineer.

2.03 Regulations and Standards

The Sub-contract Works shall comply with the current editions of the following:

- a) The Kenya Government Regulations.
- b) The United Kingdom Institution of Electrical Engineers (IEE) Regulations for the Electrical Equipment of Buildings.
- c) The United Kingdom Chartered Institute of Building Services Engineers (CIBSE) Guides.
- d) British Standard and Codes of Practice as published by the British Standards Institution (BSI)
- e) The Local Council By-laws.
- f) The Electricity Supply Authority By-laws.
- g) Local Authority By-laws.

- h) The Kenya Building Code Regulations.
- i) The Kenya Bureau of Standard

A-1

## 2.04 Electrical Requirements

Plant and equipment supplied under this Sub-contract shall be complete with all necessary motor starters, control boards, and other control apparatus. Where control panels incorporating several starters are supplied they shall be complete with a main isolator.

The supply power up to and including local isolators shall be provided and installed by the Electrical Sub-contractor. All other wiring and connections to equipment shall form part of this Sub-contract and be the responsibility of the Sub-contractor.

The Sub-contractor shall supply three copies of all schematic, cabling and wiring diagrams for the Engineer's approval.

The starting current of all electric motors and equipment shall not exceed the maximum permissible starting currents described in the Kenya Power and Lighting Company (KPLC) By-laws.

All electrical plant and equipment supplied by the Sub-contractor shall be rated for the supply voltage and frequency obtained in Kenya, that is 415 Volts, 50Hz, 3-Phase or 240Volts, 50Hz, 1-phase.

Any equipment that is not rated for the above voltages and frequencies shall be rejected by the Engineer.

## 2.05 Transport and Storage

All plant and equipment shall, during transportation be suitably packed, crated and protected to minimise the possibility of damage and to prevent corrosion or other deterioration.

On arrival at site all plant and equipment shall be examined and any damage to parts and protective priming coats made good before storage or installation.

Adequate measures shall be taken by the Sub-contractor to ensure that plant and equipment do not suffer any deterioration during storage.

Prior to installation all piping and equipment shall be thoroughly cleaned.

If, in the opinion of the Engineer any equipment has deteriorated or been damaged to such an extent that it is not suitable for installation, the Sub-contractor shall replace this equipment at his own cost.

## 2.06 Site Supervision

The Sub-contractor shall ensure that there is an English-speaking supervisor on the site at all times during normal working hours.

## 2.07 Installation

Installation of all special plant and equipment shall be carried out by the Sub-contractor under adequate supervision from skilled staff provided by the plant and equipment manufacturer or his appointed agent in accordance with the best

standards of modern practice and to the relevant regulations and standards described under Clause 2.03 of this Section.

2.08 Testing

2.08.1 General

The Sub-contractor's attention is drawn to Part 'C' Clause 1.38 of the "Preliminaries and General Conditions".

A-2

### 2.08.2 Material Tests

All material for plant and equipment to be installed under this Sub-contract shall be tested, unless otherwise directed, in accordance with the relevant B.S Specification concerned.

For materials where no B.S. Specification exists, tests are to be made in accordance with the best modern commercial methods to the approval of the Engineer, having regard to the particular type of the materials concerned.

The Sub-contractor shall prepare specimens and performance tests and analyses to demonstrate conformance of the various materials with the applicable standards.

If stock material, which has not been specially manufactured for the plant and equipment specified is used, then the Sub-contractor shall submit satisfactory evidence to the Engineer that such materials conform to the requirements stated herein in which case tests of material may be partially or completely waived.

Certified mill test reports of plates, piping and other materials shall be deemed acceptable.

### 2.08.3 Manufactured Plant and Equipment – Work Tests.

The rights of the Engineer relating to the inspection, examination and testing of plant and equipment during manufacture shall be applicable to the Insurance Companies or Inspection Authorities so nominated by the Engineer.

The Sub-contractor shall give two weeks' notice to the Engineer of the manufacturer's intention to carry out such tests and inspections.

The Engineer or his representative shall be entitled to witness such tests and inspections. The cost of such tests and inspections shall be borne by the Sub-contractor.

Six copies of all test and inspection certificates and performance graphs shall be submitted to the Engineer for his approval as soon as possible after the completion of such tests and inspections.

Plant and equipment which is shipped before the relevant test certificate has been approved by the Engineer shall be shipped at the Sub-contractor's own risk and should the test and inspection certificates not be approved; new tests may be ordered by the Engineer at the Sub-contractor's expense

### 2.08.4 Pressure Testing

All pipework installations shall be pressure tested in accordance with the requirements of the various sections of this Specification. The installations may be tested in sections to suit the progress of the works but all tests must be carried out before the work is buried or concealed behind building finishes. All tests must be witnessed by the Engineer or his representative and the Sub-contractor shall give 48 hours notice to the Engineer of his intention to carry out such tests.

Any pipework that is buried or concealed before witnessed pressure tests have been carried out shall be exposed at the expense of the Sub-contractor and the specified tests shall then be applied.

The Sub-contractor shall prepare test certificates for signature by the Engineer and shall keep a progressive and up-to-date record of the section of the work that has been tested.

A-3

### 2.09 Colour Coding

Unless stated otherwise in the Particular Specification all pipework shall be colour coded in accordance with the latest edition of B.S 1710 and to the approval of the Engineer or Architect.

### 2.10 Welding

#### 2.10.1 Preparation

Joints to be made by welding shall be accurately cut to size with edges sheared, flame cut or machined to suit the required type of joint. The prepared surface shall be free from all visible defects such as lamination, surface imperfection due to shearing or flame cutting operation, etc., and shall be free from rust scale, grease and other foreign matter.

#### 2.10.2 Method

All welding shall be carried out by the electric arc processing using covered electrodes in accordance with B.S. 639.

Gas welding may be employed in certain circumstances provided that prior approval is obtained from the Engineer.

#### 2.10.3 Welding Code and Construction

All welded joints shall be carried out in accordance with the following Specifications:

a) Pipe Welding

All pipe welds shall be carried out in accordance with the requirements of B.S.806.

b) General Welding.

All welding of mild steel components other than pipework shall comply with the general requirements of B.S. 1856.

#### 2.10.4 Welders Qualifications.

Any welder employed on this Sub-contractor shall have passed the trade tests as laid down by the Government of Kenya.

The Engineer may require to see the appropriate certificate obtained by any welder and should it be proved that the welder does not have the necessary qualifications the Engineer may instruct the Sub- contractor to replace him by a qualified welder.

SECTION B:

PARTICULAR SPECIFICATIONS FOR AIR CONDITIONING

PARTICULAR SPECIFICATIONS FOR SINGLE SPLIT AIR-CONDITIONING.3.1 SCOPE OF WORKS

The works to be carried out comprises of the supply, delivery, installation, setting to work, testing and commissioning of all materials and equipment called for in this specification and/or shown in the contract drawings.

The tenderer shall include for all appurtenances and appliances not particularly called for in this specification or on the contract drawings but which are necessary for the completion and satisfactory functioning of the system.

No claim for extra payment shall be accepted from the contractor for non-compliance with the above requirements.

If in the opinion of the tenderer there exists difference between the specification and the contract drawings, the tenderer shall clarify the difference with the engineer before tendering.

The Works to be installed under the contract shall comply with the Ministry of Public Works requirements for contract works under "GENERAL MECHANICAL SPECIFICATION".

3.2 CLIMATIC CONDITIONS

The following climatic conditions apply at the sites of the works and all materials and equipment used shall be suitable for these conditions: -

PARAMETERS	(CONDITIONS )
Maximum mean outdoor dry bulb Temperature, to	30°
Minimum Temperature	14.°C
Relative Humidity	40% - 60%
Altitude	1915m ASL
Longitude	36° 21' 1.39"
Latitude	0° 46' 4.01" N
Max. solar radiation occurs during the month of February	

3.3 SYSTEMS DESIGN DATA

The air-conditioning systems are designed to maintain the following internal conditions with ambient conditions of 28°C DB and 55% RH

Internal Temperature  $23 \pm 1^{\circ}\text{C}$   
Relative Humidity  $50 \pm 10\%$

The equipment described here under covers the specific requirements of equipment to be used for this contractor work and shall be used in conjunction with the accompanying contract drawings.

It shall be deemed that the tenderer has based his tender on plant and equipment which is equal in performance to that stated within the specification.

### 3.4 SPLIT AIR CONDITIONING SYSTEM

The system shall be complete with;

#### 3.4.1 Indoor ceiling mounted cooling unit (Evaporator)

Each coil unit shall consist of a cooling coil, air circulating fan, fan-guard and a thermostatic expansion valve. A timer unit shall be mounted in the control panel to both the de-frosting intervals and defrosting periods, both of which shall be variable.

The evaporator unit shall be of capacity as specified under the specified conditions, and shall be of the dry expansion type, and preferably of similar make as that of the condensing units. The unit shall be cassette type, high wall mounted or ceiling mounted as will be specified by the Engineer.

The coil shall be manufactured from seamless copper tubing with aluminium fins mechanically bonded to the tubes.

The panel shall be interlocked such, that on energizing the heater, the compressor, condenser and evaporator fan shall be de-energized and only re-energized when the heater is switched off by a evaporator mounted thermostat. A manual overriding switch shall by-pass the timer switch.

The air-circulating fan shall be manufactured from rigid aluminium sheet and finished in white casing. A drip tray with 25mm diameter connections shall be incorporated in the base of the casing.

The Unit shall be complete with the following:

- 1 No. air purifying filter.
- Built in drain pump to automatically drain water.
- Refrigeration pipe work with flared connections
- Fixing brackets/wall mounting kit/ground mounting kit
- Thermostat to control room temperature
- High- and low-pressure units
- Condensate discharge pipe work in Black PVC, 15mm diameter
- Service access valves
- Voltage Surge Protector

The system shall be suitable for 250V, 1 – Phase, 50Hz power supply. The split air-conditioning system shall be designed to maintain room inside temperature of  $23 \pm 1^{\circ}$  C and relative humidity of  $50 \pm 10\%$ .

B-2

### 3.4.2 Outdoor Units.

The outdoor units shall be installed and mounted on the wall using appropriate and approved mounting brackets. They shall be complete with hermetically sealed compressors. Safety devices shall include overload/surge protection among others.

The unit shall be connected to power provided by others. It shall also be connected to refrigerant piping and control wiring. It shall have adequate charge of refrigerator oil and R

134A refrigerant or any other non ozone depleting refrigerant.

The air conditioning units shall be as York or approved equivalent and shall be provided with approved mounting brackets.

The Unit shall be complete with the following:

- Casing constructed of 18 gauge zinc coated mild steel, zinc phosphate bonderized, coated with oven baked polyester paint and weatherized for outdoor installation. It shall have weep holes on base to allow ease of drainage.
- Hermetically sealed compressor mounted to unit base with rubber isolated hold down bolts, uniform in oil & pressures and shall have internal overload protection.
- Refrigeration pipe work with flared connections
- Distributor with refrigeration control
- Fixing brackets/wall mounting kit/ceiling mounting kit
- Heat exchanger capacity controls
- Precise inverter frequency controls
- New oil returning system (refrigerant oil control system)
- High and low pressure units
- An innovation of installation with automatic address settings for indoor units with twin multiplex transmission system of no polarity.
- Condensate discharge pipe work
- Service access valves
- Voltage Surge Protector

### 3.4.3 Refrigeration Piping.

Pipe work shall be tested for leaks after installation to the Engineers satisfaction. It shall be properly anchored, insulated and no vibration of pipes shall be allowed during the running of the systems. An electronic leak detector shall be used to test for leaks.

### 3.4.3 Electrical Works

The Sub-contractor shall include for supply, installation and commissioning of all starters, control

apparatus, control panels and interconnecting wiring and conduits for equipment that the sub- contractor will supply.

The Electrical Sub-contractor will provide a power point positioned within 2- meters of the equipment supplied by the Sub-contractor and the Sub-contractor shall connect his equipment from this point.

### 3.4.4 Builders Works

The tenderers shall allow for perforation of holes, hacking of walls etc. All disturbed surfaces

shall thereafter be made good by the tenderer upon satisfactory completion of the works.

### 3.4.5 As-Built-Drawings And Maintenance Manuals

Once the air conditioning system has been tested and commissioned, drawings and maintenance

manuals shall be provided. They shall be a true and accurate representation of what has been commissioned.

### 3.4.6 Training

Adequate personnel shall be trained to perform normal operations and routine maintenance

of the air conditioning system. The number of personnel to be trained shall be specified for particular pool.

### 3.4.7. Testing & Commissioning

The system shall be balanced to the satisfaction of the project engineer. It shall be run under

complete automatic controls for 72 hours' continuous operation to ascertain any faults in operation before acceptance and handover.

Any faults discovered during this time shall be corrected and a further test or tests of 72 hours' duration shall be carried out to ensure satisfactory operation, all at the expenses of the contractor.

All accessories/equipment have to tested for capacity, efficiency, leakages and other human errors and shall meet standards and specifications.

All the pipe work and connections herein described shall be tested in the presence of the Engineer and to the hydraulic pressure the Engineer deems satisfactory and for a minimum period of 1 hour.

These tests must be before any insulation work is undertaken or any pipe work is finally enclosed in any ducts, etc and due allowance is to be made in the tender for these tests.

The tenderer is to include for providing for all the testing equipment, temporary plugging and refilling etc.

SECTION C

PARTICULAR SPECIFICATIONS FOR PORTABLE FIRE  
EXTINGUISHER

PART C:PARTICULAR SPECIFICATIONS FOR PORTABLE FIRE EXTINGUISHERa. INTRODUCTION

The particular specification details the requirements for the supply and installation and commissioning of the Portable Fire Extinguishers.

The contractor shall include for all appurtenances and appliances not necessarily called for in this specification or shown on the designs but which are necessary for the completion and satisfactory functioning of the works.

If in the opinion of the Sub-contractor there is a difference between the requirements of the Specifications and the designs, he shall clarify these differences with the Engineer before tendering.

b. WATER/CO<sub>2</sub> EXTINGUISHERS

These shall be 9-litre water filled CO<sub>2</sub> cartridge operated portable fire extinguishers and shall comply with B.S. 401 or B.S. 1288.or KSISO7165:1999 and to the requirements of B.S.1004. Unless manufactured with stainless steel, bodies shall have all internal surfaces completely coated with either a lead tin, lead alloy or zinc applied by hot dipping. There shall be no visibly uncoated areas.

The extinguishers shall be clearly marked with the following:

- a )Method of operation.
- b) The words 'WATER TYPE' (GAS PRESSURE) in prominent letters.
- c) Name and address of the manufacturer or responsible vendor.
- d) The nominal charge of the liquid in imperial gallons and litres.
- e) The liquid level to which the extinguisher is to be charged.
- f) The year of manufacture.
- g) A declaration to the effect that the extinguisher has been tested to a pressure of 24.1 bar (350 p.s.i.).
- h) The number of British Standard 'B.S' 1004 or B.S. 1449.

C-1

c. PORTABLE CARBON DIOXIDE FIRE EXTINGUISHERS

These shall be portable carbon dioxide fire extinguishers and shall comply with B.S. 1004.or KSISO7165:1999

The body of extinguisher shall be a seamless steel cylinder manufactured to one of the following British

Standards; B.S. 401 or B.S. 1288.( EN3:1996)

The filling ratio shall comply with B.S. 5355 with valves fittings for compressed gas cylinders to B.S.341. Where a hose is fitted it shall be flexible and have a minimum working pressure of 206.85 bar (3000 p.s.i.). The hose is not to be under internal pressure until the extinguisher is operated.

The nozzle shall be manufactured of brass gunmetal, aluminum or stainless steel and may be fitted with a suitable valve for temporarily stopping the discharge if such means are not incorporated in the operating head.

The discharge horn shall be designed and constructed so as to direct the discharge and limit the entrainment of air. It shall be constructed of electrically non-conductive material.

The following markings shall be applied to the extinguishers: -

The words “Carbon Dioxide Fire Extinguisher” and to include the appropriate nominal gas

content. a) Method of operation.

b) The words “Re-charge immediately after

use”. c) Instructions for periodic checking.

d) The number of the British Standard B.S. 3326: 1960 or B.S.

5423. e) The manufacturers name or identification markings

d. DRY CHEMICAL POWDER PORTABLE FIRE EXTINGUISHER

The portable dry powder fire extinguishers shall comply with BS 1449 or KSISO7165:1999 and BS 1004. The body shall be constructed to steel not less than the requirements of BS 1449 or aluminum to BS 1470: 1972(EN3: 1996) and shall be suitably protected against corrosion.

The dry powder charge shall be not-toxic and retain its free-flowing properties under normal storage conditions. Any pressurizing agent used as an expellant shall be in dry state; in particular compressed air.

The discharge tube and gas tube if either is fitted shall be made of steel, brass, copper or other not less suitable material. Where a hose is provided it shall not exceed 1,060mm and shall be acid and alkali resistant.

C-2

Provision shall be made for securing the nozzle when not in use.

The extinguisher shall be clearly marked with the following

information a) The word “Dry Powder Fire Extinguisher”

b) Method of operation in prominent letters.

c) The working pressure and the weight of the powder charge in Kilogramme.

d) Manufacturer’s name or identification mark

e) The words “RECHARGE AFTER USE” if rechargeable type.

f) Instructions to regularly check the weight of the pressure container (gas Cartridge) or inspect the pressure indicator on stored pressure types when fitted, and remedy any loss indicated by either.

g) The year of manufacture.

h) The Pressure to which the extinguisher was tested.

i) The number of this British Standard BS 3465 or BS 5423: 1977.

j) When appropriate complete instructions for charging the extinguisher shall be clearly marked on the extinguisher or otherwise be supplied with the refill.

e. AIR FOAM FIRE EXTINGUISHER

These shall be of 9 litres capacity complete with refills cartridges and wall fixing brackets and complying with B.S. EN 3/BS 1449 and BS 1004 with the following specifications: -

Cylinder: to B.S. 1449 or KSISO7165:1999

Necking: to be 76mm outside diameter steel EN 3A 23/4 X 8TPI female thread.

Cap: to be plastic moulding acetyl resin.

CO2 Cylinder: to be 75gm P.V.C coated.

Internal Finish: to be polythene lining on phosphate coating

External finish: to be phosphated - One coat primer paint and one coat stove enamel B.S. 381 C.

C-3

f. FIRE BLANKET

The fire blanket shall be made from cloth woven with pre-asbestos yarn or any other fire proof material

and to measure 1800 x 1210 mm and shall be fitted with special tapes folded so as to offer instantaneous single action to release blanket from storing jacket to BS 1721.

g. SIGNAGE -FIRE EXIT SIGN

Proceed and procure and install as below;

Print Fire Exit signs on the Perspex plate, 5mm thick, with white colour background as follows:-

1. Lettering IN RED COLOUR of not less than 50mm in height.
2. A pendant sign bearing words, FIRE EXIT and with a directional arrow

The sign must be capable of being read from both approaches to exit and so is double sided.

h. SIGNAGE -FIRE INSTRUCTION NOTICE

Print fire instruction on the Perspex plate, 5mm thick with White Colour Background measuring 510mm lengthx380mm width as follows;

**FIRE INSTRUCTION NOTICE**

In the event of  
fire;

- (1) Raise the alarm by actuating the nearest alarm system point, Sound Siren /gong or Shout Fire
- (2) Attack fire using the nearest available equipment
- (3) Call fire Brigade 222181 or Police 999 and inform your switchboard (PABX) Operator
- (4) Ensure that all personnel not involved in fire fighting evacuation to safety outside the building.
- (5) Close but DO NOT LOCK doors behind as you leave.
- (6) Evacuate the building using stairs or fire escapes do not use Lifts/escalators walk calmly. Avoid panic. Do not stop or return for personal belongings.
- (7) Assemble as per floor outside the building for roll call.

C-4

SECTION D:

PARTICULAR SPECIFICATIONS FOR PLUMBING AND  
DRAINAGE

## PARTICULAR SPECIFICATIONS FOR PLUMBING AND DRAINAGE

### Introduction

This section covers the general requirements for plant, equipment and materials forming for the plumbing and drainage installations.

### MATERIALS AND STANDARDS

#### Pipework and Fittings

Pipework materials are to be used shall be as follows:

a) Galvanized Steel Pipework

Galvanized steel pipe work up to 65mm nominal bore shall be manufactured in accordance with KS06.366:1982 or B.S. 1387 Medium Grade, with tapered pipe threads in accordance with B.S. 21. All fittings shall be malleable iron and manufactured in accordance with KS06-885:1995 or B.S. 143.

Pipe joints shall be screwed and socketed and sufficient coupling unions shall be allowed so that fittings can be disconnected without cutting the pipe. Running nipples and long screws shall not be permitted unless exceptionally approved by the Engineer.

Galvanized steel pipe work, 80mm nominal bore up to 150mm nominal bore shall be manufactured to comply in all respects with the specification for 65mm pipe, except that screwed and bolted flanges shall replace unions and couplings for the jointing of pipes to valves and other items of plant. All flanges shall comply with the requirements of B.S. 10 to the relevant classifications contained hereinafter under Section 'C' of the Specification.

Galvanizing shall be carried out in accordance with the requirements of B.S. 1387 and B.S. 143 respectively.

b) Polypropylene Pipes –Random ( PP-R) Type 3

PP-R type3 pipe work shall be manufactured in accordance with B.S. 7291 part 2001. Dimensions and quality of PP-R Pipes shall be in accordance with DIN 8077 and pipelines in plastics materials joints, Components parts, Installation to be in accordance DIN 16928. joints And fittings to be in accordance DIN16962.

c) Copper Tubing

All copper tubing shall be as manufactured in accordance with B.S. 2871 from C.160 'Phosphorous De-oxidized Non-Arsenical Copper' in accordance with B.S. 1172.

Pipe joints shall be made with soldered capillary fittings and connections to equipment shall be with compression fittings as manufactured in accordance with B.S. 864.

Short copper connection tubes between galvanized pipe work and sanitary fittings shall not be used because of the risk of galvanic action.

If, as may occur in certain circumstances, it is not possible to make the connection in any way than the use of copper tubing, then a brass straight connector shall be positioned between the galvanized pipe and the copper tube in order to prevent direct contact.

d) Poly-vinyl Chloride ( P.V.C ). Pressure Pipes and Fittings

All P.V.C. pressure pipes and fittings shall be as manufactured in accordance with KS06-478-

2:1993 (B.S. 3505: 1968).

Jointing

The method of jointing to be employed shall be that of solvent welding, using the pipe and manufacturer's approved cement. Seal ring joint shall be introduced where it is necessary to accommodate thermal expansion.

Testing

Pipelines shall be tested in sections under an internal water pressure normally one and a half times

the maximum allowable working pressure of the class of pipe used. Testing shall be carried out as soon as practical after laying and when the pipeline is adequately anchored. Precautions shall be taken to eliminate all air from the test section and to fill the pipe slowly to avoid risk of damage due to surge.

e) A.B.S. Waste System

Where indicated on the Designs and Schedules, the contractor shall supply and fix A.B.S. waste pipes and fittings.

The pipes, traps and fittings shall be in accordance with the relevant British Standards, including B.S. 3943 or KS06-7831-1:1990, and fixed generally in accordance with manufacturer's instructions and B.S. 5572: 1978.

Jointing of pipes shall be carried out by means of solvent welding, the manufacturer's instructions according to B.S. 5572: 1978.

Standard brackets, as supplied for use with this system, shall be used wherever possible.

Where the building structure renders this impracticable the contractor shall provide purpose made supports, centers of which shall not exceed one meter.

Expansion joints shall be provided as indicated. Supporting brackets and pipe clips shall be fixed on each side of these joints.

f) Poly-vinyl Chloride ( P.V.C ) Pipes and fittings

The contractor shall supply and fix PVC soil pipes and fittings as indicated on the Designs and Schedules.

Pipes and fittings shall be in accordance with relevant British Standards, including B.S. 4514 and fixed to the manufacturer's instructions and B.S. 5572.

The soil system shall incorporate synthetic rubber gaskets as provided by the manufacturer whose fixing instructions shall be strictly adhere to.

Connections to WC pans shall be effected by the use of a WC connector, gasket and cover, fixed to suit pan outlet.

Suitable supporting brackets and pipe clips shall be provided at maximum of one metre centres. The contractor shall be responsible for the joint into the Gully Trap on Drain as indicated on the Drawings.

### Valves

#### a) Draw-off Taps and Stop Valves (Up to 50mm Nominal Bore)

Draw-off taps and valves up to 50mm nominal bore, unless otherwise stated or specified for attachment or connection to sanitary fitment shall be manufactured in accordance with the requirements of B.S.1010.

#### b) Gate Valves

All gate valves 80mm nominal bore and above, other than those required for fitting to buried water mains shall be of cast iron construction, in accordance with the requirements of B.S. 3464. All gate valves required for fitting to buried water mains shall be of cast iron construction in accordance with the requirements of B.S.1218.

All gate valves up to and including 65mm nominal bore shall be of bronze construction in accordance with the requirements of B.S. 1952.

The pressure classification of all valves shall depend upon the pressure conditions pertaining to the site of works.

#### c) Globe Valves

All globe valves up to and including 65mm nominal bore shall be of bronze construction in accordance with the requirements of B.S.3061 or KS06-885:1995.

The pressure classification of all globe valves shall depend upon the pressure conditions pertaining to the site of works.

### Waste Fitment Traps

#### a) Standard and Deep Seal P & S Traps

Where standard or deep seal traps are specified they shall be manufactured in suitable non-ferrous materials in accordance with the full requirements of B.S. 1184. In certain circumstances, cast iron traps may be required for cast iron baths and in these instances bath traps shall be provided which are manufactured in accordance with the full requirements of B.S.1291.

#### b) Anti-Syphon Traps

Where anti-syphon traps are specified, these shall be similar or equal to the range of traps manufactured by Greenwood and Hughes Limited, Deacon Works Littlehampton, Sussex, England.or equal and approved. The tradename for traps manufactured by this company is 'Grevak'.

### Pipe Supports

#### a) Introduction

This deals with pipe supports securing pipes to the structure of buildings for above ground application. The variety and type of support shall be kept to a minimum and their design shall be such as to facilitate quick and secure fixings to metal, concrete, masonry or wood.

Consideration shall be given, when designing supports, to the maintenance of desired pipe falls and the restraining of pipe movements to a longitudinal axial direction only.

The contractor shall supply and install all steelwork forming part of the pipe support assemblies and shall be responsible for making good damage to builders work associated with the pipe support installation.

The contractor shall submit all his proposals for pipe supports to the Engineer for approval before any erection works commence.

D-3

b) Steel and Copper Pipes and Tubes

Pipe runs shall be secured by clips connected to pipe ankers, wall brackets, or trapeze type supports. 'U'

bolts shall not be used as a substitute for pipe clips without the prior approval of the Engineer.

An approximate guide to the maximum permissible supports spacing in metres for steel and copper pipe and tube is given in the following table for horizontal runs.

Size Tube Nominal Bores	to B.S. 659	Copper Tube to B.S. 1387	Steel
15mm	1.25m	2.0m	
20mm	2.0m	2.5m	
25mm	2.0m	2.5m	
32mm	2.5m	3.0m	
40mm	2.5m	3.0m	
50mm	2.5m	3.0m	
65mm	3.0m	3.5m	
80mm	3.0m	3.5m	
100mm	3.0m	4.0m	
125mm	3.0m	4.5m	
150mm	3.5m	4.5m	

The support spacing for vertical runs shall not exceed one and a half times the distances given for horizontal runs.

c) Expansion Joints and Anchor.

Where practicable, cold pipework systems shall be arranged with sufficient bends and changes of direction to absorb pipe expansion providing that the pipe stresses are contained within the working limits prescribed in the relevant B.S. specification.

Where piping anchors are supplied, they shall be fixed to the main structure only. Details of all anchor design proposals shall be submitted to the Engineer for approval before erection commences.

The contractor when arranging his piping shall ensure that no expansion movements are transmitted directly to connections and flanges on pumps or other items of plant.

The contractor shall supply flexible joints to prevent vibrations and other Movements being transmitted from pumps to piping systems or vice versa.

Sanitary Appliances

All sanitary appliances supplied and installed as part of the works shall comply with the general requirements of B.S. Code of Practice 305 and the particular requirements of the latest B.S. Specifications.

D-4

### Pipe Sleeves

Main runs of pipework are to be fitted with sleeves where they pass through walls and floors. Generally the sleeves shall be of P.V.C. except where they pass through the structure, where they shall be mild steel. The sleeves shall have 6mm – 12mm clearance all around the pipe or for insulated pipework all around the installation.

The sleeve will then be packed with slag wool or similar.

## INSTALLATION

### Introduction

Installation of all pipework, valves, fittings and equipment shall be carried out under adequate supervision from skilled

staff to the relevant codes and standards as specified herein. The contractor shall be responsible for ensuring that all builders work associated with his piping installation is carried out in a satisfactory manner to the approval of the Engineer.

### Above Ground Installation

#### a) Water Services

Before any joint is made, the pipes shall be hung in their supports and adjusted to ensure that the joining faces are parallel and any falls which shall be required are achieved without springing the pipe.

Where falls are not shown or stated elsewhere in the Specification, pipework shall be installed parallel to the lines of the buildings and as close to the walls, ceilings, columns, etc., as is practicable.

All water systems shall be provided with sufficient drain points and automatic air vents to enable them to function correctly.

Valves and other user equipment shall be installed with adequate access for operation and maintenance. Where valves and other operational equipment are unavoidably installed beyond normal reach or in such position as to be difficult to reach from a small step ladder, extension spindles with floor or wall pedestals shall be provided.

Screwed piping shall be installed with sufficient number of unions to facilitate easy removal of valves and fittings, and to enable alterations of pipework to be carried out without the need to cut the pipe.

Full allowances shall be made for the expansion and contraction of pipework, precautions being taken to ensure that any force produced by the pipe movements are not transmitted to valves, equipment or plant.

All screwed joints to piping and fittings shall be made with P.T.F.E. tape.

The test pressure shall be maintained by the pump for about one hour and if there is any leakage, it shall be measured by the quantity of water pumped into the main in that time. A general leakage of 4.5 litres per

25mm of diameter, per 1.6 kilometres per 24 hours per 30 metres head, may be considered reasonable but any visible individual leak shall be repaired.

D-5

b) Sanitary Services

Soil, waste and vent pipe system shall be installed in accordance with the best standard of modern practice as described in B.S. 5572 to the approval of the Engineer.

The contractor shall be responsible for ensuring that all ground waste fittings are discharged to a gully trap before passing to the sewer via a manhole.

All necessary rodding and inspection facilities within the draining system in positions where easy accessibility is available.

Where a branch requires rodding facilities in a position to which normal access is unobtainable, then that branch shall be extended so as to provide a suitable purpose made rodding eye in the nearest adjacent wall or floor to which easy access is available.

The vent stacks shall terminate above roof level and where stack passes through roof, a weather skirt shall be provided. The contractor shall be responsible for sealing the roof after installation of the stacks.

The open end of each stack shall be fitted with a plastic coated or galvanised steel wire guard. Access for rodding and testing shall be provided at the foot of each stack.

c) Sanitary Appliances

All sanitary appliances associated with the works shall be installed in accordance with the best standard of modern practice as described in C.P. 305 to the approval of the Engineer.

TESTING AND  
INSPECTION Site Tests –  
Pipework Systems

a) Above Ground Internal Water Services Installation

All water service pipe system installed above ground shall be tested hydraulically for a period of one hour to not less than one and half times to design working pressure.

If preferred, testing the pipelines in sections may be done. Any such section found to be satisfactory need not be the subject of a further test when system has been completed, unless specifically requested by the Engineer.

During the test, each branch and joint shall be examined carefully for leaks and any defects revealed shall be made good by the Sub-contractor and the section re-tested.

All necessary precautions to be taken to prevent damage occurring to special valves and fittings during the tests. Any item damaged shall be repaired or replaced at the Sub-contractor's expenses.

MECH/42

b) Above Ground Soil Waste and Ventilation System

All soil, waste and ventilating pipe system forming part of the above ground installation, shall be given appropriate test procedures as described in B.S. 5572, 1972.or KS02-254:1986

Smoke tests on above ground soil, waste and ventilating pipe system shall not be permitted. Pressure tests shall be carried out before any work which is to be concealed is finally enclosed. In all respects, tests shall comply with the requirements of B.S. 5572.

Site Test – Performance

Following satisfactory pressure test on the pipework system operational tests shall be carried out in accordance with the relevant B. S. Code of practice on the systems as a whole to establish that special valves, gauges, control, fittings, equipment and plant are functioning correctly to the satisfaction of the Engineer.

All hot water pipework shall be installed with pre-formed fibre glass lagging to a thickness of

25mm where the pipe runs above a false ceiling or in areas where the ambient temperature is higher than normal with the result that pipe “sweating”, due to condensation will cause nuisance.

All lagged pipes which run in a visible position after erection shall be given a canvas cover and prepared for painting as follows:

- i) Apply a coating of suitable filler until the canvas weave disappears and allow to dry.
- ii) Apply two coats of an approved paint and finish in suitable gloss enamel to colors
- iii) Approved by the Engineer.

All lagging for cold and hot water pipes erected in crawlways, ducts and above false ceiling which after erection are not visible from the corridors of rooms, shall be covered with a reinforced aluminium foil finish banded in colours to be approved by the Engineer.

In all respects, unless otherwise stated, the hot and cold water installation shall be carried out in accordance with the best standard of modern practice and described in C.P.342 and C.P.310 respectively to the approval of the Engineer.

The test pressure shall be applied by means of a manually operated test pump or, in the case of long main or mains of large diameter, by a power driven test pump which shall not be left unattended. In either case precautions shall be taken to ensure that the required pressure is not exceeded.

Pressure gauges should be recalibrated before the tests.

All lagging for cold and hot water pipes erected in crawlways, ducts and above false ceiling which after erection are not visible from the corridors of rooms, shall be covered with a reinforced aluminium foil finish banded in colours to be approved by the Engineer.

In all respects, unless otherwise stated, the hot and cold water installation shall be carried out in accordance with the best standard of modern practice and described in C.P.342 and C.P.310 respectively to the approval of the Engineer.

The test pressure shall be applied by means of a manually operated test pump or, in the case of long main or mains of large diameter, by a power driven test pump which shall not be left unattended. In either case precautions shall be taken to ensure that the required pressure is not exceeded.

MECH/44

Pressure gauges should be recalibrated before the tests.

The contractor shall be deemed to have included in his price for all test pumps, and other equipment required under this specification.

The test pressure shall be one and a half times the maximum working pressure except where a pipe is manufactured from a material for which the relevant B.S. specification designates a maximum test pressure.

STERILISATION OF COLD WATER SYSTEM

All water distribution system shall be thoroughly sterilized and flushed out after the completion of all tests and before being fully commissioned for handover.

The sterilisation procedures shall be carried out in accordance with the requirements of B.S. Code of Practice 301, Clause 409 and to the approval of the Engineer.

SECTION E

BILLS OF QUANTITIES  
AND  
SCHEDULE OF UNIT RATES

BILLS OF QUANTITIES AND SCHEDULE OF UNIT RATES

CONTENTS

<u>CLAUSE No.</u>		<u>PAGE</u>
1.	GENERAL NOTES TO TENDERERS.....	E-1
2.	STATEMENT OF COMPLIANCE.....	E-2
3.	BILLS OF QUANTITIES .....	E-3 – E-10
4.	SCHEDULE OF UNIT RATES.....	E-11

GENERAL NOTES TO TENDERERS

1. The Bills of Quantities form part of the contract documents and are to be read in conjunction with the contract drawings and general specifications of materials and works.
2. The prices quoted shall be deemed to include for all obligations under the sub-contract including but not limited to supply of materials, labour, delivery to site, storage on site, installation, testing, commissioning and all taxes (including 16% VAT).

In accordance with Government policy, the 3% Withholding Tax shall be deducted from all payments made to the Tenderer, and the same shall be forwarded to the Kenya Revenue Authority (KRA).

- 3 All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part thereof.
4. The brief description of the items given in the Bills of Quantities are for the purpose of establishing a standard to which the sub-contractor shall adhere. Otherwise alternative brands of equal and approved quality will be accepted.

Should the sub-contractor install any material not specified here in before receiving written approval from the Project Manager, the sub-contractor shall remove the material in question and, at his own cost, install the proper material.

5. The grand total of prices in the price summary page must be carried forward to  
the Form of  
Tender for the tender to be deemed  
valid.



Statement of Compliance

- a) I confirm compliance of all clauses of the General Conditions, General Specifications and Particular Specifications in this tender.
- b) I confirm I have not made and will not make any payment to any person, which can be perceived as an inducement to win this tender.

Signed: .....for and on behalf of the Tenderer

Date: .....

Official Rubber Stamp: .....

## BILLS No. 1

## A) PRICING OF PRELIMINARIES ITEMS.

Prices will be inserted against item of preliminaries in the sub-contractor's Bills of Quantities and specification. These Bills are designated as Bill 1 in this Section. Where the sub-contractor fails to insert his price in any item he shall be deemed to have made adequate provision for this on various items in the Bills of Quantities. The preliminaries form part of this contract and together with other Bills of Quantities covers for the costs involved in complying with all the requirements for the proper execution of the whole of the works in the contract.

The Bills of Quantities are divided generally into three sections:-

## Preliminaries – Bill 1

Sub-contractors preliminaries are as per those described in section C – sub-contractor preliminaries and conditions of contractor. The sub-contractor shall study the conditions and make provision to cover their cost in this Bill. The number of preliminary items to be priced by the Tenderer have been limited to tangible items such as site office, temporary works and others. However the Tenderer is free to include and price any other items he deems necessary taking into consideration conditions he is likely to encounter on site.

## Installation Items – Other Bills

The brief description of the items in these Bills of Quantities should in no way modify or supersede the detailed descriptions in the contract Drawings, conditions of contract and specifications.

The unit of measurements and observations are as per those described in clause 1.05 of the section C.

## (c) Summary

The summary contains tabulation of the separate parts of the Bills of Quantities carried forward with provisional sum, contingencies and any prime cost sums included. The sub-contractor shall insert his totals and enter his grand total tender sum in the space provided below the summary.

This grand total tender sum shall be entered in the Form of Tender provided elsewhere in this document

PROPOSE REFURBISHMENT AND CONVERSION OF HOSTEL ROOMS TO OFFICES FOR KENYA WATER INSTITUTE-SOUTH C NAIROBI.					
PLUMBING,DRAINAGE AND SANITARY FITTINGS WORKS					
Item	Description	Unit	Qty	Rate (Kshs)	Amount (Kshs)
	Supply, deliver, install, test and commission the following sanitary appliances complete with all the accessories including all connections to the services, waste, jointing to water supply overflows, supports and all plugging and screwing to walls and floors.				
A	Water Closet (WC) Suite Floor standing Close-coupled WC suite in approved colour complete with horizontal outlet to BS 3402 with Flushwise fitted cistern assembly with fittings including siphon, 15mm diameter side overflow, inlet connection, chrome-plated Dual 4/2.6L flush, push button(Cistern can be adjusted to 6/4L, standard flush.) and heavy duty soft close plastic (thin) seat and cover with stainless steel hinges. As Duravit D	No.	6		
B	Pedestal Wash hand basin (WHB) Pedestal wash hand basin size 600 x 460mm with one tap holes and chain stay hole, 32mm diameter pop up chain waste, concealed wall brackets and chrome plated bottle trap (32mm 'P' trap) with 75mm seal, chrome plated single tap hole to be As Duravit D code Model or approved equivalent.	No.	4		
C	Urinal Bowl Range Complete with automatic Ceramic cistern Urinal range consisting of 2 Urinal bowls,1 urinal bowl division complete with grade 304 stainless steel spreader flush pipes, 4.5 litres automatic ceramic cistern firmly fixed on the wall with chrome plated screws.. The bowls to be made of vitreous china white in colour. Urinal range to be as "Duravit" "D-	Item	1		
D	Hand Driers Automatic hand drier in white colour, operating on an infra-red automatic sensing system with heating safety cut-out complete with a 30 seconds safety timer, plastic rawl plugs and fixing screws. The hand drier to have a heating capacity of 1.6kw and performance flow rate of 3.82m3/min and to be of size 370x264x142mm deep. It shall have a water level shall be as Medclinic or approved equivalent.	No.	2		
E	Soap Dispenser 1.5 litre Wall mounted push button stainless steel satin finish liquid soap dispenser . Dispenser to be as "Medclinics" or approved equivalent.	No.	2		
Total carried to collection page					

Item	Description	Unit	Qty	Rate (Kshs)	Amount (Kshs)
A	Mirrors 6mm thick polished plate glass silver backed frameless mirror with bevelled edges and intergrated horizontal light, size 800 x 650mm, screwed/mounted on wall. The mirror shall rest against a layer of 5mm thick foam and be as Ideal standard connect Ref. K2673BH or approved equivalent	No.	4		
B	Waste Paper Bin 20 Liters stainless steel waste paper bin to be as "Mediclinics" or approved equivalent.	No.	2		
C	Toilet Brush and Holder Toilet brush and holder as Vado life or equal and approved.	No.	6		
D	Tissue Holder Wall mounted, chrome plated toilet paper roll holder with protector plate as Vado life or equal and approved	No.	6		
E	Robe Hook Chrome plated double robe hook mounted with concealed screws. To be as Vado life e or equal and approved	No.	6		
F	Paper Towel Dispenser Stainless steel paper towel dispenser to be as "Mediclinics" or approved equivalent.	No.	2		
G	Press down delay Basin Tap Press down delay chrome plated basin tap to be as "Vado" or approved equivalent.	No.	4		
Total carried to collection page					

Item	Description	Unit	Qty	Rate Kshs	Amount (Kshs)
	<b>PLUMBING</b>				
	To supply and install Cpvcschedule 40;25 bar to ASTM D1784 PVC tubing and fittings as described and shown on the drawings. As Astral Flow Guard or equal and approved.				
	Tenderers must allow for jointings, clippings, Step over bends, couplings ,reducers etc. necessary for the proper and satisfactory functioning of the installation when pricing.				
	The following in Astral flow Guard or an approved equivalent.pipe and fiitings rated for 25 bar cold and hot water systems.Diameters are to be based on clear internal bore dimensions to approval				
A	25mm dia	LM	20		
B	32mm dia	LM	40		
C	40mm dia	LM	30		
D	Tee 40mm dia. equal tee	No	4		
E	Reducer	.	4		
F	40 x 32mm reducer 32x 25mm reducer	No	4		
G	Unions		4		
H	25 mm dia	.	4		
I	32 mm dia 40 mm dia	No .	4 4		
J	Bends		4		
K	25 mm dia	No	4		
L	32 mm dia 40 mm dia	. No	4 4		
M	FlexibleTubing 15 mm dia heavy duty flexible S.S steel protected tubing	. No	10		
N	300 mm long including unions and bent to connect the sanitary fittings to water supply tubing to approval.	No	10		
O		.	2		
P		.	1		
	Sub-total C/F to the collection page				

Item	Description	Unit	Qty	Rate Kshs	Amount (Kshs)
	<b>DRAINAGE</b>				
	Supply and install the following drainage upvc and pvc pipe system as described and shown on the drawings.				
	All pipes and fittings in this installation shall be upvc and pvc to BS 5572: 1978 and BS 5750 as manufactured by Key Terrain' or equal and approved. All jointings and fixing shall be in accordance with the manufacturers instructions and as described.				
	Tenderers must allow for jointings, clippings, couplings holder bats, pluggings, reducers, spacers etc. necessary for the proper functioning of the installation when pricing.				
A		Lm	20		
B		Lm	10		
C		Lm	10		
D	100mm diameter heavy gauge grey mUPVC pipe	No	4		
E	50mm diameter waste pipe	.	4		
F	40mm diameter waste pipe	No	4		
G	Bends	.	4		
H	100mm diameter short/ long radius bend	No	4		
I	50mm diameter short/long radius bend	.	4		
J	40mm dia ditto.	No	4		
K	50mm diameter 45° bend	.	4		
L	40mm diameter 45° bend	No	4		
M	Tees	.	2		
N	100mm diameter sweep tee	No	2		
O	40mm diameter sweep tee	.	2		
P	Access Caps	No	6		
Q	100mm diameter access cap	.	4		
R	50mm diameter access cap	.	4		
S	40mm diameter WC connector	No	4		
T	Reducers	.	2		
U	50 x 40mm reducer	No	2		
V	40 x 32mm reducer	.	2		
W	Boss Connectors	No	1		
X	100 x 50mm boss connector	.	1		
Y	100 mm boss connector	No	1		
Z	100 x 50mm diameter floor trap and with 150 x 150mm stainless steel grating cover	.	1		
	Allow for connection to existing drainage vent pipe	No	1		
	Allow sum for removal of the existing sanitary				
	Sub-total C/F to the collection page				

E-7



FIRE FIGHTING EQUIPMENT					
Item	Description	Unit	Qty	Rate (Kshs)	Amount (Kshs)
	Supply, deliver, install, test and commission the following fire fighting equipment and conforming to BS EN 3 / BS 1449.				
A	Portable fire Extinguishers Dry Powder Fire Extinguisher 9kg portable ABC Dry Powder Fire Extinguishers (34A 233B C) complying with B.S 3465 and B.S 5423 to include the appropriate nominal charge of gas and mounting brackets.	No	4		
B	Manual Alarm Bell	No	3		
C	9" (225mm) manual operated alarm bell (Gong)	No	8		
D	Fire Notices	Reams	15		
E	Allow for fire signage for the above fire portable extinguishers.	No	3		
F	Photocopy paper size A4,80g/cm <sup>3</sup> ,white,500 sheets External haddisk as "Transend 1TB portable external hard drive USB 3.0" or equivalent.	Item	1		
G	Allow sum of Kenya Shillings One Hundred	No	5		
H	Thousands only for project supervision by project	Reams	15		
Total carried forward to collection Page					

## COLLECTION PAGE

Item		Total
1	Brought forward from Page E-4	
2	Brought forward from Page E-5	
3	Brought forward from Page E-6	
4	Brought forward from Page E-7	
5	Brought forward from Page E-8	
	Total Carried forward to Main Summary Page	

MAIN SUMMARY PAGE

Item	Description	Total
1	Total carried forward from the Collection Page E-9	
2	Allow sum for Contingency to be used at the discretion of the Project Engineer.	200,000.00
Total Carried forward to Grand Summary Page		

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

Period of Execution of the works.....  
 .....  
 .....

Tenderer's Name and Stamp  
 .....  
 .....

Signature .....

Tenderer's P.I.N No .....  
 No.....

VAT Certificate

Witness. ....  
 Address.....

Tenderer's Signature.....

Date.....

## SCHEDULE OF UNIT RATES

ITEM	DESCRIPTION	UNIT	RATE (KSh.)
1.	Window Mounted high speed toilet extract fan with of 215m <sup>3</sup> /min air delivery and speed of 420 rpm. To be as "Explair" or approved equivalent	NO.	
2.	Water Fire Extinguisher -9KG	NO.	
3.	Dry chemical powder extinguisher-9KG	NO.	
4.	5.3 Kw Ceiling Cassette Air Conditioning Unit	NO.	
5.	Touch Free Wash Hand Basin Tap	NO.	
6.	Double Drain Stainless Steel Kitchen Sink	NO.	
7.	Single Drain Stainless Steel Kitchen Sink	NO.	
8.	Counter Top Wash Handbasin	NO.	
9.	Air Conditioning Surge Protector	NO.	
10.	15 mm copper including 25mm Armaflex insulation	LM.	
11.	10 mm copper including 25mm Armaflex insulation	LM.	

SECTION F:

TECHNICAL SCHEDULE OF ITEMS TO BE SUPPLIED

TECHNICAL SCHEDULE OF ITEMS TO BE SUPPLIED

CONTENTS

	<u>CLAUSE No.</u>
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2.TECHNICAL SCHEDULE.....	F-2

## TECHNICAL SCHEDULE

### General Notes to the Tenderer

The tenderer shall submit technical schedules for all materials and equipment upon which he has based his tender sum.

The tenderer shall also submit separate comprehensive descriptive and performance details for all plant apparatus and fittings described in the technical schedules. Manufacturer's literature shall be accepted. Failure to comply with this may have his tender disqualified.

Completion of the technical schedule shall not relieve the Contractor from complying with the requirements of the specifications except as may be approved by the Engineer.

## TECHNICAL SCHEDULE

The tenderer must complete in full the technical schedule. Apart from the information required in the technical schedule, the tenderer **MUST SUBMIT** comprehensive manufacturer's technical brochures and performance details for all items listed in this schedule (fill forms attached).

ITEM	DESCRIPTION	MANUFACTURER	COUNTRY OF ORIGIN	REMARKS (Catalogue No. etc.)
1.	Closed Coupled Water Closet			
2.	Pedestal Wash Hand Basin			
3.	Urinal Bowl			
4.	Automatic Handrier			
5.	ABC Powder Extinguisher			
6.	Gate Valve			

The tenderer shall also submit separate comprehensive descriptive and performance details for all plant apparatus and fittings, as described in the technical schedule.

SECTION G:

DRAWING SCHEDULE

CONTENTS

CLAUSE No.  
PAGE

1.	DRAWING SCHEDULE.....	G-1
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DRAWING SCHEDULE:

As shall be provided during project implementation.

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**BILL NO.7**  
**PROVISIONAL SUM**

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ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<p><b>PROVISIONAL SUMS</b></p> <p>The following provisional sums to be spent/ deducted in whole or in part at the discretion of the Architect.</p> <p><b>Contingencies.</b></p> <p>A Allow a provisional Sum of Kenya Shillings Two Million (Kshs. 2,000,000.00) Only for Contingencies.</p>		ITEM		2,000,000
	<b>TOTAL CARRIED TO GRAND SUMMARY SUMMARY</b>				<b>2,000,000</b>

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## GRAND SUMMARY

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**PROPOSED RENOVATION (CONVERSION OF HOSTEL ROOMS TO OFFICES) AND  
DEMOLITION OF 2NO. PREFABRICATED HOUSES FOR KENYA WATER  
INSTITUTE- SOUTH C NAIROBI COUNTY .**

BILL NO.	DESCRIPTION	PAGE NO.	FOR TENDERER USE ONLY	FOR OFFICIAL USE ONLY
			KSHS.	KSHS.
	<b><u>GRAND SUMMARY</u></b>			
1	PARTICULAR PRELIMINARIES	PP/10		
2	GENERAL PRELIMINARIES	GP/14		
3	BUILDERS WORK	BW/1		
4	CIVIL WORKS	CIV/3		
5	ELECTRICAL INSTALLATION SERVICES	ELEC/98		
6	MECHANICAL INSTALLATION SERVICES	MECH/60		
7	PROVISIONAL SUMS	PS/1		
<b>GRAND TOTAL CARRIED TO FORM OF TENDER (VAT INCLUSIVE)</b>				

AMOUNT IN WORDS : .....

.....CENTS .....

TENDERER'S NAME .....

ADDRESS .....

DATE .....

TENDERER'S SIGNATURE .....

WITNESS'S NAME .....

ADDRESS .....

DATE .....

WITNESS SIGNATURE .....