



REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

DEPARTMENT OF WATER, SANITATION & ENVIRONMENT

P. O. BOX 19 - 20400

BOMET, KENYA

TENDER DOCUMENT

TENDER REFERENCE NO.: CGB/W&I/005/2019/2020

**TENDER NAME: WORKS FOR CONSTRUCTION OF
PROPOSED KONGOTIK WATER PROJECT,
KEMBU WARD**

CLOSING DATE: 28TH FEBRUARY, 2020

PREPARED BY:

**Department of Water, Sanitation and
Environment,
P.O. Box 19 – 20400,
Bomet, Kenya**

PROCURING ENTITY:

**County Government of Bomet,
P.O. Box 19 – 20400,
Bomet, Kenya**

February 2020

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SECTION I - INVITATION FOR TENDERS

Tender reference No.: CGB/W&I/005/2019/2020

Tender Name: Works for Construction of Proposed Kongotik Water Project, Kembu Ward

- 1.1 The County Government of Bomet, P.O. Box P.O. BOX 19- 20400, Bomet, Kenya invites sealed tenders for the Construction of Proposed Kongotik Water Project located at Kembu Ward
- .1.2 Interested eligible candidates may obtain further information and inspect tender documents at the County Government of Bomet Headquarters, P. O. Box **19 - 20400, Bomet**, during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates by download free of charge at county website www.bomet.go.ke.
- 1.4 Prices quoted should be net inclusive of *all taxes, duties, National Construction Authority (NCA) Levy and other levies, VAT and withholding tax in accordance with the laws of Kenya and the Client shall not reimburse any amount paid in this context*. The Prices quoted must be in Kenya shillings and shall remain valid for **120 days** from the closing date of tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the **Tender Box** located at County Government of Bomet Headquarters **Procurement Offices** and to be addressed to:

Attn:

**County Secretary,
County Government of Bomet,
P. O Box 19 - 20400 Bomet, Kenya**

so as to be received on or before **28th February, 2020 at 12.00 noon.**

- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at Procurement Offices, County Government of Bomet Headquarters.
- 1.7 Late or incomplete Tenders shall not be accepted.
- 1.8 Any additional information, addendums or clarifications in respect to this tender will be available in our COUNTY GOVERNMENT OF BOMET website www.Bomet.go.ke. All bidders are advised to regularly check the website during the bidding period.

SECTION II - INSTRUCTIONS TO TENDERERS

TABLE OF CLAUSES

Note: The tenderer must comply with the following conditions and instructions and failure to do so will result in rejection of the tender.

A. GENERAL

1. Definitions

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

2. Eligibility and Qualification Requirements

2.1 Eligibility requirements

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

2.2 Qualification Requirements

To be qualified for award of Contract, the tenderer shall provide evidence satisfactory to the Employer of their eligibility under Sub clause 2.1. Above and of their capability and adequacy of resources to effectively carry out the subject Contract.

- (a) The qualifications and experience of key personnel proposed for administration and execution of the contract, both on and off site are as listed below. Bidder to attach CVs and academic certificates for each staff.

2.3 Joint Ventures

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

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

mentioned under (b) above as well as in the Form of Tender and the Form of Agreement (in case of a successful tender)

- (e) A copy of the agreement entered into by the joint venture partners shall be submitted with the tender

3. Cost of Tendering

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

4. Site Visit

- 4.1. The tenderer and any of his personnel or agents will be granted permission by the Employer to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Employer from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.

B. TENDER DOCUMENTS

5. Tender Documents

- 5.1.1.1 The Tender documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to tenderers.
 - a. Form of Invitation for Tenders
 - b. Instructions to Tenderers
 - c. Form of Tender
 - d. Appendix to Form of Tender
 - e. Form of Tender Surety
 - f. Statement of Foreign Currency Requirements
 - g. Tender and Confidential Business Questionnaires
 - h. Details of Sub contractors
 - i. Schedules of Supplementary Information
 - j. General Conditions of Contract - Part I
 - k. Conditions of Particular Application - Part II
 - l. Specifications
 - m. Bills of Quantities
 - n. Drawings
 - o. Declaration Form
- 5.2 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "private and confidential".

6. Inquiries by tenderers

- 6.1 A tenderer making an inquiry relating to the tender document may notify the Employer in writing or by telex, cable or facsimile at the Employer's mailing address indicated in the Invitation to Tender. The Employer will respond in writing to any request for clarification which he receives earlier than 7 days prior to the deadline for the submission of tenders. Written copies of the Employer's response (including the query but without identifying the source of the inquiry) will be sent to all prospective tenderers who have purchased the tender documents.
- 6.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

7. Amendment of Tender Documents

- 7.1 At any time prior to the deadline for submission of tenders the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by issuing Addenda.
- 7.2 Any Addendum will be notified in writing or by cable, telex or facsimile to all prospective tenderers who have purchased the tender documents and will be binding upon them.
- 7.3 In order to allow prospective tenderers reasonable time in which to take the Addendum into account in preparing their tenders, the Employer may, at his discretion, extend the deadline for the submission of tenders.

C. PREPARATION OF TENDERS

8. Language of Tender

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

9. Documents Comprising the Tender

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

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

10. Tender Prices

- 10.1 All the insertions made by the tenderer shall be made in **indelible INK** or **Typed** and the tenderer shall clearly form the figures. The relevant space in

the Form of Tender and Bills of Quantities shall be completed accordingly without interlineations or erasures except those necessary to correct errors made by the tenderer in which case the erasures and interlineations shall be initialed by the person or persons signing the tender.

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

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

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

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

- 10.3 Unless otherwise specified the tenderer must enter the amounts representing 5% of the sub-total of the summary of the Bills of Quantities for Contingencies and Variation of Prices [VOP] payments in the summary sheet and add them to the sub-total to arrive at the tender amount.

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

- 10.5 The rates and prices quoted by the tenderer are subject to adjustment during the performance of the Contract only in accordance with the Provisions of the Conditions of Contract. The tenderer shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under clause 70 of the Conditions of Contract Part II.

- 10.6 Contract price variations shall not be allowed within the first 12 months of the contract.

- 10.7 Where quantity contract variation is allowed, the variation shall not exceed those specified by Legal Notice No. 106, Dated 18th June, 2013 of the Public Procurement and Disposal Act, (No. 3 of 2005).

- 10.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

11. Currencies of Tender and Payment

- 10.9 Tenders shall be priced in Kenya Shillings and the tender sum shall be in Kenya Shillings.
- 11.2 Tenderers are required to indicate in the Statement of Foreign Currency Requirements, which forms part of the tender, the foreign currency required by them. Such currency should generally be the currency of the country of the tenderer's main office. However, if a substantial portion of the tenderer's expenditure under the Contract is expected to be in countries other than his country of origin, then he may state a corresponding portion of the contract price in the currency of those other countries. However, the foreign currency element is to be limited to two (2) different currencies and a maximum of 30% (thirty percent) of the Contract Price.
- 11.3 The rate or the rates of exchange used for pricing the tender shall be the selling rate or rates of the Central Bank ruling on the date twenty-one (21) days before the final date for the submission of tenders.
- 11.4 Tenderers must enclose with their tenders, a brief justification of the foreign currency requirements stated in their tenders.

12. Tender Validity

- 10.10 The tender shall remain valid and open for acceptance for a period of one hundred and twenty (120) days from the specified date of tender opening or from the extended date of tender opening (in accordance with clause 7.4 here above) whichever is the later.
- 10.11 In exceptional circumstances prior to expiry of the original tender validity period, the Employer may request the tenderer for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile. A tenderer may refuse the request without forfeiting his Tender Surety. A tenderer agreeing to the request will not be required nor permitted to modify his tender, but will be required to extend the validity of his Tender Surety correspondingly.

13. Tender Security

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

- c) if a tenderer does not accept the correction of his tender price pursuant to clause 23. In this case it will also be deemed as non-responsive.

14 No Alternative Offers

- 14.1 The tenderer shall submit an offer which complies fully with the requirements of the tender documents unless otherwise provided for in the appendix. Only one tender may be submitted by each tenderer either by himself or as partner in a joint venture. A tenderer who submits or participates in more than one tender will be disqualified.
- 14.2 The tenderer shall not attach any conditions of his own to his tender. The tender price must be based on the tender documents. The tenderer is not required to present alternative construction options and he shall use without exception, the Bills of Quantities as provided, with the amendments as notified in tender notices, if any, for the calculation of his tender price. Any tenderer who fails to comply with this clause will be disqualified.

15 Pre-tender Meeting

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

16 Format and Signing of Tenders

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

D. SUBMISSION OF TENDERS

17 Sealing and Marking of Tenders

- 17.1 The tenderer shall seal the original and copies of the Tender in separate envelopes, duly marking the envelopes as "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer separate envelope.

- 17.2 The inner and outer envelopes shall be addressed to the Employer at the address stated in the Appendix to Instructions to Tenderers and bear the name and identification of the Contract stated in the said Appendix with a warning not to open before the date and time for opening of tenders stated in the said Appendix.
- 17.3 The inner envelopes shall each indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late", while the outer envelope shall bear no mark indicating the identity of the tenderer.
- 17.4 If the outer envelope is not sealed and marked as instructed above, the Employer will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely for this cause will be rejected by the Employer and returned to the tenderer.

18 Deadline for Submission of Tenders

- 18.1 Tenders must be received by the Employer at the address specified in clause 17.2 and on the date and time specified in the Letter of Invitation, subject to the provisions of clause 7.4, 18.2 and 18.3.
Tenders delivered by hand must be placed in the "tender box" provided in the office of the Employer.

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

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

19 Modification and Withdrawal of Tenders

- 19.1 The tenderer may modify or withdraw his tender after tender submission, provided that written notice of the modification or withdrawal is received by the Employer prior to prescribe deadline for submission of tenders.
- 19.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of tenders, with the inner and outer envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate.
- 19.3 No tender may be modified subsequent to the deadline for submission of tenders.
- 19.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the period of tender validity specified on the tender form. Withdrawal of a tender during this interval will result in the forfeiture of the Tender Surety.
- 19.5 Subsequent to the expiration of the period of tender validity prescribed by the Employer, and the tenderer having not been notified by the Employer of the award of the Contract or the tenderer does not intend to conform with the request of the Employer to extend the period of tender validity, the tenderer may withdraw his tender without risk of forfeiture of the Tender Surety.

E. TENDER OPENING AND EVALUATION

20 Tender Opening

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

21 Process to be Confidential

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

22 Clarification of Tenders

- 22.1 To assist in the examination, evaluation and comparison of tenders, the Employer may ask tenderers individually for clarification of their tenders, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or telex, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the employer during the evaluation of the tenders in accordance with clause 24.
- 22.2 No tenderer shall contact the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the Employer, he shall do so in writing.

23 Determination of Responsiveness

- 23.1 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender is substantially responsive to the requirements of the tender documents.
- 23.2 For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Works to be undertaken by the tenderer under the Contract,

or which limits in any substantial way, inconsistent with the tender documents, the Employer's rights or the tenderers obligations under the Contract and the rectification of which would affect unfairly the competitive position of other tenderers who have presented substantially responsive tenders.

- 23.3 Each price or unit rate inserted in the Bills of Quantities shall be a realistic estimate of the cost of completing the works described under the particular item including allowance for overheads, profits and the like. Should a tender be seriously unbalanced [$<$ by 10% or $>$ 10% in relation to the Employer's estimate of the works to be performed under any item or groups of items], the tender shall be deemed not responsive.
- 23.4 A tender determined to be not substantially responsive will be rejected by the Employer and may not subsequently be made responsive by the tenderer by correction of the non-conforming deviation or reservation.

24 Correction of Errors

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

- (a) Where there is a discrepancy between the amount in figures and the amount in words, the amount in words will govern.
- (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case adjustment will be made to the entry containing that error.
- (c) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the tenderer, shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 13.

25 Conversion to Single Currency

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

26 Evaluation and Comparison of Tenders

- 26.1 The Employer will evaluate only tenders determined to be substantially responsive to the requirements of the tender documents in accordance with clause 23.
- 26.2 In evaluating tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
- (a) Making any correction for errors pursuant to clause 24.
 - (b) Excluding Provisional Sums and provision, if any, for Contingencies in the Bills of Quantities, but including Day works where priced competitively.
- 26.3 The Employer reserves the right to accept any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in the

accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.

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

27 AWARD OF CONTRACT

Award Criteria

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

28 Notification of Award

- 28.1 Prior to the expiration of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer by cable, telefax or telex and confirmed in writing by registered letter that his tender has been accepted. This letter (hereinafter and in all Contract documents called "Letter of Acceptance") shall name the sum (hereinafter and in all Contract documents called "the Contract Price") which the Employer will pay to the Contractor in

consideration of the execution and completion of the Works as prescribed by the Contract.

- 28.2 At the same time that the Employer notifies the successful tenderer that his tender has been accepted, the Employer shall notify the other tenderers that the tenders have been unsuccessful.
- 28.3 Within fourteen [14] days of receipt of the Form of Contract Agreement from the Employer, the successful tenderer shall sign the form and return it to the Employer together with the required Performance Security.
- 28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

29 Performance Guarantee

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

30 Advance Payment

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

31 Corrupt or fraudulent practices

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

F. APPENDIX TO INSTRUCTIONS TO TENDERERS

Notes on the Appendix to Instructions to Tenderers

The Appendix to Form of Tender shall complement or amend the provisions of the instructions to tenderers (Section II). Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the apto form of tender, the provisions of the appendix therein shall prevail over those of the instructions to tenderers.

14. EVALUATION CRITERIA

Based on the information contained in the Instructions to Tenderers and the appendix thereof, the following will be the evaluation criteria for determination of responsive tenderer leading to award of the contract:

Summary sheet

Scoring criteria			
S/No	Description	Maxim Possible Score	Bidders Score
1.	Woks Experience	28	
2.	Staff Competence (Technical)	26	
3.	Equipment for the works	9	
4.	Work Methodology	7	
5.	Evidence of financial capability for the work	30	
TOTAL		100	

a) Mandatory Requirements

No	Requirement	Compliance
1.	Copy of Registration/incorporation certificate to show that the applicant is a registered company and legally authorized to do business in Kenya	Must meet
2.	A valid and current tax compliance certificate	Must meet
3.	Valid Copy of Single Business Permit for Bomet County	
4.	Submission of a valid registration certificate issued by the National Construction Authority (NCA) for category NCA 7 or superior for Water Works .	Must meet
5.	Submission of Tender Security of the amounting to 2% of bid sum valid for 150 days after tender opening in the prescribed format.	Must meet
6.	A written Power of Attorney authorizing the signatory of the tender to commit the Tenderer.	Must meet
7.	Duly filled Confidential Business Questionnaire form. Provide details of Company's Director's and attach copies of their national identification cards or passports.	Must meet
8.	Duly filled Declaration Form as prescribed	Must meet
9.	Duly filled Self Declaration Form	Must meet
10.	Duly filled form of tender	Must meet
11.	Copy of CR12 from Registrar of Companies (At least 12 Months)	Must meet

b) *Technical Evaluation. Technical requirements will be scored as indicated below:-*

TECHNICAL EVALUATION SCORE					
ITEM		DESCRIPTION	POINT SCORE SCALE		
1		EXPERIENCE	Max 28		
	a	General Experience in General Construction Works	0 or 3		
	b	<p><i>Specific experience in related works</i> Company past similar works experience in construction of water supply systems of Kshs.15 million cumulatively in the last three years. Provide proof of similar works in terms of copies of contracts agreements, LPO, completion certificates or Interim completion certificates of not less than 70% complete.</p> <ul style="list-style-type: none"> • Kshs. 15 million or more similar water works - (25 Marks) • Kshs. 10 million to Kshs 14.9 million similar water works - (15 Marks) • Kshs. 5 million to Kshs. 9.9 million similar work - (10 Marks) • Below Kshs. 5 million - (0 Marks) 	0-25		
2		KEY PERSONNEL		Max 26	
		<i>Project Manager (Max 9 marks)</i>	Qualification	Degree	6
				HND	5
			Relevant Experience	5 years and above	3
				Below 5 years	1.5
		<i>Site Agent / Site Engineer (Max 9 marks)</i>	Qualification	Degree	6
				HND	5
			Relevant Experience	5 years and above	3
				Below 5 years	1.5
		<i>Site Foreman (Max 8marks)</i>	Qualification	Diploma	5
				Certificate	3
			Relevant Experience	3 years and above	3
				Below 3 years	1.5
3		PLANT AND EQUIPMENT		Max 9	
		Relevant Equipment	Owned (100% of marks)		0-9
			Leased (50% of marks)		0-4.5

4	WORK METHODOLOGY		Max 7
	a)	Detailed Program of works	0- 3
	b)	Detailed Methodology	0- 2
	c)	Methodology on safety during the construction period	0-2
	TOTAL		MAX 70
Minimum Technical Score			70

15. Equipment proposed for the works (9 points)

This category shall attract a maximum score of 15 points of the total technical evaluation score. The bidders are expected to be in possession of the following plant and equipment required for the works:

No.	Equipment Type and Characteristics	Minimum Number required
6	1No. HDPE Pipe Welding/Fusion Machine owned (5 marks) - Hired (1 mark)	1
8	1No.Dewatering pump owned (5 marks) - Hired (1 mark)	1
9	1No.Pipe pressure testing equipment with testing capacity of not less than 37.5 bar owned (5 marks) - Hired (1 mark)	1
	TOTAL	3

Bidders to attach proof of ownership for the above indicated equipment. Where the Bidder intends to lease or hire the equipment, the Bidder shall attach a lease agreement for the respective equipment referring to this tender.

Only bidders with a technical score of 70 percent and above out of the maximum possible 100 points percent shall be considered technically responsive, hence qualify for evaluation of their financial bid.

16. Financial evaluation

Comparison of prices will be done and the most responsive evaluated bidder will be considered for award.

NOTE

Bidders are hereby notified that due diligence shall be carried out on the information provided by the bidder. Any false information provided will lead to automatic disqualification. Bidders should bid for ONLY one tender

Pre-Bid/Site visit Meeting.

Pre-bid briefing meeting is not Mandatory. A bidder who may wish to visit the project area may arrange with the client through the address provided.

The qualifications and experience of key personnel proposed for administration and execution of the contract, both on and off site are as listed below. Bidder to attach CVs and academic certificates for each staff.

S/NO	TITLE	MINIMUM NUMBER	MINIMUM QUALIFICATION	Total Work Experience (years)	In Similar Works Experience (years)
1	Project Manager	1	Relevant Engineering	5	3
2	Site Agent / Site Engineer	1	Relevant Engineering	5	3
3	Site Foreman	1	National Diploma in Civil Engineering/ Construction Management	3	2

SECTION III - CONDITIONS OF CONTRACT,

PART I - GENERAL CONDITIONS

The Conditions of Contract, Part I - General Conditions, shall be those forming Part I of the "Conditions of Contract for Works of Civil Engineering Construction, Fourth Edition 1987, reprinted in 1992 with further amendments, prepared by the Federation Internationale des Ingenieurs - conseils (FIDIC).

The Conditions are subject to variations and additions set out in Part II hereof entitled "Conditions of Contract, Part II - Conditions of Particular Application".

Subsequent and more recent editions of the FIDIC document may have their clause numbers different from those referred to in "Conditions of Contract, Part II - Conditions of Particular Application". Cross-referencing will be done by way of relevant clause to equivalent clause as appropriate.

Note

- i. The standard text of the General Conditions of Contract must be retained intact to facilitate its reading and interpretation by tenderers. Any amendments and additions to the General Conditions, specific to a given Contract, should be introduced in the Conditions of Particular Application or in the Appendix to Form of Tender.
- ii. The Conditions of Particular Application take precedence over the General Conditions of Contract.
- iii. Copies of the FIDIC Conditions of Contract can be obtained from:
FIDIC Secretariat
P.O. Box 86
1000 Lausanne 12
Switzerland
Fax: 41 21 653 5432
Telephone: 41 21 653 5003

SECTION IV - CONDITIONS OF CONTRACT

PART II (CONDITIONS OF PARTICULAR APPLICATION)

1. GENERAL

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

Clause No.

2. Definitions and Interpretation

1.1 (a)(i) The said “Employer” shall be **County Government of Bomet, Head Office, P.O. Box 19 - 20400, Bomet, Kenya**, represented by Chief Officer Water Sanitation & Environment

(iv) The said “Engineer” shall be Project Engineer or any other “Competent Person” appointed by the Employer, and notified to the Contractor, to act in replacement of the Engineer. The “Competent Person” may be an individual(s), a consultancy firm, a Government Agency, or any combination of professionals to be appointed at the discretion of the Employer.

(b)(i) Insert in line 2 after “the Bills of Quantities”, the following, “the rates entered by the Contractor (whether or not such rate is employed in computation of the Contract Price)”.

Add the following sub-clause;

3. Engineer’s Duties and Authority

2.1 (b) The Engineer shall obtain specific approval of the Employer before taking any of the following actions specified in Part I:

- (i) Consenting to the sub-letting of any part of the Works under clause 4.
- (ii) Certifying additional cost determined under Clause 12
- (iii) Determining an extension of time under Clause 44
- (iv) Issuing a variation under Clause 51 except in an emergency situation as reasonably determined by the Engineer.
- (v) Fixing rates or prices under clause 52

4. Assignment and Subcontracting

1.1 Delete the second and third sentence and substitute:

No single subcontract may be for more than 10 percent of the Contract Price nor shall the sum of all subcontracts exceed 25 percent of the Contract price. No one subcontractor may be awarded subcontracts to a total value greater than 10 percent of the Contract Price. All subcontracts greater than 2 percent of the Contract Price are to have the prior consent of the Engineer. The Contractor shall however, not required such consent for purchases of materials or to place contracts for minor details or for any part of the Works of which the manufacturer of supplier is named in the Contract. Any such consent shall not relieve the Contractor from any liability or obligation under the Contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as fully as if they were the acts, defaults or neglects of the Contractor, his agents, servants or workmen.

5. Contract Documents

- 5.1 (a) The language governing this Contract shall be English.
The "Ruling Language" which shall be used to interpret this Contract shall be English. Communication between the Contractor and Engineer or Engineer's representative shall be in English.
- (b) The law applicable to this Contract shall be the laws of the Republic of Kenya. Except to the extent otherwise provided by the Contract, the Kenyan courts shall have exclusive jurisdiction to hear and to determine all actions and proceedings in connection with and arising out of the Contract, and the Contractor shall submit to the jurisdiction of Kenyan courts for the purpose of any such actions and proceedings.
- 1.1 Delete the documents listed 1-6 and substitute:
- (1) The Contract Agreement;
 - (2) The Notification of Award;
 - (3) Tender and Appendix to Form of Tender;
 - (4) The Conditions of Contract Part II;
 - (5) The Conditions of Contract Part I (FIDIC);
 - (6) The Special Specifications;
 - (7) The Standard Specifications for Road and Bridge Construction, MOTC - 1986;
 - (8) Clarifications and rectifications accepted by the Employer; and
 - (9) The Drawings;
 - (10) The priced Bills of Quantities; and
 - (11) Schedules and other documents forming part of the Contract.
- 1.1 Add to sub clause 8.1 the following:
- (a) Within 28 days after receipt of the Engineer's order to commence the Works, the Contractor shall establish an office at the Site duly equipped for the Contractor's representative and his supervisory personnel.
The Contractor shall maintain this office throughout the Contract period. The said office shall be the legal domicile of the Contractor, and all correspondence sent to this office shall be deemed to have been sent to the Contractor's head office.
- (b) A foreign Contractor or a Kenya-foreign joint venture, if not registered in Kenya under the applicable laws of Kenya, shall undertake registration upon receipt of the letter of acceptance and prior to signing of the Contract.
- 10.1 Performance Security
Sub-Clause 29.1 to 29.3
In lines 1,2 and 3 delete the words "If the Contract... within 28 days" and substitute "The Contractor shall obtain a Performance Security within 28 days"
Add the following at the end of this Sub-Clause:-
The Performance Security shall be in any of the following forms:
- (1) Cash
 - (2) A Bank Guarantee
 - (3) Such Insurance Company Guarantee as may be approved by the Authority

The amount of guarantee shall be as stated in the Appendix to Form of Tender.

In the case of a bank guarantee, it shall be issued either (a) by an established and reputable bank approved by the Employer and located in Kenya or a foreign bank through a correspondent established and reputable bank located in Kenya and approved by the Employer or (b) directly by a foreign bank acceptable to the Employer. The performance security shall normally be in the currency or currencies requested for payment by the Contractor and in the same proportions as those requested for payment in the Contract.

The performance security may, subject to the approval of the Engineer, be adjusted at the end of each period of 12 months to reflect the residual value of the Contract Works.

10.2 The performance guarantee shall be valid until a date 28 days after the date of issue of the Taking-Over Certificate. The security shall be returned to the Contractor within 28 days of the expiration.

10.3 Delete sub-clause 10.3

11.1 Inspection of Site

Add the words "and the Contractor shall be deemed to have based his tender on all the aforementioned" after the words "affect his tender".

Delete the last paragraph completely and replace with the following:

"The Employer in no way guarantees completeness nor accuracy of the soil, materials, subsurface and hydrological information made available to the Contractor at the time of tendering or at any other time during the period of the Contract, and the Contractor shall be responsible for ascertaining for himself all information as aforesaid for the execution of Works and his tender shall be deemed to have been priced accordingly.

14.1 **Programme to be Submitted**

The time within which the Programme shall be submitted shall be twenty eight (28) days. This detailed Programme shall be based upon the programme submitted by the Contractor as part of his tender and shall, in no material manner, deviate from the said programme.

The Contractor shall allow in his Programme for the following public holidays per calendar year in Kenya upon which the Contractor shall not be permitted to work

New Year's Day (1st January)

Good Friday

Easter Monday

Labour Day (1st May)

Madaraka Day (1st June)

Idd-ul-Fitr

Mashujaa Day (20th October)

Jamhuri Day (12th December)

Christmas Day (25th December)

Boxing Day (26th December)

The Contractor should also allow per calendar year for a further 2 unspecified public holidays which may be announced by the Government of Kenya with no prior notification, and upon which he shall not be permitted to work.

- 14.2 Add the following at the end of this sub clause:-
The Employer shall have the right to withhold payment at any time if the Contractor fails to submit the contractual construction programmes in accordance with sub clause 14.1 above or revise construction programmes due to his negligence, failure or omission.
- 14.3 **Cash Flow Estimate to be Submitted**
The time limit within which a detailed cash flow estimate is to be submitted shall be twenty eight (28) days.
In preparing the estimates, the Contractor shall make provision for Advance payment, repayment of advance, retention, payment for services provided by the Employer and timing implications of sub clause 60 – Certificates and Payments.
- 2 Contractor’s Superintendence**
- 2.1 Add the following at the end of the first paragraph of sub-clause 15.1:
The Contractor shall, within seven (7) days of receipt of the Engineer’s order to commence the Works, inform the Engineer in writing, the name of the Contractor’s representative and the anticipated date of his arrival on Site.
- 2.2 Add the following sub-clause 15.2:
The Contractor’s agent or representative on the Site shall be an Engineer registered by the Engineer’s Registration Board of Kenya in accordance with the Laws of Kenya cap. 530 or have equivalent status approved by the Engineer and shall be able to read, write and speak English fluently.
- 1.1 **Engineer at Liberty to object**
At the end of this clause add “by a competent substitute approved by the Engineer at the Contractor’s own expense”.
The Contractor is encouraged to the extent practicable and reasonable, to employ staff and labour with appropriate qualifications who are Kenyan citizens.

6. Safety, Security and Protection of the Environment

- 1.1 Add at the end of sub clause 19.1 the following: -
The formulation and enforcement of an adequate safety program shall be the obligation of the Contractor with respect to all the Works under this Contract, regardless of whether performed by the Contractor or his subcontractors.
The Contractor shall, within 14 days after commencement of the Works, meet the Engineer to present and discuss his plan for the establishment of such safety measures as may be necessary to provide against accidents, unsafe acts and so forth. Within 28 days after commencement of the Works, the Contractor shall submit a written safety program to the Engineer covering the overall Works and based on the laws and regulations of Kenya. In addition, he shall prepare special safety programs for blasting and handling of explosives as stipulated in the General and Special Specifications.
Notwithstanding the foregoing, the Contractor shall observe the following measures with a view to reducing or eliminating adverse environmental effects by the Site Works:
- (i) All queries and borrow pits shall be filled and landscaped to their original state after extraction of construction material

- (ii) Soil erosion due to surface runoff or water from culverts or other drainage structures should be avoided by putting in place proper erosion control measures that shall include, but not limited to grassing , planting of trees, gabions etc.
- (iii) Long traffic diversion roads shall be avoided so as to minimize the effect of dust on the surrounding environment. In any case all diversions shall be kept damp and dust free at the Contractor's expense.
- (iv) Spillage of oils, fuels and lubricants shall be avoided and if spilt, shall be collected and disposed off in such a way as not to adversely affect the environment.
- (v) Rock blasting near settlement areas shall be properly coordinated with the relevant officers of the Government so as to minimize noise pollution and community interference.
- (vi) Dumping shall be done only at designated dumping areas and not haphazardly on surroundings.

1.2 **Insurance of Works & Contractor's Equipment**

21.1 (a) Delete the first sentence of this clause and replace with the following:
 "Prior to commencement of the Works the Contractor shall, without limiting his or the Employer's obligations and responsibilities under Clause 20, insure to the satisfaction of the Employer."

(b) Add the following words at the end of sub - paragraph (a) and immediately before the last word in (b)
 "it being understood the insurance shall provide for compensation to be payable in the types and proportions of the currencies required to rectify the loss or damage incurred."

In sub clause 21.1(b), delete the words "or as may be specified in Part II of these Conditions".

01.1 (a) Delete the words "from the start of Work at the Site" and substitute with the words "from the first working day after the commencement date"

(c) Add the following sub-clause: "It shall be the responsibility of the Contractor to notify the insurance company of any change in the nature and extent of the Works and to ensure the adequacy of the insurance coverage at all times during the period of the Contract"

23.1 Third Party Insurance

Add the following at the beginning of this sub-clause:-
 "Prior to commencement of the Works"

23.2 Minimum Amount of Insurance

Add the following at the end of this sub-clause:-
 " with no limits to the number of occurrences."

1.1 Insert the words "as soon as practicable after the respective insurances have been taken out but in any case" before the words "Prior to the start of Work at the Site"

Add the following sub-clauses 25.5 to 25.7

25.1 Insurance Notices

Each policy of insurance effected by the Contractor for the purpose of the Contract shall include a provision to the effect that the Insurer shall have a duty to give notice in writing to the Contractor and Employer of the date when a premium becomes payable not more than thirty (30) days after the giving of such notice.

25.2 **Re-insurance in Kenya**

The risks against which the Contractor is obliged to insure under the Contract shall be insured through established and reputable companies approved by the Employer and located in Kenya and any cover against risks which the Contractor may enjoy shall be reinsured in Kenya by an approved Kenyan Insurance Company In respect of the Contractor's obligations under the Contract.

25.3 It shall be the responsibility of the Contractor to notify the insurers under any of the insurances referred or event which by the terms of such insurances are required to be so notified and the Contractor shall indemnify and keep indemnified the Employer against all losses, claims, demands, proceedings, costs, charges and expenses whatsoever arising out of or in consequence of any default by the Contractor in complying with the requirements of this sub clause whether as a result of avoidance of such insurance or otherwise.

26. **Compliance with Statutes, Regulations**

Add the following sub-clause 26.2:-

The Employer will repay or allow to the Contractor all such sums as the Engineer shall certify to have been properly payable and paid by the Contractor in respect of such fees. Provided always that, without prejudice to sub clause, nothing contained in this clause shall be deemed to render the Employer liable to all claims which may be considered to fall within the provisions of clause 22.1.

7. **Royalties**

1.1 Add the following at the end of this sub-clause;

"The Contractor shall also be liable for all payments or compensation, if any, that are levied in connection with the dumping of part or all of any such material."

Interference with Traffic and Adjoining Properties

01.1 Add new sub-clause 29.2;

The Contractor shall reinstate all properties whether public or private which are damaged in consequence of the construction and maintenance of the Works to a condition at least equal to that prevailing before his first entry on them.

If in the opinion of the Engineer the Contractor shall have failed to take reasonable and prompt action to discharge his obligations in the matter of reinstatement, the Engineer will inform the Contractor in writing of his opinion, in which circumstances the Employer reserves the right to employ others to do the necessary work of reinstatement and to deduct the cost thereof from any money due or to become due to the Contractor.

The Contractor shall promptly refer to the Employer all claims, which may be considered to fall within the provisions of Clause 22.1.

8. **Labour**

34.1 **Conditions of Employment of Labour**

The Contractor shall be responsible for making all arrangements for and shall bear all costs relating to recruitment, obtaining of all necessary visas, permits or other official permission for movements of staff and labour.

34.2 **Fair Wages**

The Contractor shall, in respect of all persons employed anywhere by him in the execution of the Contract, observe and fulfill the following conditions:

- (a) The Contractor shall pay the rates of wages, observe hours of labour and provide conditions, housing amenities and facilities not less favorable than those required by the Regulation of wages (Building and Construction Industry) Order 1998, and any subsequent amendments thereto, or in any ministry of labour or other government department in consultation with the

district whose general circumstances in the trade or industry in which the Contractor is engaged are similar. The Contractor shall at all times during the continuation of the Contract display, for the information of his employees, a notice setting out the general rates of wages, hours and conditions of labour of his employees and a copy of this clause.

- (b) In the absence of any rates for wages, hours or conditions of labour so established, the Contractor shall pay rates or wages and observe hours and conditions for labour which are not less favourable than the general circumstances in the trade or industry in which the Contractor is engaged.
- (c) Where the absence of established rates of wages, hours and conditions of labour or the dissimilarity of the general circumstances in the trade or industry in which the Contractor is engaged prevent the Contractor from observing rates of wages, hours and conditions of labour ascertained under subparagraph (a) or (b) above, the Contractor in fixing the rates of wages, hours and conditions of labour of his employees shall be guided by the advice of the labour department.
- (d) The Contractor shall recognize the freedom of his employees to be members of trade unions.
- (e) The Contractor shall maintain records of the times worked by, and the wages paid to his employees. The Contractor shall furnish to the Employer, if called upon so to do, particulars of the rates of wages, hours and conditions of labour as the employer may direct.
- (f) The Contractor shall be responsible for observance by his sub-Contractors of the foregoing provisions.

34.3 Breach of Fair Wages Clause

Should a claim be made to the Employer alleging the Contractor's default in payment of fair wages to any workman employed on the Contract and if proof thereof satisfactory to the Employer is furnished by the labour department, the Employer may, failing payment by the Contractor, pay the claims out of any monies due or which may become due to the Contractor under the Contract.

34.4 Recruitment of Unskilled Labour

Any additional unskilled labour which may be required by the Contractor for the Works and which is not in his employ at the time of the acceptance of the tender shall be recruited by the Contractor from the labour office nearest to the Site of the Works.

34.5 Compensation for injury

The Contractor shall, in accordance with the Workman's Compensation Act Chapter 236 of the laws of Kenya and any other regulations in force from time to time in Kenya, pay compensation for loss or damage suffered in consequence of any accident or injury or disease resulting from his work to any workman or other person in the employment of the Contractor or any sub-contractor.

34.6 Labour Standards

- a) The Contractor shall comply with the existing local labour laws, regulations and labour standards.
- b) The Contractor shall formulate and enforce an adequate safety program with respect to all Work under this Contract, whether performed by the Contractor or his sub-contractors. The Contractor has assurance from the Employer of cooperation where the implementation of these safety measures requires joint cooperation.
- c) Upon written request of the Employer the Contractor will remove or replace any of his employees employed under this Contract.

34.7 **Recruitment**

The Contractor shall not induce personnel of the Employer or the Engineer to leave their regular employment and shall not, without the prior consent in writing of the Employer, employ personnel who have resigned from such service within the preceding twelve months.

2 Add the following subclauses 35.2 and 35.3:-

2.2 The Contractor shall maintain such records and make such reports concerning safety, health and welfare of persons and damage to property as the Engineer may from time to time prescribe.

2.3 The Contractor shall report to the Engineer details of any accident as soon as possible after its occurrence. In the case of any fatality or serious accident, the Contractor shall, in addition, notify the Engineer immediately by the quickest available means. The Contractor shall also notify the relevant authority(s) whenever such report is required by the law.

41.1 **Commencement and Delays**

Insert immediately after the word Works----- “on Site within 28 days” and before the word -----after

41.2 **Definition of Commencement**

For the purposes of this clause, the Works shall be deemed to have commenced when all of the following conditions are satisfied;

- a) The approved competent and authorized agent or representative of the Contractor is resident in the project area and is giving his whole time to the superintendence of the Works.
- b) The provision by the Contractor of evidence that all insurances required by the Contract are in force.
- c) The Contractor has an established office in the project area with postal address for receipt of correspondence.
- d) The principal items of constructional plant have been brought to Site and put to work in the execution of the permanent Works.

1.1 **Possession of Site and Access Thereto**

Add the following to this clause 42.4;

The Contractor shall not enter any part of the Site until he has requested and received permission to do so from the Employer or the Engineer.

The Contractor shall not use any portion of the Site for any purpose not connected with the Works.

44.1 Add at the end of sub-clause 44.1 the following:

Neither rains falling between 1st November and 31st December (inclusive) and between 1st February and 31st May (inclusive) nor floods caused by such rains shall be deemed exceptional weather conditions such as may fairly entitle the Contractor to an extension of time for the completion of the Work.

2 **Working Hours**

Delete sub-clause 45.1 and substitute:

“Subject to any provision to the contrary contained in the Contract, the Contractor shall have the option to work continuously by day and by night and on locally recognized days of rest.

If the Contractor requests for permission to work by day and night and if the Engineer shall grant such permission, the Contractor shall not be entitled to any additional payment for so doing. All such work at night shall be carried out without unreasonable noise or other disturbance and the Contractor shall indemnify the Employer from and against any liability for damages on

account of noise or other disturbance created while or in carrying out night work and from and against all claims, demands, proceedings, costs, charges and expenses whatsoever in regard or in relation to such liability. In addition, the Contractor shall be required to provide, for any work carried out by night or recognized days of rest, adequate lighting and other facilities so that the Work is carried out safely and properly.

In the event of the Engineer granting permission to the Contractor to work double or rotary shifts or on Sundays, the Contractor shall be required to meet any additional costs to the Employer in the administration and supervision of the Contract arising from the granting of this permission.

1.1 **Reduction of Liquidated Damages**

There shall be no reduction in the amount of liquidated damages in the event that a part or a section of the Works within the Contract is certified as completed before the whole of the Works comprising that Contract.

No bonus for early completion of the Works shall be paid to the Contractor by the Employer.

The sum stated in the Appendix to Form of Tender as liquidated damages shall be increased by a sum equivalent to any amount payable by the Employer to the Contractor under clause 70.1 in respect of an increase in costs in such period that would not have been incurred by the Contractor if the Works had been completed by the due date for completion prescribed by clause 43.

9. Defects Liability

1.1 Add at the end of this sub-clause the following sentence:-

Any work ordered to be executed under this clause shall be done at a time and in a manner as directed by the Engineer so as to interfere as little as possible with the operations of the Employer or of other contractors and no extension(s) of the defects liability period will be allowed for the execution of this Work.

Add the following sub-clause 49.5 to this Clause:-

52 **Variations**

52.1 Add the following final sentence to this subclause:-

The agreement, fixing or determination of any rates or prices as aforesaid shall include any foreign currency and the proportion thereof.

1.1 **Daywork**

Add the following at the end of this sub-clause:

The Work so ordered shall immediately become part of the Works under the Contract. The Contractor shall, as soon as practicable after receiving the Daywork Order from the Engineer undertake the necessary steps for due execution of such Work. Prior to commencement of any work to be done on a Daywork basis, the Contractor shall give a notice to the Engineer stating the exact time of such commencement.

54 **Plant, Temporary Works and Materials**

Delete Sub-Clauses 54.3 to 54.4 entirely.

For the purpose of these Clauses, the term "Equipment" shall be read as "Contractor's Equipment" where the context so requires.

54.1 Line 5: - Add "written" between "the" and "consent".

Quantities

55.1 Delete sub-clause 55.1 and substitute with the following;

The quality and quantity of the Work included in the Contract Price shall be deemed to be that which is set out in the Contract Bills. The Bills, unless otherwise expressly stated therein, shall be deemed to have been prepared in accordance with the

principles of the latest edition of the Civil Engineering Standard Method of Measurement.

Any error in description or in quantity or any omission of items from the Contract Bills or Specifications shall not vitiate this Contract but shall be corrected and deemed to be a variation required by the Engineer. Subject to the foregoing, any error whether arithmetical or not in the computation of the Contract Price shall be deemed to have been accepted by the parties hereto.

The Contract Price shall not be adjusted or altered in any way whatsoever otherwise than in accordance with the express provisions of these Conditions.

55.2 Add as a new sub-clause:

“Items of Work described in the Bills of Quantities for which no rate or price has been entered in the Contract shall be considered as included in other rates and prices in the Contract and will not be paid for separately by the Employer.

10. Measurement

1.1 Delete sub clause 56.1 and replace with the following:

The Contractor shall prepare and submit to the Engineer all necessary field notes and other records taken and computations made for the purpose of quantity measurements, of which the forms shall be approved by the Engineer, for the monthly progress payment under clause 60. The measurement of work quantities made by the Contractor shall be verified and certified by the Engineer based on the above-mentioned documents.

The Contractor shall furnish all personnel, equipment and materials to make such surveys and computations as necessary to determine the quantities of work performed. Unless otherwise prescribed in the specifications or the drawings, all measurements for payment shall be made by the dimensions, lines and grades as shown on the drawings or by direct survey of which the methods shall be approved by the Engineer.

The documents submitted for measurement and payment shall become the property of the Employer and shall be used to the extent necessary to determine the monthly progress payment to be made to the Contractor under the Contract. Direct survey, if done, shall be subject to checking and verification by the Engineer and all errors in the said survey work and related computations as found during such checking shall be immediately corrected by the Contractor.

1.1 Delete sub clause 57.1 and substitute with the following:-

The Works shall be measured net with deductions made in accordance with the principles of the latest edition of the Civil Engineering Standard Method of Measurement. All measurements shall be given in metric (SI) units.

11. Provisional Sums

1.1 **Prime Cost sum**

Wherever an item in the Bills of Quantities has been referred to as a “P.C. Sum” (Prime Cost Sum), that item shall be construed as a Provisional sum and the provisions of Sub-clauses 58.1 to 58.3 will apply.

1.1 Add the following paragraph at the end of sub clause 59.5:-

If the Engineer desires to secure final payment to any nominated sub-contractor before final payment is due to the Contractor and if such sub-contractor has satisfactorily indemnified the Contractor against any latent defects, the Engineer may, in an interim certificate, include an amount to cover the said final payment, and thereupon the Contractor shall pay to such nominated sub-contractor the amount so certified. Upon such final payment, the amount named in the Appendix to Form of Tender as Limit of

Retention Money shall be reduced by the sum which bears the same ratio to the amount as does the subcontract and sub-contractor shall be discharged from all liability for the Work, materials or goods executed or supplied by such subcontractor under the Contract to which the payment relates.

12. Certificates and Payment

Delete Sub-clauses 60.1 to 60.10 entirely and substitute with the following:-

60.1 Advance Payment

In the event that an advance payment is granted, the following shall apply:-

- a) On signature of the Contract, the Contractor shall at his request, and without furnishing proof of expenditure, be entitled to an advance of 0% (zero percent) of the original amount of the Contract. The advance shall not be subject to retention money.
- b) No advance payment may be made before the Contractor has submitted proof of the establishment of deposit or of a directly liable guarantee satisfactory to the Employer in the amount of the advance payment. The guarantee shall be in the same currency as the advance.
- c) Reimbursement of the advance shall be effected by deductions from monthly interim payments.
- d) Reimbursement of the lump sum advance shall be made by deductions from the Interim payments and where applicable from the balance owing to the Contractor. Reimbursement shall begin when the amount of the sums due under the Contract reaches 50% of the original amount of the Contract. It shall have been completed by the time 80% of this amount is reached.

The amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R = \frac{A (x^1 - x^{11})}{80 - 20}$$

Where:

R = the amount to be reimbursed

A = the amount of the advance which has been granted

X¹ = the amount of proposed cumulative payments as a percentage of the original amount of the Contract. This figure will exceed 50% but not exceed 80%.

X¹¹ = The amount of the previous cumulative payments as a Percentage of the original amount of the Contract. This figure will be below 80% but not less than 50%.

- (e) with each reimbursement the counterpart of the directly liable guarantee may be reduced accordingly.

60.2 Interim Payment Certificate

The Contractor shall submit to the Engineer, in the manner required by the Engineer after the end of each month a statement showing the estimated total value of permanent Work properly executed and materials or goods for permanent works brought to Site up to the end of the previous month (if the value shall justify the issue of an interim certificate) together with any adjustments under clause 70 and any outstanding claims and sums the Contractor considers may be due to him. The Contractor shall amend or correct his estimate as directed by the Engineer and the latter shall not accept it until he is satisfied that it is fair and reasonable.

With respect to the said materials and goods, no payment for them shall be made unless;-

- (i) The materials are in accordance with the specifications for the Works;
- (ii) The materials have been delivered to Site and are properly stored and protected against loss, damage or deterioration;
- (iii) The Contractor's record of the requirements, orders, receipts and use of materials are kept in a form approved by the Engineer, and such records are available for inspection by the Engineer;
- (iv) The Contractor has submitted a statement of his cost of acquiring and delivering the materials and goods to the Site, together with such documents as may be required for the purpose of evidencing such cost;
- (v) The materials are to be used within a reasonable time.

The Contractor will be paid on the certificate of the Engineer the amount due to him on account of the estimated total value of the permanent Work executed up to the end of the previous month together with such amount (not exceeding 75% of the value) as the Engineer may consider proper on account of materials and goods for permanent Work delivered by the Contractor on Site and in addition, such amount as the Engineer may consider fair and reasonable for any Temporary Works for which separate amounts are provided in the Bill of Quantities, all of which shall be subject to a retention of the percentage named in the Appendix to Form of Tender until the amount retained (hereinafter and in all Contract documents called the "Retention Money") shall reach the "Limit of Retention Money" named in the said Appendix. Provided always that no interim certificate shall be issued for a sum [such sum always being the net amount thereof after all deductions for retention etc] less than that named in the Appendix to Form of Tender as "Minimum Amount of Interim Certificate" at one time. Within 14 days after receiving a statement from the Contractor as aforesaid, and subject to the Contractor having made such further amendments and corrections as the Engineer may require, the Engineer shall issue a Certificate of Payment to the Employer showing the amount due, with a copy to the Contractor.

The Engineer shall not unreasonably withhold certifying an Interim Payment Certificate and where there is a dispute regarding an item for payment, the Engineer may delete this disputed item from the Interim Payment Certificate and certify the remainder for payment provided the said payment is in accordance with the preceding paragraph. In cases of difference in opinion as to the value of any item, the Engineer's view shall prevail.

60.3 **Final Account and Final Payment Certificate**

As soon as possible after the issue of Taking - Over Certificate or the termination of the Contract and not later than the time of issue of Defects Liability Certificate, the Contractor shall prepare and submit to the Engineer (with a copy to the Employer), a Statement of Final Account showing in detail the total value of work done in accordance with the Contract together with all sums paid in previous payments. Within thirty(30) after receipt of such further information as may be reasonably required from the Contractor for its verification, the Engineer shall check the said statement, prepare and submit a Final Payment Certificate to the Employer (with a copy to the Contractor).

The Final Payment Certificate shall state;

- (a) The (final) total value of all Work done in accordance with the Contract;
- (b) After giving credit to the Employer for all amounts previously paid to the Contractor, the balance, if any, due from the Employer to the Contractor or the Contractor to the Employer, as the case may be.

Unless the Contractor notifies the Engineer of his objection to the Final Payment Certificate within twenty eight [28] days of delivery thereof, he shall be deemed to have agreed that he accepts the total Contract Price as set out in the Final Payment Certificate as full settlement for all work done under the Contract including any claims, variations and omissions thereof.

However, a Final Certificate of Payment shall not be conclusive:

- a) to the extent that fraud or dishonesty relates to or affects any matter dealt with in the Certificate, or
- b) if any arbitration or court proceedings under the Contract have been commenced by either party before the expiry of 84 days after the issue of the Final Certificate of Payment.

60.4 **Payment of Certificates**

Payment upon each of the Engineer's Certificates for Interim Payments shall be made by the Employer within the time stated in the Appendix to Form of Tender from the date of issue of each Certificate of Payment.

Payment upon the Engineer's Final Payment Certificate shall be made by the Employer within the time stated in the Appendix to Form of Tender from the date of issue of the Final Certificate of Payment signed by the Engineer and countersigned by the Contractor or his authorised agent or representative.

Making of a payment by the Employer shall be considered to have been duly executed on the day that the Employer has issued a cheque.

60.5 **Payment of Retention Money**

One half of the retention money shall become due upon the issue of a Taking - Over Certificate and shall be paid to the Contractor when the Engineer shall certify in writing that the last section of the whole of the Works has been substantially completed and the other half shall be paid to the Contractor after the expiration of the Defects Liability Period and the issue of a Certificate under Clause 62. Provided always that if such time there shall remain to be executed by the Contractor any Works ordered during such period pursuant to Clauses 49 and 50 thereof, the Employer shall be entitled to withhold payment [until the completion of such Works] of so much of the second half of the Retention Money as shall in the opinion of the Engineer represent the Costs of the Works so remaining to be executed.

Provided further that in the event of different Defects Liability Periods having become applicable to different parts of the Works pursuant to clause 48 hereof the expression "expiration of the Defect Liability Period" shall for the purpose of this Sub-clause be deemed to mean the expiration of the latest of such periods.

60.6 **Currency of Payment**

The Contract price shall be stated in Kenya Shillings. All payments to the Contractor shall be made in Kenya shillings and foreign currency(s) in the proportion indicated in the tender, or agreed prior to the execution of the Contract Agreement and indicated therein. The rate[s] of exchange for the calculation of the amount of foreign currency payment[s] shall be the rate of exchange indicated in the Tender. If the Contractor indicated foreign currencies for payment other than the currencies of the countries of origin of related goods and services, the Employer reserves the right to pay the equivalent at the time of payment in the currencies of the countries of such goods and services.

The Employer and the Engineer shall be notified promptly by the Contractor of any changes in the expected foreign currency requirements of the Contractor during the execution of the Works as indicated in the Statement of Foreign Currency Requirements and the foreign and local currency portions of the balance of the

Contract Price shall then be amended by agreement between Employer and the Contractor in order to reflect appropriately such changes.

60.7 Overdue Payments

Unless otherwise stated in the appendix interest shall be paid on the overdue amounts and the interest to be paid shall be in accordance with prevailing commercial bank rates.

60.8 Correcting and With-holding

The Engineer may by any interim certificate or through the final account make any correction or modification to any previous certified sum and shall have authority, if any work or part thereof is not being carried out to his satisfaction, to omit or reduce the value of such work in any Interim Payment Certificate.

60.9 Completion by Sections.

If a Taking-Over Certificate shall be issued for any section or part of the Works separately, the payments herein provided for on or after issue of such a Certificate shall be made in respect of such section or part and references to the Contract Price shall mean such part of the Contract Price as shall in the absence of agreement be apportioned thereto by the Engineer.

60.10 Proportion of Foreign Currency

Subject to the provision of sub clause 60.5 the proportion of foreign currency in any amount due to the Contractor or Employer shall be determined in the following manner:-

- a) For all measured Work, the percentages of foreign currency for the appropriate section of the Bill of Quantities as stated in the schedule of foreign currency requirements shall be applied.
- b) Variations in the cost of imported materials shall be paid in foreign currency.
- c) Variations in the cost of locally purchased materials and those due to changes of legislation shall be paid in local currency.
- d) For Day works labour and plant, the respective percentages of foreign currency stated in the schedule shall be applied.
- e) For Day works materials and materials on site, payment in foreign currency will only be made for imported materials.
- f) The provisions for the deduction and release of Retention Money and the payment of interest shall be applied similarly to both the local and foreign portions.
- g) The advance mobilization loan, its repayment thereof and liquidated damages shall all be apportioned on the basis of the ration between local and foreign currency indicated in the Contract Price.
- h) In the event that the payment is for an item not covered in the foregoing paragraphs, the Engineer shall determine the proportion of foreign and local currency based on the information given in the Schedule of Foreign Currency Requirements, together with any additional information he may request the Contractor to provide.

60.11 Statement at Completion

Not later than 14 days after the issue of the Taking-Over Certificate in respect of the whole of the works, the Contractor shall submit to the Engineer a statement at completion showing in detail, in a form approved by the Engineer;

- (a) The final value of all work done in accordance with the Contract up to the date stated in such Taking-Over Certificate.
- (b) Any further sums which the Contractor considers to be due; and
- (c) An estimate of amounts, which the Contractor considers, will become due to him under the Contract.

Estimate amounts shall be shown separately in the Statement at Completion. The Contractor shall amend and correct the Statement as directed by the Engineer who shall issue a Certificate at Completion to be processed in accordance with sub-clause 60.4.

60.12 Final Statement

Not later than 56 days after the issue of the Defects Liability Certificate, the Contractor shall submit to the Engineer for consideration a draft final statement with supporting documents showing in detail, in the form approved by the Engineer;

- (a) The final value of all work done in accordance with the Contract;
- (b) Any further sums which the Contractor considers to be due to him.

If the Engineer disagrees with or cannot verify any part of the draft final statement, the Contractor shall submit such further information as the Engineer may reasonably require and shall make such changes in the draft as may be required.

60.13 Discharge

Upon submission of the Final Statement, the Contractor shall give to the Employer, with a copy to the Engineer, a written discharge confirming that the total of the Final Statement represents full and final settlement of all monies due to the Contractor arising out of or in respect of the Contract.

Provided that such discharge shall become effective only after payment under the Final Payment Certificate issued pursuant to Sub-clause 60.14 has been made and the Performance Security referred to in Sub-clause 10.1 has been returned to the Contractor.

60.14 Final Payment Certificate

Upon acceptance of the Final Statement as given in Sub-clause 60.12, the Engineer shall prepare a Final Payment Certificate which shall be delivered to the Contractor's authorized agent or representative for his signature. The Final Payment Certificate shall state:

- (a) The final value of all work done in accordance with the Contract;
- (b) After giving credit to the Employer for all amounts previously paid by the Employer, the balance, if any, due from the Employer to the Contractor or the Contractor to the Employer as the case may be

Final Certificate shall be issued for any sum due to the Contractor even if such is less than the sum said named in the Appendix to the Form of Tender.

60.15 Cessation of Employer's Liability

Unless the Contractor notifies the Engineer of his objection to the Final Certificate within fourteen days of delivery thereof he shall be deemed to have agreed that he accepts the total Contract Price as set out in the Final Certificate as full settlement for all work done under the Contract including any variations and omissions thereof.

1.1 Defects Liability Certificate

Delete the last sentence of this Sub-Clause beginning "Provided that the issue.....in Sub-Clause 60.3".

13. Remedies

1.1 Assignment of Benefit of Agreement

Add the following at the end of this sub-clause:-

"But on the terms that a supplier or sub-contractor shall be entitled to make any reasonable objection to any further assignment thereof by the Employer and the Employer may pay the supplier or sub-contractor for any such materials supplied or Works executed under such agreement, whether the same be assigned as aforesaid or not, before or after the said determination, the amount due by such arrangement in so far as it has not already been paid by the Contractor".

65 Special Risks

Add sub clause 65.9 as follows:

- (a) In the event of the Employer unilaterally ordering the final Cessation of performance of the Contract for reasons not specified elsewhere in the Conditions of Contract the Contract shall be considered to be frustrated and the Contractor shall be indemnified as provided for under clause 65.1.
- (b) In the event of the Employer ordering the adjournment of the Contract before or after commencement of the Works for reasons not specified elsewhere in the Conditions of Contract, the Contractor shall be entitled to indemnity for any injury which he may have suffered as a consequence of such adjournment. The Engineer shall award the Contractor payment of such sum as in his opinion shall be reasonable giving regard to all material and relevant factors including the Contractor's on costs and overheads, and the nature of the instruction to adjourn the Contract

14. Settlement of Disputes

1.1 Arbitration

For the purposes of this Clause, the Arbitrator shall be a person to be agreed between the parties or failing agreement, the Arbitrator shall be appointed by the appointer designated in the Appendix to the Form of Tender.

Add the following paragraph after the last paragraph of sub-clause 67.3:

Arbitration shall take place in Nairobi, Kenya. The language of all arbitration proceedings shall be in English. The cost of arbitration shall be apportioned by the Arbitrator according to his findings.

Notices

68.1 Add the following at the end of this subclause:-

Notwithstanding the foregoing, the Contractor shall either maintain an address close to the Works or appoint an agent residing close to the Works for the purpose of receiving notices to be given to the Contractor under the terms of the Contract. This obligation shall be terminated upon the issue of the Certificate of Completion.

68.2 Delete the words "nominated for that purpose in Part II of these Conditions" in this sub-clause.

15. Default of Employer

1.1 Default of Employer

In paragraph (a) of this Sub-Clause, delete the words "within 28 days of expiry of the time stated in Sub-clause 60.10" and insert "within 56 days after the expiry of the time stated in Sub-Clause 60.4".

69.1 Contractor's Entitlement to Suspend Work

Delete the first four lines of this Sub-Clause and replace with the following:-
"Without prejudice to the Contractor's entitlement to interest under Sub-clause 60.7 and to terminate his employment under Sub-Clause 69.1, the Contractor may, if the Employer fails to pay the Contractor the amount due under any certificate of the Engineer within 56 days after the expiry of the time stated in Sub-Clause 60.4....."

Delete sub-clause 69.4 (b) and substitute with the following----"the amount of such cost, which shall be added to the Contract Price. However, the costs due

to idle time for plant, equipment and labour shall not be included in the said costs and shall be borne by the Contractor.

69.2

Resumption of Work

In line 3 of this Sub-Clause delete the Words "Sub-Clause 60.10" and replace with "Sub-Clause 60.7"

16. Changes in Cost and Legislation

1.1 Delete the sub-clause 70.1 in its entirety and substitute with the following:-

"The Contract Price shall be deemed to have been calculated in the matter set below and shall be subject to the adjustment in the event specified hereunder:

- (a) The rates contained in the priced Bill of Quantities are based upon the rates of wages and other emoluments and expenses applicable at the site and the date of tender pricing (as defined in sub-clause 70.4 hereinafter);
- (b) If the said rates of wages and other emoluments and expenses shall be increased or decreased by act, statute, decree, regulation and the like after the said date of tender pricing then the net amount of increase the emoluments and expenses shall, as the case may be, paid to or allowed by Contractor;
- (c) The rates contained in the price Bill of Quantities are based upon the rates of the Contractor's compulsory contributions payable at the date of tender under or by virtue of any Act, Statue, Regulations and the like applicable at the site;
- (d) If any of the said rates of contribution becomes payable after that date then the net amount of new statutory contribution becomes payable after that date then the net amount of increase or decrease of the emoluments and expenses shall, as the case may be, be paid to or allowed by the Contractor. Difference between what the Contractor actually pays in respect of work people engaged upon or in connection with the works and what he would have paid in respect of such person had any of the said rates not been increased or decreased or had a new contribution not become payable as aforesaid, shall as the case may be, be paid to or allowed by the Contractor. Provided always that the Engineer and the Contractor may agree a sum, which shall be deemed to be the net amount of the aforesaid difference, and such sum shall be deemed for the purpose of this Contract to be, that which is to be paid to or allowed by the Contractor by the virtue of this sub-paragraph;
- (e) If the market price or any materials or goods specified as aforesaid shall be increased or decreased after the said Date of Tender Pricing, then the net amount of difference between the basic price and the market price payable by the Contractor and current when any such goods and materials are bought shall, as the case may be, be paid to or allowed by the Contractor. Orders for materials and goods listed as aforesaid shall have been placed within a reasonable time after the date at which sufficient information is available for the placing of such orders, and the placing of orders at that time shall be a condition precedent to any payments being made to the Contractor in respect of increased market prices."

Substitute and add the following sub-clauses:

70.2

- (a) If the Contractor shall decide subject to Clause 4 thereof to sub-let any portion of the work he shall incorporate in the sub-contract provisions to the like effect as those contained in sub-clause (1) of this Clause;
- (c) If the price payable under a sub-contract as aforesaid is increased above or decreased below the price in such sub-contract by reason of the operation of the incorporated provisions of sub-clause (1) of this clause then the net amount of

such increase or decrease shall as the case may be, be paid to or allowed by the Contractor under this Contract.

- 70.3 The expression “the date of tender pricing” as used in this Clause means the date 28 days prior to the final date for submission of Tenders as determined by the Employer in the Tender documents.
- 70.1 For imported materials, the supplier’s/manufacturer’s Prime costs shall be C.I.F. cost at point of entry by the same means of transport as determined by the Contractor’s Basic Rate.
For locally produced materials, the supplier’s or manufacturer’s prime costs shall be at their nearest depot or the nearest railway station relevant to the works.
For materials, which are subject to Government Price Control, payments for price variations will be determined from the difference between the control price in force at a date 28 days prior to date for submission of Tenders and the price in force on the date of purchase.
There shall be no variation of prices in this contract.
- 70.2 The Contractor shall not change the supplier or manufacturer during the Contract without the approval of the Engineer.
- 70.3 No payments will be made for price variation related to expenses incurred by the Contractor in his Head Office in Kenya, or overseas.
- 70.4 All payments made pursuant to Clause 70 shall be in Kenya Shillings.
- 70.5 No payments will be made for the cost of preparing VOP claims.
- 70.6 Add the following at the end of this clause.
“Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited as aforesaid if the same shall already have been taken into account in accordance with the provisions of sub-clause 70.1”.

17. Additional Clauses

Clause 73 Declaration Against Waiver

The condoning by the Employer of any breach or breaches by the Contractor or any authorized sub-contractor of any of the stipulations and Conditions contained in the Contract shall in no way prejudice or affect or be construed as a waiver of the Employer’s rights, powers and remedies under the Contract in respect of any breach or breaches as aforesaid.

Clause 74 Bribery and Collusion

The Employer shall be entitled to determine the Contract and recover from the Contractor the amount of any loss resulting from such determination if the Contractor shall have offered or given or agreed to give any person any gift or consideration of any kind as an inducement of regard for doing or fore bearing to do or for having done or fore borne to do any action in relation to obtaining or the execution of the Contract or any other contract with the Employer or if any of the like acts shall have been done by any person employed by the Contractor or acting on his behalf (whether with or without the knowledge of the Contractor) or if the Contractor shall have come to any agreement with another contractor or number of contractors whereby an agreed quotation or estimate shall be tendered to the Employer by one or more contractors.

Clause 75 Contract Confidential

The Contractor shall treat the Contract and everything in connection therewith as private and confidential. In particular, the Contractor shall not publish any information, drawings or photographs concerning the Works in any trade or technical paper etc, and shall not use the Site for the purpose of advertising

except with the written consent of the Engineer and subject to such conditions as the Engineer may prescribe.

Clause 76 Employer's Officials etc., Not Personally Liable

No official of the Employer or the Engineer or the Engineer's Representative or anyone of their respective staffs or their employees shall be in any way personally bound or liable for the acts or obligations of the Employer under the Contract or answerable for default or omission in the observance or performance of any of the acts, matters or things which are herein contained.

Clause 77 Taxes and Duties

(1) The Contractor shall list in his tender the plant and vehicles which he intends to import for the execution of the Works. The Engineer will consider the list in the context of the program of the Works and will give his approval subject to any modifications that he may see fit to make. No appeal against the Engineer's decision shall be permitted.

The Contractor will be permitted to import approved plant and vehicles required for the execution of the Works on the basis of temporary admission into Kenya and re-export thereafter upon completion of the Contract without payment of customs duties and Value Added Tax for them. If the plant and equipment shall not be re-exported, duties and taxes shall then be paid based upon their residual value at the date of completion of the Contract, or the date of withdrawal from the Works, if earlier. Plant and vehicles so imported shall not be utilized on other works not associated with the Contract unless specifically authorized by the Engineer.

(2) The Contractor will be permitted to import approved spare parts, tires and tubes without payment of customs duty and Value Added Tax for maintenance of any imported vehicles and plant as provided in sub-clause 77.1 above, within a financial limit indicated by himself. However, this limit will not exceed 15% of the Contract Price excluding Contingencies.

(3) All materials approved by the Engineer to be incorporated into the Works or temporary works, and whose importation into Kenya is agreed to be essential shall be free of customs duties and Value Added Tax. The Contractor shall submit a list of such materials required with the tender. The Contractor shall be required to satisfy the Engineer that such materials have actually been incorporated into the Works.

Items produced in Kenya will not be permitted to be imported without payment of customs duty and Value Added Tax.

Items produced in Kenya shall mean commercially recognized goods or products that are either mined, grown, manufactured, processed or assembled (whether the components are imported or not) in Kenya.

(4) Value Added Tax (VAT) - The Contractor's attention is drawn to the Legal Notice in the Finance Act part 3 Section 21(b) operative from 1st September, 1993 which requires payment of VAT on all contracts. The tenderer is advised that in accordance with prevailing Legislation, the Contractor must remit VAT to the Commissioner of VAT as required. The Contractor should therefore include this tax in the Grand summary page as indicated herein.

(5) National Construction Authority (NCA) Levy - The Contractor's attention is further drawn to Legal Notice No. 74 Clause 25 which requires owners of any works to pay a construction levy of 0.5% of the value of the contract sum in respect of any works whose value exceeds five million shillings. The contractor should therefore allow for this levy in the Grand Summary page as indicated, if the tendered amount exceeds five million shillings.

Clause 78 Joint Ventures

- 1.1 If the Contractor is a joint venture, all partners of the joint venture shall be jointly and severally liable to the Employer for the execution of the entire Contract in accordance with its terms and Conditions.

V) SPECIFICATIONS

GENERAL SPECIFICATIONS

The General Specifications for the works shall be in accordance with the Specification provided separately with this Tender.

SPECIAL SPECIFICATIONS

The Special Specifications takes precedence in case there is inconsistency with the Standard Specifications.

General

Clause 101: The site of the works is at Kembu ward of Bomet East Sub-County.

Location:

The proposed works are located at Kembu Ward, Bomet East Sub-County.

Clause 102: SCOPE

The works shall include but not limited to; -

- (a) Construction of Rising Main and associated appurtenances
- (b) Construction of a pumping station (Pump house and Suction Pump)
- (c) Supply and Installation of Pump set and Control Panel
- (d) Electricity Connection from nearby service line

Clause 117: Add sub-clause 117 (l)

In addition to providing, equipping and maintaining adequate first aid stations throughout the works in accordance with the Laws of Kenya. The Contractor shall allow for this in the rates and be responsible for all site welfare arrangements at his own cost.

Non-interference with motorists' movement and Safety Precautions

- I. The contractor shall ensure that neither his own operations, nor those of his Subcontractor(s), and no trespass by his employee shall interfere with the operations of motorists using the access roads in case of pipe laying across the roads, and shall at all times maintain close liaison with the Designated Safety Officer.
- II. There shall be signs indicating construction works ongoing.
- III. There shall be signs indication the road is closed and under construction
- IV. The contractor shall ensure that there is a diversion for traffic to use during pipe laying across access roads.
- V. No person who is deficient in eyesight or hearing shall be employed on the works and all safety regulations for the time being in force at the above are to be brought to the notice of all persons employed on the works and to be strictly complied with.

Clause 301: Setting out

(a)General

Add the following paragraph

“As soon as the letter of commencement is issued by the Engineer and prior to detailed setting out of the works, the Contractor shall carry out detailed topographic survey of the pipeline route using a total station to enable preparation of contour map at interval of 20 m. The Contractor shall provide to the Engineer 2 hard copies of a topographic map on size A1 paper and a soft copy of the survey data. Within 28 days of receipt of the soft copy of the survey data the Engineer shall provide the Contractor with sufficient basic information to enable the Contractor to set out the works.”

Clause 503 (a) Hard material

Replace item (iii) with (rated 200 hp and over)

Clause 1011: The contractor shall in addition to providing for complying with the provisions for method A also provide for the following in his rates: -

(i) Identify, procure and clear site in accordance with section 4 of the specifications

Clause 1209: No overhaul will be paid for separately and Tenderers are to include it in their rates.

SECTION VI - DRAWINGS

A list of Contract drawings

1. General Location of the project area.
2. General Project Layout for Proposed Kongotik Water Project

NOTE:-

(ATTACHED WITH THIS TENDER DOCUMENT/CAN BE DOWNLOADED FROM THE BOMET COUNTY WEBSITE www.Bomet.go.ke. OR COLLECTED FROM THE COUNTY WATER DEPARTMENT HQ)

SECTION VII – BILLS OF QUANTITIES

NOTES FOR PREPARING BILLS OF QUANTITIES

A. Preamble to Bill of Quantities

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix within the terms of the Contract.
3. The rates and prices bid in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labor, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. 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.
5. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill 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.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer.
8. The method of measurement of completed work for payment shall be in accordance the Kenya Water Design Manual 2005
9. Errors will be corrected by the Employer for any arithmetic errors in computation or summation as follows:
 - (a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
 - (b) Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer, there is an obviously gross misplacement of the decimal point in the unit price, in which event the total amount as quoted will govern and the unit rate will be corrected.
10. Rock is defined as all materials that, in the opinion of the Engineer, require blasting, or the use of metal wedges and sledgehammers, or the use of compressed air drilling for their removal, and that cannot be extracted by ripping with a tractor of at least 150 brake hp with a single, rear-mounted, heavy-duty ripper.

B. Brief Scope of Work Items

1. The Bill of Quantities enumerates the entire scope of works.
Prices shall be inclusive of all incidental costs such as setting out, excavation, erection, security, transport and profit.
2. Bidders shall price the Bill of Quantities in local currency only.

C. Dayworks Schedules¹

General

1. Work shall not be executed on a daywork basis except by written order of the Engineer. Bidders shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Bid Amount.

Daywork Labor

2. In calculating payments due to the Contractor for the execution of daywork, the hours for labor will be reckoned from the time of arrival of the labor at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labor directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
3. The Contractor shall be entitled to payment in respect of the total time that labor is employed on daywork, calculated at the basic rates entered by him in the Schedule of Daywork Rates for Labour which shall be deemed to cover the Contractor's profit, overheads, superintendence, liabilities, and insurances and allowances to labor, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor's staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be payable in local currency only.

Daywork Materials

3. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labor costs as detailed heretofore), at the basic rates entered by him in the Schedule of Daywork Rates for Materials, together with an additional percentage payment on the basic rates to cover overhead charges and profit. The Contractor's price shall be deemed to include invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labor and Construction in this schedule. The rates shall be stated in local currency.

¹ (i) The "Daywork Schedule" has been provided for where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities.

(ii) The total amount assigned to the dayworks shall be regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer.

4 Daywork Contractor's Equipment

5 The Contractor shall be entitled to payments in respect of Contractor's Equipment already on Site and employed on daywork at the basic rental rates entered by him in the Schedule of Daywork Rates Contractor's Equipment / Plant. Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment. The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labor.

6. In calculating the payment due to the Contractor for Contractor's Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the traveling time from the part of the Site where the Contractor's Equipment was located when ordered by the Engineer to be employed on daywork and the time for return journey thereto shall be included for payment.

7 The basic rental rates for Contractor's Equipment employed on daywork shall be stated in local currency and payments to the Contractor will be made in local currency.

TECHNICAL SPECIFICATIONS

A. Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the materials, Plant, and other supplies to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be accepted subject to the Engineer's prior review and written approval. Differences between the standards specified and the proposed alternative standards must be fully described in writing by the Contractor and submitted to the Engineer at least 28 days prior to the date when the Contractor desires the Engineer's approval. In the event the Engineer determines that such proposed deviations do not ensure substantially equal performance, the Contractor shall comply with the standards specified in the documents.

B. Units of Measurement

The following units of measurement and abbreviations are used in the document.

Unit	Abbreviation	Unit	Abbreviation
Number	No.	hectare	Ha
lump sum	Sum	millimeter	mm
month	Mon	meter	M <i>or</i> Lm
week	Wk	cubic meter	m ³ <i>or</i> Cub.m.
hour	Hr	square meter	m ² <i>or</i> Sq.m
kilogram	Kg	square millimeter	mm ² <i>or</i> Sq.mm.
metric ton (1,000 kg)	Ton		

Material Testing

The Contractor shall provide laboratory equipped with materials, reagents and testing equipment for gravel material (Grading, Atterberg limits and compaction), bitumen (coring, marshal test and bitumen content) and concrete (cubes, curing and crushing).

The Contractor shall make arrangements for any other tests at reputable laboratories.

BILL OF QUANTITIES

PROPOSED KONGOTIK WATER PROJECT- RISING MAIN

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE (Kshs)	AMOUNT (Kshs)
Bill-1	Rising Main				
	Preliminaries and General				
1.1	Signboard				
1.1.1	Provide, Erect and Maintain project signboard in accordance with the Specifications.	No.	1		
1.2	Survey Equipment:				
1.2.1	Allow a P.C Sum of Kshs 50,000 for establishment of Level Datum Survey and Topographical Item Survey, Setting Out of the Works in accordance with Clauses 104 and 105 of the Specifications. This shall include pegging of pipeline Routes and preparation of Setting Out Survey Report to the Engineer for approval.	Item	PC	50,000.00	50,000.00
1.2.1.1	Add overheads and profits for items 1.2.1	%			
1.3	Allow a P.C. Sum of Kshs. 50,000 for project supervision, administrations, transport allowances etc	Item	PC	50,000.00	50,000.00
1.4	Allow a P.C. Sum of Kshs. 50,000 for facilitation of public participations	Item	PC	50,000.00	50,000.00
1.5	Add overheads and profits for items 1.3 and 1.4 above	%			
1.6	Provide marker posts as specified and as shown in the drawings.	No.	20		
	Site Clearance and Earthworks				
2.1	Site Clearance				
2.1.1	Clear site of all trees (less than 300 mm diameter), bushes, shrubs, etc. and dispose as directed by the Engineer	m ²	75		

2.2	Excavation and Back Filling				
	Rates for excavation and backfilling in trench shall include for trimming trench bottom and for providing selected bedding and surround materials from the excavations with the specifications. Depth of excavation not exceeding 1.5 m unless otherwise specified				
2.2.1	Excavation and backfilling in normal formation for DN 90 mm dia pipe for depth n.e 1.5 m	m ³	360		
2.2.3	Ditto for 2.2.1 but in soft rock	m ³	108		
	Pipework and associated appurtenances				
3.1	HDPE Pipework; DN 90 mm				
	Provide, lay, joint and test the following flexible spigot, coupling, fusing, pipe and fittings with rubber ring joints. Rates to include for all jointly materials, cutting wastage and anchorage. <u>Note:</u> Pipe dimensions/working pressures shall conform to KS-06-149 Part 2:2000.				
3.1.1	PN 16	m	500		
3.1.2	PN 12.5	m	1500		
	Sub-Total Bill-1 Carried to Summary				

PROPOSED KONGOTIK WATER PROJECT					
BILL OF QUANTITIES FOR 10m³ SUMP					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
				(Kshs)	(Kshs)
Bill-2	Construction of 10m³ Sump				
1	SITE CLEARANCE				
	All materials arising from Demolition and site clearance unless otherwise stated shall remain the property of the employer and re-usable items to be stored at the employer's depot. Rates to include disposal to tip as directed				
1.1	General clearance; removal of all bushes, grass and shrubs etc. haul distance n.e. 1km	m ²	25		
2	EARTHWORKS				
	Excavation				
	Excavation shall include for strutting, shuttering, stabilising excavated surfaces and keeping excavations free of water by bailing out, pumping or other means and preparation of the excavated surfaces Excavation for foundations				
2.1	Topsoil; maximum depth n.e. 0.3m	m ³	5		
2.2	Materials other than topsoil, rock or artificial hard material maximum depth 0.3m - 1m	m ³	10		
2.3	Materials other than topsoil, rock or artificial hard material maximum depth 1m - 2m	m ³	15		
2.4	Rock material, maximum depth 1-2.5m (Provisional)	m ³	20		
	Excavation ancillaries Preparation of excavated surfaces				
2.5	Materials other than topsoil or rock surface				
2.6	Rock surface	m ²	40		

	Disposal of excavated material				
2.7	Approved material shall be retained for backfilling and unsuitable material shall be disposed to tip as directed by the Engineer Topsoil distance of haul n.e. 1km	m ²	20		
2.8	Material other than topsoil or rock distance of haul n.e 1km	m ³	4		
2.9	Rock material distance of haul n.e. 1km	m ³	8		
	Provision of concrete				
	Provide materials and mix concrete to the specified class, place, vibrate and cure; cement to BS 12 or BS 146				
2.10	Design mix; Grade C15; 20mm aggregate	m ³	5		
2.11	Design mix; Grade C25; 20mm aggregate	m ³	15		
	BLOCKWORK AND MASONRY				
	To include supply and lay dressed building stones for masonry walls				
2.12	225mm thick ashlar masonry, vertical straight walls; thickness 150 - 250	m ²	31		
	CONCRETE ANCILLARIES				
	Dimensions as per details on Drawings of specific structural Formwork: Rough finish; Plane vertical				
2.13	External sides of ground slab width > 0.4 < 1.22	m ²	10		
2.14	External sides of roof slab width > 0.2 < 0.4m	m ²	4		
	Formwork: Rough finish; Plane horizontal				
2.15	Soffit of suspended slab; width exceeding 1.22m	m ²	12		

	Reinforcement; plain round steel bars to BS4449				
	Rate to include for cutting, bending, supporting, tying and securing reinforcement				
2.16	Nominal size 6 mm	Kgs.	110		
2.17	Nominal size 8 mm	Kgs.	200		
	Reinforcement; High yield steel bars to BS 4449				
	Rate to include for cutting, bending, supporting tying and securing reinforcement				
2.18	Nominal size 10 mm	Kgs.	200		
	Miscellaneous work (including provision and laying)				
	1:3 cement sand mortar screed placed on reservoir walls and floor as shown on drawings to facilitate reservoir drainage				
2.19	1:3 cement sand mortar screed placed on reservoir floor and walls	m ³	1		
3	PIPEWORK - FITTINGS AND VALVES				
	Supply, lay and joint pipe fittings & valves. Include for excavation & backfilling of pipe trenches				
	STEEL PIPEWORK				
	INLET PIPE WORK BENDS				
3.1	100 mm dia GI 90 ⁰ elbow	No.	1		
	OUTLET PIPE WORK				
	BENDS				
3.2	80 mm dia .90 ⁰ elbow	No.	2		

	MISCELLANEOUS				
3.3	Strainer, 100mm dia.	No.	1		
	SCOUR & OVERFLOW PIPEWORK				
	BENDS				
3.4	90° Elbow, 100mm dia.	No.	2		
	TEES				
3.5	100 x 100 mm tee	No.	1		
	MISCELLANEOUS METAL WORK				
	Rate to include supply and fixing and inclusive of foundations where applicable				
3.6	Lockable mild steel sheet metal covers for access; 600 x 600 x 20 mm	No.	1		
3.7	80mm dia. elbows as Ventilators,	No.	3		
Bill-2	Sub-Total Bill-2 Carried to Summary				

PROPOSED KONGOTIK WATER PROJECT
BILL OF QUANTITIES FOR PUMP HOUSE (3m x 2m)

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE (KSh)	AMOUNT (KSh)
Bill-3	Construction of Pump House				
1	SITE CLEARANCE				
	-				
1.1	General clearance; removal of all bushes, grass and shrubs.	m ²	12		
2	EARTH WORKS				
2.1	Excavation for foundations				
	Excavation shall include for strutting, shuttering, stabilising excavated surfaces and keeping excavations free of water by bailing out, pumping or other means and preparation of the excavated surfaces (Excluding disposal of excavated material)				
2.1.1	Topsoil; maximum depth n.e 0.25m	m ³	15		
2.1.2	Materials other than topsoil; rock or artificial hard material maximum depth 0.25-0.5 m	m ³	15		
2.1.3	Materials other than topsoil; rock or artificial hard material maximum depth 0.5-1m	m ³	12		
2.1.4	Rock material, max depth 1-2m (provisional)	m ³	10		
2.2	Excavation ancillaries preparation of excavated surfaces				
2.2.1	Materials other than topsoil or rock surface	m ²	52		
2.2.2	Rock surface	m ²	50		
2.3	Disposal of excavated materials				
2.3.1	Topsoil distance of haul n.e 1km	m ³	15		
2.3.2	Material other than topsoil or rock distance of haul n.e 1km	m ³	10		
2.3.3	Rock material distance of haul n.e 1km	m ³	4		

2.4	Filling to completed structures including compaction				
2.4.1	Selected excavated material other than top soil, rock or artificial hard material	m ³	5		
2.4.2	Selected imported material as hard core	m ³	6		
3	IN SITU CONCRETE				
	Provide materials and mix concrete to the specified class, place, vibrate and cure; cement to BS 12 or BS 146				
3.1.1	Blinding concrete grade 15/40, 75 mm thick to the base slab	m ²	7		
3.1.2	Mass concrete grade 20/20 to the base slab	m ³	2		
4	CONCRETE ANCILLARIES				
	Form work: Rough finish				
	-				
	form work width > 0.2 - <0.4m				
	Plane vertical				
	-				
4.1	External sides for base slab and strip footings; width >0.1-<0.2m	m ²	16		
	Formwork: fair finish formwork width 0.2-0.4m plane horizontal				
4.1.1	Soffits for linteddoors and window spaces; width 0.2-0.4m	m ²	3		
	Plane vertical				
4.1.2	External sides for beams; width 0.2-0.4m	m ²	17		

	Reinforcement				
	rates to include for cutting, bending, supporting, tying and securing reinforcement				
4.1.3	Nominal size 10mm dia	Kgs.	20		
4.1.4	Nominal size 12mm dia	Kgs.	250		
4.1.5	Steel wire fabric mesh reinforcement to BS 4483 ref.A142 in concrete bed	m ²	36		
5	BLOCKWORK AND MASONRY				
	-				
	To include supply and lay masonry walls				
5.1	Vertical straight stone masonry walls; thickness 225 mm	m ²	64		
6	PAINTING				
6.1	Apply three coats of plastic emulsion paint on rendered internal walls	m ²	82		
7	WATER PROOFING				
7.1	500-gauge polythene or other equal and approved polythene sheeting as damp proof membrane on blinded hardcore	m ²	30		
8	ROOFING				
8.1	(250x25) mm fascia board	m	22		
8.2	(150x50) mm wall plate, ties and struts	m	120		
8.3	100x50mm rafter and tie beams	m	70		
8.4	75x50mm purlins	m	234		
8.5	IT4 Gauge 28 fixed with hooks in accordance with specification	m ²	72		

9	SIMPLE WORKS INCIDENTAL TO CIVIL ENGINEERING WORKS.				
	Windows, doors and glazing				
	Windows				
	Windows; steel casement with necessary iron mongery handles, levers, oiling, easing and adjusting and painted with gloss paint				
9.1	High level windows size 1200 x 750 alternate with glass louvres, 600 x 550 with 5mm ordinary quality clear sheet glass glazing 3mm thick	No.	2		
	Steel doors				
	Cost to include frame, three lever mortice locks with lever handles and painted as in the specifications				
9.2	Steel door faced both sides with MS plate G16 in accordance with specifications	No.	1		
10	SURFACE FINISHES				
10.1	Non slip finish on floor	m ²	64		
10.2	Cement sand mortar screed rendering on walls	m ²	64		
Bill-3	Sub-Total Bill-3 Carried to Summary				

PROPOSED KONGOTIK WATER PROJECT					
ELECTRIC PUMP SET AND CONTROL PANEL					
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
				(KSh)	(KSh)
Bill-4	Supply of Pump set and Control Panel				
1.1	Supply, install, test and commission an electric pump set capable of discharging 30 m ³ / Hr against a total head of 150 m. The pump and motor should be mounted on a common base frame. To include fittings and pipes for priming systems, suction and delivery.	No.	1		
2	Electrical Control Panel Switchboard/Motor Starter				
2.1	Supply, deliver, install, test and commission a complete freestanding medium voltage main electrical switchboard, control panel internally wired in accordance to specification of engineer's requirements which comprised of the following.				
	A. Provision of KPLC cut-out	No.	1		
	B.150A TPN main MCCB	No.	1		
	C.0-150A Ammeter	No.	1		
	D.0-500V Voltmeter selector switch and protective fuses.	No.	1		
	E. Power factor meter	No.	1		
	F. phase indicator lamps	No.	3		
	G. 150A TPN Bus bars	No.	4		
	H. 100A TPN MCCB (for control panel)	No.	2		
	I. 20Kw star-delta starter, hour run meter pump selector switch, start/stop push buttons, ON/TRIP, low water level indicator lamp, overload/under voltage relay, phase failure relay and dry run protection system and power factor correction capacitor	No.	2		
	J. 30A SPN MCB consumer unit complete with the following:				
	1. 5A MCB unit for indoor lighting	No.	1		
	2. 30A MCB for socket outlet	No.	2		
	3. Space blanking	No.	2		
	K. 16 mm ² 4 core Armoured copper cable	m	40		
	L. 16mm cable gland with shrouds for item K above	No.	10		
Bill-4	Sub-Total Bill-4 Carried to Summary				

SUMMARY		
ITEM	DESCRIPTION	AMOUNT (KShs)
Bill-1	Rising Main	
Bill-2	Construction of 10m ³ Sump	
Bill-3	Construction of Pump House	
Bill-4	Supply of Pump set and Control Panel	
Bill-5	Electricity Connection from nearby Service Line	
	SUB-TOTAL	
4	Contingencies	
4.1	Provide 5% of works for Contingencies	
	<i>N/B: Rates include all taxes unless otherwise stated</i>	
	TOTAL CARRIED TO FORM OF TENDER	

SECTION VIII - STANDARD FORMS

LIST OF STANDARD FORMS

(i)	Form of Tender
(iii)	Appendix to Form of Tender
(iv)	Letter of Acceptance
(v)	Form of Agreement
(vi)	Form of Tender Security
(vii)	Performance Bank Guarantee(unconditional)
(viii)	Bank Guarantee for Advance Payment
(ix)	Tender Questionnaire
(xi)	Confidential Business Questionnaire
(x)	Statement of Foreign Currency Requirement
(xi)	Schedule of Materials; - Basic Prices
(xii)	Schedule of Labour;- Basic Prices
(xiii)	Schedule of Plant and Equipment
(xv)	Details of Sub-Contractors
(xvi)	Certificate of Tenderer's Site visit
(xvii)	Form of Written Power of Attorney
(xviii)	Key Personnel
(xix)	Completed Civil Works
(xx)	Schedule of Ongoing Projects
(xxi)	Other Supplementary Information
(xxii)	Declaration Form

FORM OF TENDER

TO: _____ [Name of Employer] _____ [Date]
_____ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of KSh. _____

[Amount in figures]

Kenya Shillings _____

_____ [Amount in words]

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender for a period **120 days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____

duly authorized to sign tenders for and on behalf of _____

_____ [Name of Tenderer]

of _____ [Address of Tenderer]

Witness; Name _____

Address _____

Signature _____

Date _____

APPENDIX TO FORM OF TENDER: (This appendix forms part of the tender)

CONDITIONS OF CONTRACT	CLAUSE	AMOUNT
Site Visit	4	Not Mandatory
Original Bid + Copies	Invitation	1 Original + 1 Copy
Tender Validity	12	One twenty (120) days from the specified date of tender opening.
Tender Security	13	2% of Bid Sum in the form of either Cash, or A Bank Guarantee, or Such Insurance Company Guarantee as may be approved by the Authority or Employer. Validity period shall be a Minimum of (150) days from the specified date of tender opening.
Amount of Performance Security	10.1	10% percent of Tender Sum in the form of either Cash, or A Bank Guarantee, or Such Insurance Company Guarantee as may be approved by the Authority or Employer.
Program to be submitted	14.1	Not later than 28 days after issuance of Order to Commence
Cashflow estimate to be submitted	14.3	Not later than 28 days after issuance of Order to Commence
Minimum amount of Third-Party Insurance	23.2	Kshs. 100,000.00
Period for commencement, from the Engineer's order to commence	41.1	28 days
Time for completion	43.1	6 Months.
Amount of liquidated damages	47.1	Kshs. 10,000.00 per day
Limit of liquidated damages	47.1	1% of Contract Value
Defect Liability period	49.1	6 Months
Percentage of Retention	60.5	10% of Interim Payment Certificate
Minimum amount of interim certificates	60.2	50 % of Contract value within the contract period
Time within which payment to be made after Interim Payment Certificate signed by Engineer	60.8	30 days
Time within which payment to be made after Final Payment Certificate signed by Engineer	60.8	30 days
Appointer of Arbitrator	67(3)	Chief Justice of The Republic of Kenya or mutual agreement
Notice to Employer and Engineer	68.2	The Employers address is: <i>County Government of Bomet, Head Office, P.O. Box 19 - 20400, <u>BOMET</u></i> The Engineer's address is: <i>County Government of Bomet, Head Office, P.O. Box 19 - 20400, <u>BOMET</u></i>

Signature of Tenderer..... Date.....

LETTER OF ACCEPTANCE

[Letterhead paper of the Employer]

_____ [date]

To: _____
[name of the Contractor]

[address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated _____

for the execution of _____
[name of the Contract and identification number, as given in the Tender documents] for the Contract

Price of Kshs. _____ [amount in figures]

[Kenya Shillings _____

(amount in words) in accordance with the Instructions to Tenderers is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

Authorized Signature:

Name and Title of Signatory

Attachment : Agreement

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 ____ between _____ of [or whose registered office is situated at]

_____ (hereinafter called "the Employer") of the one part AND _____ of [or whose registered office is situated at]

_____ (hereinafter called "the Contractor") of the other part.

WHEREAS THE Employer is desirous that the Contractor executes _____

_____ (*name and identification number of Contract*) (hereinafter called "the Works") located at _____ [*Place/location of theWorks*] and the Employer has accepted the tender submitted by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the Contract Price of KSh _____ [*Amount in figures*],

Kenya Shillings _____ [*Amount in words*].

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
 - (i) Letter of Acceptance
 - (ii) Form of Tender
 - (iii) Conditions of Contract Part I
 - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer 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 thereto have caused this Agreement to be executed the day and year first before written.

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

[ii] Name _____

Address _____

Signature _____

FORM OF TENDER SECURITY

WHEREAS (hereinafter called "the Tenderer") has submitted his tender dated for the construction of
(name of Contract)

KNOW ALL PEOPLE by these presents that WE having our registered office at (hereinafter called "the Bank"), are bound unto (hereinafter called "the Employer") in the sum of KSh. for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;
 - (c) Rejects a correction or an arithmetic error in the tender.

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

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

[date]

[signature of the Bank]

[witness]

[seal]

Amend accordingly if provided by *Cash, Bankers Cheque, Such Insurance Company Guarantee as may be approved by the Authority or a Letter of Credit (LC).*

PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

To: _____ (Name of Employer) _____ (Date)
_____ (Address of Employer)

Dear Sir,

WHEREAS _____ (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ (hereinafter called "the Works");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. _____ (amount of Guarantee in figures) Kenya Shillings _____ (amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings _____ (amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

Amend accordingly if provided by Cash, Such Insurance Company Guarantee as may be approved by the Authority or a Letter of Credit (LC).

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ [name of Employer] _____ (Date)
_____ [address of Employer]

Gentlemen,

Ref: _____ [name of Contract]

In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract, We, _____ [name and Address of Contractor] (hereinafter called "the Contractor") shall deposit with _____ [name of Employer] a bank guarantee to guarantee his proper and faithful performance under the said Contract in an amount of KSh. _____ [amount of Guarantee in figures] Kenya Shillings _____ [amount of Guarantee in words].

We, _____ [bank or financial institution], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ [name of Employer] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding KSh. _____

[amount of Guarantee in figures] Kenya Shillings

_____ [amount of Guarantee in words], such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between _____ [name of Employer] and the Contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the Contractor pursuant to the Contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____

(name of Employer) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

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

Plot No..... Street/Road

Postal Address.....

Tel Nos.

Nature of Business.....

Current Trade Licence No..... Expiring date

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

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

Nationality..... Country of Origin

*Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1			
2			
3			

Part 2(c) - Registered Company:

Private or public.....

State the nominal and issued capital of the Company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full	Nationality	Citizenship Details	Shares.
--------------	-------------	---------------------	---------

1.
.....
2.
.....
3.
.....
4.
.....

Part 2(d) - Interest in the Firm:

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

Part 2(e) -Bankers: Name, Address, Telephone, Fax, Email, Telex, etc

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

I certify that the information given above is correct.

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

STATEMENT OF FOREIGN CURRENCY REQUIREMENTS

(See Clause 60[5] of the Conditions of Contract)

In the event of our Tender for the execution of

.....
(Name of Contract)

being accepted, we would require in accordance with Clause 21 of the Conditions of Contract, which is attached hereto, the following percentage:

(Figures)

(Words)

of the Contract Sum, (Less Fluctuations) to be paid in foreign currency.

Currency in which foreign exchange element is required is:

.....

Date: The Day of 20.....

Enter 0% (zero percent) if no payment will be made in foreign currency.

Maximum foreign currency requirement shall be _____ (percent) of the Contract Sum, less Fluctuations.

(Signature of Tenderer)

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion. Failure to comply with this requirement may invalidate the tender.

First Sub Contractor:

Portion of Works to be sublet:

.....

Full name of Sub-contractor and address of head office:

.....

Sub-contractor's experience of similar works carried out in the last 3 years with Contract value:

.....

Second Sub Contractor:

Portion of Works to be sublet:

.....

Full name of Sub-contractor and address of head office:

.....

Sub-contractor's experience of similar works carried out in the last 3 years with Contract value:

.....

[Signature of Tenderer)

Date

FORM OF WRITTEN POWER-OF-ATTORNEY

The Tenderer consisting of a joint venture shall state here below the name and address of his representative who is authorized to receive on his behalf correspondence in connection with the Tender.

.....

(Name of Tenderer's Representative in block letters)

.....

(Address of Tenderer's Representative)

.....

(Signature of Tenderer's Representative)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

LETTER OF NOTIFICATION OF AWARD

Address of County Government of
Bomet

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

MANAGING DIRECTOR

SELF-DECLARATION FORM

ANTI-CORRUPTION DECLARATION

We (**insert the name of the company/supplier**)..... declare and guarantees that no offer, gift or payment consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of COUNTY GOVERNMENT OF BOMET
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that COUNTY GOVERNMENT OF BOMET may have

Name.....Signature.....Date.....

Company Seal/Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (**insert the name of the company/supplier**)..... declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name..... Signature..... Date.....

Company Seal/Business Stamp

NON-DEBARMENT DECLARATION

We (**insert the name of the company/ supplier**)..... Declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name.....Signature.....Date.....

Company Seal/Business Stamp