

## NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION PO BOX 30623-00100 NAIROBI

## PROPOSED LIFT INSTALLATION AT NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION(NACOSTI)

#### TENDER NO. NACOSTI/T/ADM/001/2022-2023

#### **TENDER SPECIFICATIONS**

#### **FOR**

#### LIFT INSTALATION WORKS

#### PROJECT MANAGER

REGIONAL WORKS OFFICER
MINISTRY OF TRANSPORT, INFRASTRUCTURE, PUBLIC WORKS
HOUSING & URBAN DEVELOPMENT
STATE DEPARTMENT OF PUBLIC WORKS.
P.O BOX 42267
NAIROBI

#### CLIENT

DIRECTOR GENERAL/CEO
NATIONAL COMMISSION FOR SCIENCE
T ECHNOLOGY AND INNOVATION
P.O BOX 30623 -00100
NAIROBI

#### ELECTRICAL AND MECHANICAL ENGINEER

REGIONAL ELECTRICAL & MECHANICAL ENG. (BS) MINISTRY OF TRANSPORT, INFRASTRUCTURE, PUBLIC WORKS, HOUSING & UBAN DEV. STATE DEPT.OF PUBLIC WORKS P.O BOX 42267 - 00100 NAIROBI

**SEPTEMBER 2022** 

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#### TENDER DOCUMENT FOR PROPOSED LIFT INSTALLATION

- 1) NAME AND CONTACTADDRESSES OF PROCURING ENTITY-NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION
- 2) ADDRESS-P.O BOX...30623-00100 NAIROBI KENYA
- 3) EMAIL ADDRESS-dg@nacosti.go.ke
- 4) INVITATION TO TENDER (ITT) NO. -NACOSTI/T/ADM/001/2022-2023
- 5) TENDER NAME-PROPOSED LIFT INSTALLATION AT NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION

#### SECTION 1 – INVITATION TO TENDER



# REPUBLIC OF KENYA NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION.

## PROPOSED LIFT INSTALLATION AT THE NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION

#### TENDER NO. - NACOSTI/T/ADM/001/2022-2023

- 1. The NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION invites sealed tenders for the **INSTALLATION OF 1NO. PASSENGER LIFT AT NACOSTI.**
- 2. Tendering will be conducted under Open Tender Procurement Procedures using a standardized tender document. Tendering is open to invited Tenderer.
- 3. Tenderer may obtain further information and inspect the Tender Documents during office hours from 9.00 a.m. to 4.00 p.m. at the address given below.
- 4. Tender documents may be viewed and downloaded for free from the website <a href="www.nacosti.go.ke">www.nacosti.go.ke</a> Tenderers who download the tender document must forward their particulars immediately to <a href="supplychain@nacosti.go.ke">supplychain@nacosti.go.ke</a> to facilitate any further clarification or addendum.
- 5. Prices quoted should be net inclusive of all taxes and must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 6. All Tenders must be accompanied by a bid security in the form of UNCONDITIONAL BANK GUARANTEE ISSUED BY BANKS REGULATED BY THE CENTRAL BANK OF KENYA OF KSHS. 196,000 (KENYA SHILLINGS ONE HUNDRED AND NINETY-SIX THOUSAND ONLY) VALID FOR 30 DAYS BEYOND THE TENDER VALIDITY PERIOD. THE BID SECURITY SHOULD BE IN THE FORMAT AS PROVIDED IN THE TENDER DOCUMENT.
- 7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
- 8. Completed tenders must be delivered to the address below on or before **4<sup>th</sup> October 2022 at 11.00 a.m**. Electronic Tenders **shall not** be permitted.
- 9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
- 10. Late tenders will be rejected.
- 11. The addresses referred to above are:
  - A. Address for obtaining further information on the tender documents

THE DIRECTOR GENERAL/CEO NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION P.O. BOX 30623-00100 Nairobi, Kenya

#### B. Address for Submission of Tenders.

THE DIRECTOR GENERAL/CEO NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION UPPER KABETE P.O. BOX 30623-00100 Nairobi.

#### C. Address for Opening of Tenders.

THE DIRECTOR GENERAL/CEO NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION P.O. BOX 30623-00100 Nairobi.

#### HEAD, SUPPLY CHAIN MANAGEMENT SERVICES.

FOR: THE DIRECTOR GENERAL/CEO NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION UPPER KABETE P.O. BOX 30623-00100 Nairobi.

## **PART 1 - TENDERING PROCEDURES**

#### SECTION I: INSTRUCTIONS TO TENDERERS

#### A General Provisions

#### 1. Scope of Tender

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

#### 2. Fraud and Corruption

- 2.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding <u>collusive</u> <u>practices</u> in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.
- 2.3 Unfair Competitive Advantage Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 2.4 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

#### 3. Eligible Tenderers

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses*, *children*, *brothers*, *sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.
- 3.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:

- a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
- b) Receives or has received any direct or indirect subsidy from another tenderer; or
- c) Has the same legal representative as another tenderer; or
- d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process; or
- e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
- f) any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as Engineer for the Contract implementation; or
- g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
- h) Has a close business or family relationship with a professional staff of the Procuring Entity who:
  - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
  - ii) would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
- 3.4 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved any of these practices shall be automatically disqualified.
- 3.5 A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.8.A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or subconsultants for any part of the Contract including related Services.
- 3.7 Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.
- 3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are accredited by PPRA to be (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 3.9 A Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.
- 3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in "SECTION III EVALUATION AND QUALIFICATION"

CRITERIA, Item 9".

- 3.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has <u>less than 51 percent</u> ownership by Kenyan Citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website www.nca.go.ke.
- 3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke
- 3.14 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### 4. Eligible Goods, Equipment, and Services

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not eligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### 5. Tenderer's Responsibilities

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.
- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

#### **B.** Contents of Tender Documents

#### 6. Sections of Tender Document

6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 8.

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

- i) Section I Instructions to Tenderers (ITT)
- ii) Section II Tender Data Sheet (TDS)
- iii) Section III Evaluation and Qualification Criteria
- iv) Section IV Tendering Forms

#### **PART 2 Works Requirements**

- i) Section V Drawings
- ii) Section VI Specifications
- iii) Section VII Bills of Quantities

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

- i) Section VIII General Conditions of Contract (GCC)
- ii) Section IX Special Conditions of Contract (SC)
- iii) Section X Contract Forms
- 6.2 The Invitation to Tender Document (ITT) issued by the Procuring Entity is not part of the Contract documents.
- 6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 8. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

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

#### 7. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

#### 8. Pre-Tender Meeting

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender meeting will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender site visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonym zed (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-tender meeting and the pre-arranged pretender site visit, shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

#### 9. Clarification and amendments of Tender Documents

9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-

arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

#### 10. Amendment of Tendering Document

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.4.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 25.2 below.

#### C. Preparation of Tenders

#### 11. Cost of Tendering

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

#### 12. Language of Tender

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

#### 13. Documents Comprising the Tender

- 13.1 The Tender shall comprise the following:
  - a) Form of Tender prepared in accordance with ITT 14;
  - b) Schedules including priced Bill of Quantities, completed in accordance with ITT 14 and ITT 16;
  - c) Tender Security or Tender-Securing Declaration, in accordance with ITT 21.1;
  - d) Alternative Tender, if permissible, in accordance with ITT 15;
  - e) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
  - f) Qualifications: documentary evidence in accordance with ITT 19establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
  - g) Conformity: a technical proposal in accordance with ITT 18;
  - h) Any other document required in the **TDS**.
- 13.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender,

- together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted.
- 13.3 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### 14. Form of Tender and Schedules

14.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested.

#### 15. Alternative Tenders

- 15.1 Unless otherwise specified in the **TDS**, alternative Tenders shall not be considered.
- 15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.
- 15.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price the Procuring Entity's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by the Procuring Entity, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by the Procuring Entity. When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

#### 16. Tender Prices and Discounts

- 16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.
- 16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 16.3 The price to be quoted in the Form of Tender, in accordance with ITT 14.1, shall be the total price of the Tender, including any discounts offered.
- 16.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 14.1.
- 16.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to <u>fluctuations and adjustments</u>, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.
- 16.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 16.4, provided the Tenders for all lots (contracts) are opened at the same time.

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

#### 17. Currencies of Tender and Payment

17.1 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings. A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya shall device own ways of getting foreign currency to meet those expenditures.

#### 18. Documents Comprising the Technical Proposal

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

#### 19. Documents Establishing the Eligibility and Qualifications of the Tenderer

- 19.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.
- 19.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.
- 19.3 A margin of preference will not be allowed. Preference and reservations will be allowed, individually or in joint ventures. Applying for eligibility for Preference and reservations shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.
- 19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.
- 19.5 The purpose of the information described in ITT 19.4 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 19.8 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of

interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) if the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

#### 20. Period of Validity of Tenders

- 20.1 Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 24). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 21.1, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 20.3.
- 20.3 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:
  - a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
  - b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tender evaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

#### 21. Tender Security

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 21.2 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
  - a) an unconditional Bank Guarantee issued by reputable commercial bank); or
  - b) an irrevocable letter of credit;
  - c) a Banker's cheque issued by a reputable commercial bank; or
  - d) another security specified in the TDS,
- 21.3 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 20.2.
- 21.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were

determined nonresponsive or a bidder declines to extend tender validity period.

- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.
- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
  - e) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension thereto provided by the Tenderer; or
  - f) if the successful Tenderer fails to:
    - i) sign the Contract in accordance with ITT 50; or
    - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**
- 21.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.
- 21.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 21.10A tenderer shall not issue a tender security to guarantee itself.

#### 22. Format and Signing of Tender

- 22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 15, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 22.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

#### **D. Submission and Opening of Tenders**

- 23. Sealing and Marking of Tenders
- 23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
  - a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and

- b) in an envelope or package or container marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 15, and if relevant:
  - i) in an envelope or package or container marked "ORIGINAL -ALTERNATIVE TENDER", the alternative Tender; and
  - ii) in the envelope or package or container marked "COPIES- ALTERNATIVE TENDER", all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

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

#### 24. Deadline for Submission of Tenders

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

#### 25. Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 24. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

#### 26. Withdrawal, Substitution, and Modification of Tenders

- 26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 22.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
  - a) prepared and submitted in accordance with ITT 22 and ITT 23 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," "MODIFICATION;" and
  - b) received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 24.
- 26.2 Tenders requested to be withdrawn in accordance with ITT 26.1 shall be returned unopened to the Tenderers.
- 26.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

#### 27. Tender Opening

- 27.1 Except in the cases specified in ITT 23 and ITT 26.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the **TDS**.
- 27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelopes with the corresponding Tender shall not be opened, but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal

- and is read out at Tender opening.
- 27.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.
- 27.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending the opening. The number of representatives of the Procuring Entity to sign shall be specified in the **TDS**.
- 27.7 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).

#### 27.8 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts;
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security, if one was required.
- e) number of pages of each tender document submitted.
- 27.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

#### E. Evaluation and Comparison of Tenders

#### 28. Confidentiality

- 28.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 46.
- 28.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.
- 28.3 Notwithstanding ITT 28.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any **matter related to the tendering process, it shall do so in writing.**

#### 29. Clarification of Tenders

- 29.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 33.
- 29.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

#### 30. Deviations, Reservations, and Omissions

- 30.1 During the evaluation of tenders, the following definitions apply:
  - a) "Deviation" is a departure from the requirements specified in the tender document;
  - b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
  - c) "Omission" is the failure to submit part or all of the information or documentation required in the Tender document.

#### 31. Determination of Responsiveness

- 31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 13.
- 31.2 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:
  - a) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
  - b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract; or
  - c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.
- 31.3 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 18, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.
- 31.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

#### 32. Non-material Non-conformities

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

#### 33. Arithmetical Errors

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

33.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

#### 34. Currency provisions

34.1 Tenders will priced be in Kenya Shillings only. Tenderers quoting in currencies other than in Kenya shillings will be determined non-responsive and rejected.

#### 35. Margin of Preference and Reservations

- 35.1 No margin of preference shall be allowed on contracts for small works.
- 35.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to those specified groups are the only ones eligible to tender. Otherwise if no so stated, the invitation will be open to all tenderers.

#### 36. Nominated Subcontractors

- 36.1 Unless otherwise stated in the **TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected in advance by the Procuring Entity.
- 36.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the **TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.
- 36.3 The subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated by the Procuring Entity in the **TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

#### 37. Evaluation of Tenders

- 37.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Best Evaluated Tender in accordance with ITT 40.
- 37.2 To evaluate a Tender, the Procuring Entity shall consider the following:
  - a) price adjustment due to discounts offered in accordance with ITT 16;
  - b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT39;
  - c) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 30.3; and
  - d) any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.
- 37.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 37.4 In the case of multiple contracts or lots, Tenderers shall be allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the **Form of Tender**, is specified in Section III, Evaluation and Qualification Criteria.

#### 38. Comparison of Tenders

38.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 38.2 to determine the Tender that has the lowest evaluated cost.

#### 39. Abnormally Low Tenders

39.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.

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

#### 40. Abnormally High Tenders

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

#### 41. Unbalanced and/or Front-Loaded Tenders

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

#### 42. Qualifications of the Tenderer

- 42.1 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.
- 42.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 19. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.
- 42.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative

determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

- 42.4 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price.
- 42.5 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 42.6 After evaluation of the price analyses, if the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

#### 43. Best Evaluated Tender

- 43.1 Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Best Evaluated Tender. The Best Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:
  - a) Most responsive to the Tender document; and
  - b) the lowest evaluated price.

#### 44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.

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

#### F. Award of Contract

#### 45. Award Criteria

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

#### 46. Notice of Intention to enter into a Contract

- 46.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:
  - a) the name and address of the Tenderer submitting the successful tender;
  - b) the Contract price of the successful tender;
  - c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
  - d) the expiry date of the Standstill Period; and
  - e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

#### 47. Standstill Period

- 47.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.
- 47.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

#### 48. Debriefing by the Procuring Entity

- 48.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 46, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.
- 48.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending **such a debriefing meeting.**

#### 49. Letter of Award

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

#### 50. Signing of Contract

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

#### 51. Appointment of Adjudicator

51.1 The Procuring Entity proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at the hourly fee specified in the **TDS**, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in his Tender. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the Special Conditions of Contract (SCC) pursuant to Clause 23.1 of the General Conditions of Contract (GCC), to appoint the Adjudicator.

#### 52. Performance Security

- 52.1 Within twenty-one (21) days of the receipt of the Letter of Acceptance from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 40.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.
- 52.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS**, or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.
- 52.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

#### 53. Publication of Procurement Contract

- 53.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:
  - a) name and address of the Procuring Entity;
  - b) name and reference number of the contract being awarded, a summary of its scope and the selection

method used;

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

#### 54. Procurement Related Complaints and Administrative Review

- 54.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.
- 54.2 A request for administrative review shall be made in the form provided under contract forms.

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

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

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
	A. General		
ITT 1.1	The reference number of the Request for Tenders (ITT) is: NACOSTI/T/ADM/1/2022-2023 FOR PROPOSED LIFT INSTALATION AT NACOSTI		
	The Procuring Entity is: NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION UPPER KABETE,		
	P.O BOX 30623 – 00100 NAIROBI		
	The name of the ITT is: PROPOSED INSTALLATION OF 1NO PASSENGER LIFT FOR NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION UPPER KABETE,		
	P.O BOX 30623 – 00100 NAIROBI The number and identification of lots (contracts) comprising this ITT is: Not Applicable		
ITT 2.1 (a)	Electronic –Procurement System		
	The Procuring Entity shall use the following electronic-procurement system to manage this Tendering process: <b>Not Applicable</b>		
	The electronic-procurement system shall be used to manage the following aspects of the Tendering process: <b>Not Applicable</b>		
ITT 2.1	The Procuring Entity is: NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION UPPER KABETE, OFF UHURU HIGHWAY; P.O BOX 30623 – 00100 NAIROBI		
	The name of the Project is: PROPOSED INSTALLATION OF 1NO PASSENGER LIFT FOR NATIONAL COMMISSION FOR SCIENCE, TECHNOLOGY AND INNOVATION UPPER KABETE,		
	P.O BOX 30623 – 00100 NAIROBI		
ITT 3.4	The firms (if any) that provided consulting services for the contract being tendered for are: <b>Not Applicable</b> .		
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: Two (2)		
ITT 4.12	The Procuring Entity may require tenderers to be registered with: <b>National Construction Authority (NCA)</b>		
B. Contents of T	Fender Document		
ITT 8.1	For <u>Clarification of Tender purposes</u> only, the Procuring Entity's address is:		
	Attention: THE DIRECTOR GENERAL/CEO		
	Postal Address: P.O. Box 30623 – 00100 NAIROBI		
	Physical Address: UPPER KABETE		
	Requests for clarification should be received by the Procuring Entity no later than: <i>7 days before tender opening date</i> .		
	Email Address: supplychain@nacosti.go.ke		

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 8.2	A pre-arranged pretender visit of the site of the works visit will be held on 26 <sup>th</sup> September 2022 at 10.00 am, at NACOSTI HEADQUARTERS.
ITT 8.4	The Procuring Entity shall publish Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the website <b>Not Applicable</b>
ITT 9.1	The Procuring Entity will respond to request for clarification through the email address: <b>supplychain@nacosti.go.ke</b> and shall publish its response on the NACOSTI website.
C. Preparation	of Tenders
ITT 13.1 (i)	The Tenderer shall submit the following additional documents in its Tender: <b>Not Applicable</b>
ITT 15.1	Alternative Tenders shall not be considered.
ITT 15.2	Alternative times for completion <i>shall not be</i> permitted.
ITT 15.4	Alternative technical solutions shall be permitted for the following parts of the Services: <b>Not Applicable</b>
ITT 16.5	The prices quoted by the Tenderer <i>shall not</i> be subject to adjustment during the performance of the Contract.  The rates are:
	For local currency Not Applicable
	For Foreign currency <b>Not Applicable</b>
ITT 20.1	The Tender validity period shall be <b>120 days</b> .
ITT 20.3 (a)	(a) The delayed to exceeding <b>Not Applicable</b> number of days.
	(b) The Tender price shall be adjusted by the following percentages of the tender price:
	(i) ByNot Applicable% of the local currency portion of the Contract price adjusted to reflect local inflation during the period of extension, and
	(ii) ByNot Applicable% the foreign currency portion of the Contract price adjusted to reflect the international inflation during the period of extension.
ITT 21.1	ALL TENDERS MUST BE ACCOMPANIED BY A BID SECURITY IN THE FORM OF UNCONDITIONAL BANK GUARANTEE ISSUED BY BANKS REGULATED BY THE CENTRAL BANK OF KENYA OF KSHS. 196,000 (KENYA SHILLINGS ONE HUNDRED AND NINETY-SIX THOUSAND ONLY) VALID FOR 30 DAYS BEYOND THE TENDER VALIDITY PERIOD. BID SECURITY SHOULD BE IN THE FORMAT AS PROVIDED IN THE TENDER DOCUMENT.
ITT 21.2 (d)	The other Tender Security shall beN/A
ITT 21.5	Performance Security of <b>5%</b> of the contract value shall be required before contract signing
ITT 22.1	In addition to the original of the Tender, the number of copies is: One (1

PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
No.) Copies
The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <b>Power of Attorney</b>
and Opening of Tenders
For <u>Tender submission purposes</u> only, the Procuring Entity's address is:
ATTENTION: THE DIRECTOR GENERAL NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION UPPER KABETE P.O. Box 30623-00100 NAIROBI
The deadline for Tender submission is as per tender invitation
Tenderers <i>shall not</i> have the option of submitting their Tenders electronically.
The electronic Tender submission procedures shall be: Not Applicale
The tender documents shall be deposited in Tender Box located at NACOSTI UPPER KABETE, Nairobi, Kenya. Bulky tender documents that cannot fit in the tender box shall be delivered and registered on Supply Chain Office, 5 <sup>th</sup> Floor.
The Tender opening shall take place at:
Physical Address:
NACOSTI HEADQUARTERS UPPER KABETE
P.O BOX 30623- 00100
Date: 4 <sup>TH</sup> OCTOBER, 2022
<u>^</u>
Time: 11.00am.
The shortest's Tonden and the short short has No. And And Backle
The electronic Tender opening procedures shall be: <b>Not Applicable</b> The Form of Tender and priced Activity Schedule shall be initialed by all
members of the Procuring Entity conducting Tender opening.
Procuring Entity shall adjust the Tender Price for comparison purposes only in the following manner: <b>Not Applicable</b>
adjustment shall be based on the (insert "average" or
"highest") price of the item or component as quoted in other substantially
responsive Tenders. If the price of the item or component cannot be derived
from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate. <b>Not Applicable</b>
Zhary shair uso its sest estimate. Not rippieusic
and Comparison of Tenders
The adjustment shall be based on the [insert "average" or "highest"] price of the item or component as quoted in other substantially
responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	its best estimate. Not Applicable
ITT 35.2	The invitation to tender is extended to the following groups that qualify for Reservations _N/A
	(These groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be; describe precisely which groups qualify).
ITT 36.1	At this time, the Procuring Entity <i>does not intend</i> to execute certain specific parts of the Works by subcontractors selected in advance.
ITT 36.2	Contractor's may propose subcontracting: Maximum percentage of subcontracting permitted is:
ITT 36.3	The parts of the Works for which the Procuring Entity permits Tenderers to propose Specialized Subcontractors are designated as follows: Not Applicable
	For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Tenderer for the purpose of evaluation.
ITT 37.2 (d)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.
ITT 51.1	The Adjudicator proposed by the Procuring Entity is: Nairobi Centre for International arbitration. The hourly fee for this proposed Adjudicator shall be Not Applicable. The biographical data of the proposed Adjudicator is as follows: Nairobi Centre for International arbitration
ITT 52.2	Other documents required are N/A
ITT 54.1	The procedures for making a Procurement-related Complaints are detailed in the "Regulations" available from the PPRA Website <a href="www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="complaints@ppra.go.ke">complaints@ppra.go.ke</a> . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:
	For the attention: <i>DIRECTOR GENERAL</i>
	Title/position: <i>DIRECTOR GENERAL</i>
	Procuring Entity: NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION
	Email address: dg@nacosti.go.ke
	In summary, a Procurement-related Complaint may challenge any of the following:
	(i) the terms of the Tender Documents; and
	(ii) the Procuring Entity's decision to award the contract.

#### SECTION III - EVALUATION AND QUALIFICATION CRITERIA

#### 1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single Contract-Exchange rate prevailing on the date of the contract signature.
- Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

#### **Evaluation and contract award Criteria**

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

#### 2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete *in all* aspects in meeting the requirements of "Part 2–Procuring Entity's Services Requirements", including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

#### a) STAGE I: Mandatory Requirements

All Tenderers MUST meet the following mandatory requirements. Tenderers that do not meet ALL the mandatory requirements will be considered non-responsive and will not be considered further:

<u>Note:</u> All copies that require certification SHALL be certified by an Advocate and Commissioner for Oaths, High Court of Kenya or Notary Public in corresponding country.

No.	Requirements	Bidder's Response
1.	Certified copy of certificate of Incorporation or Certificate of	*
	Registration.	
2.	Valid category of Registration and practicing licence with National	
	Construction Authority (NCA)in the relevant trade. NCA 1 for lift	
	hoist, Escalators, Mechanical ramps, Travolators, Conveyors and Belt	
_	Installation.	
3.	Copy of valid Tax Compliance Certificate (verifiable via the Kenya	
	Revenue Authority shall be accepted and is a condition for	
	tender)	
4.	Certified copy of certificate of Confirmation of Directors and	
	Shareholding (CR 12) (Issued within the last 6 Months to t ender	
-	Opening Date).	
5.	Power of attorney/ Authorization Letter, Giving the name of person	
	who has been authorized to submit/execute this agreement as a binding	
	document and this person should sign all the documents related to this tender.	
6		
6.	Submit dully filled, signed and stamped form of tender in the format provided in the tender document.	
7.	Submit a duly filled, signed and stamped Confidential Business	
/.	Questionnaire in format provided by authorized signatory/person in the	
	format provided in the tender document.	
8.	The bid document "Original" and "Copies" must be chronologically	
0.	serialized on all pages of the tender documents submitted.	
9.	Submit the required number of copies of the Technical Proposals i.e. one	
	(1)original and One (1) copy.	
10.	Tender validity period of 120 days.	
11.	All tenders must be accompanied by a bid security in the form of	
	unconditional bank guarantee issued by banks regulated by the Central	
	Bank of Kenya of Kshs. 196,000 (Kenya Shillings One Hundred and	
	Ninety-Six Thousand Only) valid for 30 days beyond the tender	
	validity period. Bid security should be in the format as provided in the	
	tender document.	
12.	Submit duly filled, signed and Stamped Self Declaration form that the	
	Tenderer will not engage in any Corrupt or Fraudulent Practice in the	
	format provided in the tender document.	
13.	Signed and stamped pre-tender site visit form.	
14.	Duly filled, signed and stamped Self- Declaration Form that the	
	Tenderer is Not Debarred by PPRA in the format provided in the	
	tender document.	
15.	Duly filled, signed and stamped Certificate of Independent Proposal	

	Determination in the format provided in the tender document.	
16. Duly filled, signed and stamped Declarationand Commitment to The		
	Code of Ethics in the format provided in the tender document.	
17.	Energy & Petroleum Regulatory Authority (EPRA) Certification.	
18.	Provide proof of Authorization from manufacturer by providing a	
	manufacturer's Authorization Form.	

#### 3. Tender Evaluation (ITT 35)

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

- i) **Alternative Completion Times,** if permitted under ITT 13.2, will be evaluated as follows: ... NOT APPLICABLE ...
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows :....... NOT APPLICABLE ........
- iii) Other Criteria; if permitted under ITT 35.2(d) :..... NOT APPLICABLE .......

iv)

#### 4. Multiple Contracts (NOT APPLICABLE)

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

#### **OPTION 1**

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

#### **OPTION 2**

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

#### 5. Alternative Tenders (ITT 13.1)

An alternative if permitted under ITT 13.1, will be evaluated as follows: NOT APPLICABLE

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part2-Works Requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring

#### 6. MRGIN OF PREFERENCE

If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded one valuated price of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

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

qualifies for a margin of preference.

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

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

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

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

- a) In case the tender <u>was subject to post-qualification</u>, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) Incase the tender <u>was not subject to post-qualification</u>, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
  - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of **Kenya Shillings** One Million, Nine Hundred and Sixty Thousand.
  - ii) Minimum <u>average</u> annual construction turnover of Kenya Shillings<u>24,500,000.00</u>, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last 5 years.
  - iii) At least <u>two (2)</u> number of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shilling **10,000,000.00** or Equivalent.
  - iv) Contractor's Representative and Key Personnel, which are specified as below:-

DF N	ESIGNATIO	MINIMUM REQUIREMENT	No. Required
1.	Director	Qualification: Degree in Relevant Engineering Field General Experience: 10 years	1
		Specific Experience as Director of similar works: 3 years	
2.	Site Manager	Qualification: Degree in Relevant Engineering Field	1
		General Experience: 10 years	
		Specific Experience as manager of similar works: 3 years	

3.	Technician	Qualification: Diploma in Relevant Engineering Field General Experience: 10 years	1
4.	Artisan	Qualification: Certificate/Grade in relevant Engineering Field	1
		General Experience: 10 years	

v) Contractor's key equipment listed on the table "Contractor's Equipment" below and more specifically listed as tabulated below.

ITEM NO.	EQUIPMENT REQUIRED	MINIMUM NO. REQUIRED
1.	Hilti machine	1
2.	Drilling machine	1
3.	Welding machine	1
4.	Scafolding materials	1
5.	Chain block	1
6.	Tool box	1
7.	Multitester	1
8.	Oscilloscope	1
9.	Motor vehicle	1
10	Lorry	1
11	Tirfor	1

Bidder to provide specific logbooks or lease agreements for the plants and equipment's for this tender.

vi) Other conditions depending on their seriousness.

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

Tenderer and each member of JV incase the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last five <u>(5) years</u>. The required information shall be furnished in the appropriate form.

#### b) Pending Litigation

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

#### c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last **Five (5) years**. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

#### d) Current commitments

The total value of outstanding works on the on-going contracts must not exceed the average annual turnover for the last five years.

<u>DETAILED TECHNICAL EXAMINATION</u>
In this section, the information provided in *Brochures and Technical Schedule* will be analyzed

### 8.0 TECHNICAL SPECIFICATIONS FOR LIFTS AND ACCESSORIES

ITE M	DESCRIPTION	MINIMUM REQUIREMENTS	BIDDER'S SPECIFICATIONS
A	GENERAL SPECIFICATIONS		
1	Make	BRANDED	
2	Model		
3	Country of Origin		
4	Manufacturer's brochure and specifications	Must be supplied	
В	TECHNICAL SPECIFICATIONS		
5	No. of Unit	One (1No.)	
6	Load capacity	800Kg (8persons)	
7	Speed	1.0 -1.5m/s	
8	Drive	Closed loop digital VVVF	
10	Control system	Electronic. Fully software based	
		microprocessor controlled system	
11	Machine	Gearless.	
12	No.of stops	3(G,1,2,)	
13	Travelling cable	Travelling cable to serve interface for fire alarm system, C.C.T.V and Audio System to be installed	
14	Power requirements :	415V ac, 3 phase, at 50Hz	
15	Car door operation	shall be fully automatic with (infra-red) electronic door sensors	
16	Rescue operation system	If the lift stops between floors, lift confirms safety circuit and automatically moves slowly to the nearest landing and opens the door)	
17	Car door operation Auto Levelling function	the leveling of the car is automatically adjusted	
18	Floor buttons	Micromotion with ring illumination Brushed stainless steel plate with Braille indication.)	
19	Destination Control	Respond to request by the call button	
20	Monitoring System	Visual lift position indicator above the lift entrance on every floor	
В	Guarantee of Spare parts	The tenderer must confrim in writing and provide written commitment from manufacturer, the availability of parts for the make of lift proposed for installation, for a continous period of at least 10 (ten) years.	
5	ALL OTHER REQUIREMENTS AS DETAILED PARTICULAR SPECIFICATIONS	AS DETAILED IN PAGE F/6 TO F/9 OF THE SPECIFICATIONS	

ITE M	DESCRIPTION	MINIMUM REQUIREMENTS	BIDDER'S SPECIFICATIONS
A	TECHNICAL SPECIFICATIONS		
1	Car door operation Auto Levelling function	the leveling of the car is automatically adjusted	
2	Floor buttons	Micromotion with ring illumination Brushed stainless steel plate with Braille indication.)	
3	Destination Control	Respond to request by the call button	
4	Monitoring System	Visual lift position indicator above the lift entrance on every floor	
В	Guarantee of Spare parts	The tenderer must confrim in writing and provide written commitment from manufacturer, the availability of parts for the make of lift proposed for installation, for a continous period of at least 10 (ten) years.	
5	All other requirements as detailed particular specifications	As detailed in page f/6 to f/9 of the particular specifications	

 $Following \ the \ above \ analyses, \ where \ the \ proposed \ equipment \ are \ found \ not \ to \ satisfy \ the \ specifications, \ the \ tender \ will \ be \ deemed \ Non-Responsive \ and \ will \ not \ be \ evaluated \ further.$ 

### 1. QUALIFICATION FORM SUMMARY

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
1	Nationality	Nationality in accordance with ITT 3.6	Forms ELI – 1.1 and 1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	Conflict of Interest	No conflicts of interest in accordance with ITT 3.3	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by the PPRA as described in ITT 3.8	Form of Tender	
5	State- owned Enterprise	Meets conditions of ITT 3.7	Forms ELI – 1.1 and 1.2, with attachments	
6	Goods, equipment and services to be supplied under the contract	To have their origin in any country that is not determined ineligible under ITT 4.1	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non- Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since 1st January 2018 in the last 5 years.	Form CON-2	
8	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on-execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9	Form of Tender	
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.	Form CON – 2	
10	Litigation History	No consistent history of court/arbitral award decisions against the Tenderer since 1 <sup>st</sup> January 2018.	Form CON – 2	
11	Financial Capabilities	(i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kenya Shillings 1,960,000 equivalent for the subject contract(s) net of the Tenderer's other commitments.	Form FIN – 3.1, with attachments	
		(ii) The Tenderers shall also demonstrate, to the satisfaction		

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		of the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.		
		(iii) The audited balance sheets or, for the last <b>two</b> (2) years (2020 & 2021) shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.		
		(iv)All pages of audited membership financial statements must be initialized and stamped by both a practicing Auditor registered with ICPAK and one of the Directors. Auditor's practicing membership number from ICPAK must be indicated. The financial statements shall conform to the International Financial Reporting Standards (IRFS).		
12	Average Annual Construction Turnover	Minimum average annual construction turnover of Kenya 24,500,000.00, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last <b>Five</b> (5) <b>years</b> , divided by <b>Five</b> (5) years	Form FIN – 3.2	
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last five (5) years, starting 1 <sup>st</sup> January 2018.	Form EXP – 4.1	
	Specific Construction & Contract Management Experience	A minimum number of <b>Two</b> (2) similar contracts within the last <b>Five</b> (5) years specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January [2018] and tender submission deadline i.e <b>One</b> (1) (number) contracts, each of minimum value <b>Kenya shilling 10,000,000.00</b> or equivalent.  The similarity of the contracts shall be based on the <i>Section</i> VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity,	Form EXP 4.2(a)	

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	Document To be Completed by Tenderer	For Procuring Entity's Use (Qualification met or Not Met)
		construction method, technology and/or other characteristics.		
15	Work Methodology	Submission of a brief work methodology Giving a brief description of how you intend to carry out the work including key milestones and quality assurance of works, in not less than three (3) pages and not more than five (5) pages (typed, font 12 and single spaced).		

SUMMARY OF POST- QUALIFICATION CRITERIA

ITEM		DESCRIPTION	SCORE (Met or Not Met)
1		FINANCIAL CAPACITY	
	a.	Audited Statements of account presented in the Internationally Financial Reporting Standard	(Met or Not Met)
	b.	Cash flow statement (forecasts)	(Met or Not Met)
	c.	Financial position/Ratios	(Met or Not Met)
	d.	Bank statements	(Met or Not Met)
	e.	Turnover of Kshs.24,500,000	(Met or Not Met)
	f.	Working capital of Kshs.1,960,000	(Met or Not Met)
2		EXPERIENCE	(Met or Not Met)
	a.	General Experience as Contractor in the last five years.	(Met or Not Met)
	b.	Experience in lift installation in the last five years.	(Met or Not Met)
	c.	Experience as a lift installer contractor (a minimum number of Two (2) similar contracts each of	(Met or Not Met)
		minimum value Kshs. 10,000,000.00 in the last five year.	
3		CURRENT COMMITMENTS	
	a.	The total value of outstanding works on the on-going contracts not exceeding Kshs. 5,000,000	(Met or Not Met)
4		KEY PERSONNEL	
	a.	Director meeting criteria	(Met or Not Met)
	b.	Site Manager meeting criteria	(Met or Not Met)
	c.	Technician meeting criteria	(Met or Not Met)
	d.	Artisan meeting criteria	(Met or Not Met)

ITEM		DESCRIPTION	SCORE (Met or Not Met)
5		PLANT AND EQUIPMENT	
	a.	1no. Hilti Machine	(Met or Not Met)
	b.	1no. Drilling Machine	(Met or Not Met)
	c.	1no. Welding Machine	(Met or Not Met)
	d.	1no. Scafolding Materials	
	e.	1no.Chain Block	
	f.	1no. Tool Box	(Met or Not Met)
	g.	1no. Multitester	(Met or Not Met)
	h.	1no. Oscilloscope	(Met or Not Met)
	i.	1no. Motor Vehicle	(Met or Not Met)
	j.	1no. Lorry	(Met or Not Met)
	k.	1no. Tirfor	(Met or Not Met)
6		WORK METHODOLOGY	(Met or Not Met)
	a.	Demonstration of understanding of different works required	(Met or Not Met)
	b.	Specific methodologies for different works including methodologies for key milestones, quality assuarance, environmental and health management and other methodologies for specified works	(Met or Not Met)
	c.	Sequential Work scheduling/programming within the set Contract period	(Met or Not Met)
	d.	Site organization chart	(Met or Not Met)
	e.	Resourced Programme of Works	(Met or Not Met)
	f.	Equipment mobilization schedule	(Met or Not Met)
		REMARKS	(Met or Not Met)

Tenderers must achieve MEET in all the measured parameters to qualify.

Tenderers who do not meet all the criteria listed above will be automatically disqualified. Tenderers who meet all the technical criteria will be subjected to financial evaluation.

### 1. FORM EQUIPMENT

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

Item of equipm	ent		
Equipment information	Name of manufacturer		Model and power rating
	Capacity		Year of manufacture
Current status	Current location		
	Details of current commitment	s	
Source	Indicate source of the equipme	nt	
	☐ Owned ☐ Rented	☐ Leased	☐ Specially manufactured

Omit t

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

### 2. FORM PER-1

### Contractor's Representative and Key Personnel Schedule

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

#### **Contractor' Representative and Key Personnel**

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

### **3. FORM PER-2:**

Name of Tenderer

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

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

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

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

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

#### **Declaration**

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

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

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

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

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

Name of Contractor's Representative or Key Personnel: [insert name]	
Signature:	
Date: (day month year):	Countersignature
of authorized representative of the Tenderer:	
Signature:	Date: (day month
`	

### 4. TENDERER'S QUALIFICATION WITHOUT PRE-QUALIFICATION

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

### 4.1 FORM ELI -1.1

Date:
ITT No. and title:
Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration:
[indicate country of Constitution]
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information
Name:
Address:
Telephone/Fax numbers:
E-mail address:
1. Attached are copies of original documents of
Articles of Incorporation (or equivalent documents of constitution or association), and/or
documents of registration of the legal entity named above, in accordance with ITT 3.6
In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5
☐ In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents
establishing:
Legal and financial autonomy
Operation under commercial law
<ul> <li>Establishing that the Tenderer is not under the supervision of the Procuring Entity</li> </ul>
2. Included are the organizational chart and a list of Board of Directors.

#### 4.2 FORM ELI -1.2

### **Tenderer's JV Information Form** (to be completed for each member of Tenderer's JV) Date: \_\_ ITT No. and title: \_\_\_\_\_ Tenderer's JV name: JV member's name: JV member's country of registration: JV member's year of constitution: JV member's legal address in country of constitution: JV member's authorized representative information Name: Address: Telephone/Fax numbers: E-mail address: \_ 1. Attached are copies of original documents of ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.6. ☐ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.8. 2. Included are the organizational chart and a list of Board of Directors.

### 4.3 <u>FORM CON – 2</u>

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

Tendere	r's Name:		
Date:			
JV Men	nber's Name		
ITT No.	and title:		
Non-Pei		accordance with Section III, Evaluation and Qualification C	
□	_	nance did not occur since 1st January [insert year] specified in	Section III,
Evaluati	on and Qualification	Criteria, Sub-Factor 2.1.	
	<b>G</b> ( ) ( ) ( )	1 1st Francisco I 1st Control III	D 1 2 1
		ormed since 1 <sup>st</sup> January [insert year] specified in Section III, I	Evaluation and
Qualific	cation Criteria, require	ement 2.1	
Year	Non- nerformed	Contract Identification	Total Contract
1 cai	portion of	Contract Identification	Amount (current
	contract		value, currency,
	contract		exchange rate and
			Kenya Shilling
			equivalent)
[insert	[insert amount	Contract Identification: [indicate complete contract name/	[insert amount]
year]	and percentage]	number, and any other identification]	[
, · · · j	The process of the pr	Name of Procuring Entity: [insert full name]	
		Address of Procuring Entity: [insert street/city/country]	
		Reason(s) for nonperformance: [indicate main reason(s)]	
Pending	Litigation, in accorda	nce with Section III, Evaluation and Qualification Criteria	1
		in accordance with Section III, Evaluation and Qualification	n Criteria, Sub-
Factor 2			
	Pending litigation in a	accordance with Section III, Evaluation and Qualification Crit	eria, Sub-Factor 2.3
	ated below.		

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)		
		Contract Identification:			
		Name of Procuring Entity:			
		Address of Procuring Entity:			
		Matter in dispute:			
		Party who initiated the dispute:			
		Status of dispute:			
		Contract Identification:			
		Name of Procuring Entity:			
		Address of Procuring Entity:			
		Matter in dispute:			
		Party who initiated the dispute:			
		Status of dispute:			
Litigation H	listory in accordance with S	Section III, Evaluation and Qualification Criteri	ia		
□ No 2.4.	Litigation History in accord	dance with Section III, Evaluation and Qualifica	tion Criteria, Sub-Factor		
	gation History in accordance	e with Section III, Evaluation and Qualification	Criteria, Sub-Factor 2.4		

as indicated below.

Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
[insert year]	[insert percentage]	Contract Identification: [indicate complete contract name, number, and any other identification]  Name of Procuring Entity: [insert full name]  Address of Procuring Entity: [insert street/city/country]  Matter in dispute: [indicate main issues in dispute]  Party who initiated the dispute: [indicate "Procuring Entity" or "Contractor"]  Reason(s) for Litigation and award decision [indicate main reason(s)]	[insert amount]

### 4.4 **FORM FIN – 3.1:**

Finan	cial	Situation	and P	erfort	nance

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

### 4.4.1. Financial Data

Type of Financial information in	Historic information for previousyears,				
(currency)	(amount in	n currency, cu	ırrency, excha	ange rate*, U	SD equivalent)
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (	Information	from Balance	Sheet)		
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statem	ent				
Total Revenue (TR)					

Type of Financial information in(currency)	Historic information for previousyears,  (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

<sup>\*</sup>Refer to ITT 15 for the exchange rate

#### 4.4.2 Sources of Finance

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

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

#### 4.4.3 Financial documents

- (a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.
- $\square$  Attached are copies of financial statements<sup>1</sup> for the  $\_\_2$ \_\_\_\_\_years required above; and complying with the requirements

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

### 4.5 **FORM FIN – 3.2:**

#### **Average Annual Construction Turnover**

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

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

<sup>\*</sup> See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

### 4.6 **FORM FIN – 3.3:**

#### **Financial Resources**

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

Fina	Financial Resources				
No.	Source of financing	Amount (Kenya Shilling equivalent)			
1					
2					
3					

### 4.7 **FORM FIN – 3.4:**

### **Current Contract Commitments / Works in Progress**

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

	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month)]
1					
2					
3					
4					
5					

### 4.8 **FORM EXP - 4.1**

### **General Construction Experience**

	Name:		
IV Membe	er's Name		
ITT No. ar	nd title:		
Page		_ofpages	
Starting	Ending Year	Contract Identification	Role of Tenderer
Year			
		Contract name:	
		Brief Description of the Works performed by the	
		Tenderer:	
		Amount of contract:	
		Name of Procuring Entity:	
		Address:	
		Contract name:	
		Brief Description of the Works performed by the	
		Tenderer:	
		Amount of contract:	
		Name of Procuring Entity:	
		Address:	

Contract name: \_\_\_\_\_Brief Description of the Works performed by the

Tenderer: \_\_\_\_\_\_\_
Amount of contract: \_\_\_\_\_\_
Name of Procuring Entity: \_\_\_\_\_\_

Address:

### 4.9 **FORM EXP - 4.2(a)**

### **Specific Construction and Contract Management Experience**

Tenderer's Name:				
Date:				
JV Member's Name				
ITT No. and title:				
Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor □	Member in JV □	Management Contractor □	Sub- contractor
Total Contract Amount		1	Kenya Shilling	
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:			,	
Address:				
Telephone/fax number E-mail:				

### 4.10 FORM EXP - 4.2 (a) (cont.)

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

Simila	ar Contract No.	Information
Descri	ption of the similarity in accordance	
with S	ub-Factor 4.2(a) of Section III:	
1.	Amount	
2.	Physical size of required works	
items	_	
3.	Complexity	
4.	Methods/Technology	
5.	Construction rate for key activities	
6.	Other Characteristics	

## 4.11 **FORM EXP - 4.2(b)**

### **Construction Experience in Key Activities**

Tenderer's Name:					
Date:					
Tenderer's JV Member Name:					
Sub-contractor's Name <sup>2</sup> (as per ITT 34): ITT No. and title:		_			
11 1 No. and title:	_				
All Sub-contractors for key activities mu	-	e info	ormation in	this form as	per ITT 34 and
Evaluation and Qualification Criteria, S	ub-Factor 4.2.				
1. Key Activity No One: _					
	Information				
Contract Identification		_			
Award date					
Completion date					
Role in Contract		Mem JV □		Management Contractor □	Sub-contractor
Total Contract Amount				Kenya Shillin	g
Quantity (Volume, number or rate of	Total quantity i	in	Percentage	1	Actual
production, as applicable) performed under			participatio	on	Quantity
the contract per year or part of the year	(i)		(ii)		Performed (i) x (ii)
Year 1					
Year 2					
Year 3					
Year 4					
Procuring Entity's Name:					
Address:					
Telephone/fax number E-mail:					

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<sup>&</sup>lt;sup>2</sup> If applicable

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

2.	Activity	No.	Two
•			

#### **OTHER FORMS**

#### 5. FORM OF TENDER

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

#### INSTRUCTIONS TO TENDERERS

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

Date of tl	his Tender submission	i:[insert date	(as day, month an	nd year) of T	Tender submiss	ion] Tender
Name	and	Identification	<b>1</b> :[insert	:	identification]	Alternative
No.:		[insert identification	No if this is a Te	ender for an	alternative]	
То:	[Insert c	complete name of Proc	curing Entity]			
	Dear Sirs,					
1.	In accordance with the execution of the above n any defects therein for	amed Works, we, the ur the sum of Kenya Sh	ndersigned offer to co	nstruct and co figures]	mplete the Work	s and remedy
	[amount in words]					C
	The above amount inclu [figures]					rrency]
	The percentage or amout wo foreign currencies.	ant quoted above does	not include provision	nal sums, and	only allows not	more than
2.	We undertake, if our tend of the Project Manager's within the time stated in	notice to commence, a	and to complete the wh			
3.	We agree to adhere by the us and may be accepted			ert date], and	it shall remain b	oinding upon
4.	Unless and until a forma	al Agreement is prepare	ed and executed this te	nder together	with your writte	n acceptance

5. We, the undersigned, further declare that:

the lowest or any tender you may receive.

i) <u>No reservations</u>: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;

thereof, shall constitute a binding Contract between us. We further understand that you are not bound to accept

- ii) <u>Eligibility:</u> We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
- iii) <u>Tender-Securing Declaration</u>: We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;
- *Conformity*: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: [insert a brief description of the Works];

- v) <u>Tender Price:</u> The total price of our Tender, excluding any discounts offered in item 1 above is: [Insert one of the options below as appropriate]
- vi Option 1, in case of one lot: Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]; Or

#### Option 2, in case of multiple lots:

- a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and
- b) <u>Total price of all lots</u> (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];
- vii) <u>Discounts:</u> The discounts offered and the methodology for their application are:
- viii) The discounts offered are: [Specify in detail each discount offered.]
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- x) <u>Tender Validity Period</u>: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) <u>Performance Security:</u> If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) <u>One Tender Per Tender</u>: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) <u>Suspension and Debarment</u>: We, along with any of our subcontractors, suppliers, Project Manager, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) <u>State-owned enterprise or institution:</u> [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITT 3.8];
- xv) <u>Commissions, gratuities, fees</u>: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- xvi) <u>Binding Contract</u>: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) <u>Fraud and Corruption:</u> We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;

- xix) <u>Collusive practices</u>: We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
- we undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from \_\_\_\_\_\_(specify website) during the procurement process and the execution of any resulting contract.
- xxi) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- xxii) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
  - a) Tenderer's Eligibility; Confidential Business Questionnaire to establish we are not in any conflict to interest.
  - b) Certificate of Independent Tender Determination to declare that we completed the tender without colluding with other tenderers.
  - c) Self-Declaration of the Tenderer to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
  - d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal

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

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

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

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

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

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

Date signed	day of .	

#### Notes

<sup>\*</sup> In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer

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

### A. <u>TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE</u>

#### **Instruction to Tenderer**

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

#### (a) Tenderer's details

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

### **General and Specific Details**

			_Age _Country of Origin	Na Cit	tionality tizenship
		provide the following details			
	Names of Partners	Nationality	Citizenship	% Shares owned	
1					
2					
	_	ompany, provide the followi			
		nominal and issued capital o			
	Nominal	Kenya Shillings (Equivalent	)		Issued
	Kenya S	hillings (Equivalent)			
	iii) Give deta	ails of Directors as follows.			
	iii) Give deta		Citizenship		
1	,	Nationality	Citizenship	% Shares owned	
1 2	,		Citizenship		
	Names of Director			% Shares owned	
	Names of Director  DISCLOSURE OF  i) Are there any	Nationality	Firm in the Procuring(Name of Pro	% Shares owned	an interes
	Names of Director  DISCLOSURE OF  i) Are there any	Nationality  INTEREST- Interest of the person/persons in	Firm in the Procuring(Name of Pro	% Shares owned	an interes
(e)	Names of Director  DISCLOSURE OF  i) Are there any or relationship	Nationality  INTEREST- Interest of the person/persons in	Firm in the Procuring	% Shares owned	an interes
(e)	DISCLOSURE OF  i) Are there any or relationship  If yes, provide detail	INTEREST- Interest of the person/persons in	Firm in the Procuring	% Shares owned  gEntity.  curing Entity) who has/have	an interes
1 2 3 (e)	DISCLOSURE OF  i) Are there any or relationship  If yes, provide detail	INTEREST- Interest of the person/persons in	Firm in the Procuring	% Shares owned  gEntity.  curing Entity) who has/have	a
(e)	DISCLOSURE OF  i) Are there any or relationship  If yes, provide detail	Nationality  INTEREST- Interest of the person/persons in	Firm in the Procuring	% Shares owned  gEntity.  curing Entity) who has/have	an int

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

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

~	~	
f)	Certific	ration

On behalf of the Tenderer, I certify that the informat submission.	ion given above is complete, current and accurate a	as at the date of
Full Name		Title or
Designation		
(Signature)	(Date)	

### B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

	the undersigned, in submitting the accompanying Letter of Tender to the	
make	nake the following statements that I certify to be true and complete in every respect:	[Name of Tenderer] do hereby
I cert	certify, on behalf of [Name	of Tenderer] that:
1.	I have read and I understand the contents of this Certificate;	
2.	I understand that the Tender will be disqualified if this Certificate is found not to respect;	to be true and complete in every
3.	I am the authorized representative of the Tenderer with authority to sign this Cert on behalf of the Tenderer;	ificate, and to submit the Tender
4.	For the purposes of this Certificate and the Tender, I understand that the word individual or organization, other than the Tenderer, whether or not affiliated with a) has been requested to submit a Tender in response to this request for tenders b) could potentially submit a tender in response to this request for tenders, abilities or experience;	the Tenderer, who:
5.	<ul> <li>The Tenderer discloses that [check one of the following, as applicable:</li> <li>a) The Tenderer has arrived at the Tender independently from, and without agreement or arrangement with, any competitor;</li> <li>b) the Tenderer has entered into consultations, communications, agreement more competitors regarding this request for tenders, and the Tendedocument(s), complete details thereof, including the names of the correasons for, such consultations, communications, agreements or arrangement</li> </ul>	nts or arrangements with one or lerer discloses, in the attached mpetitors and the nature of, and
6.	<ul> <li>In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above communication, agreement or arrangement with any competitor regarding:</li> <li>a) prices;</li> <li>b) methods, factors or formulas used to calculate prices;</li> <li>c) the intention or decision to submit, or not to submit, a tender; or</li> <li>d) the submission of a tender which does not meet the specifications of the specifically disclosed pursuant to paragraph (5)(b) above;</li> </ul>	
7.	In addition, there has been no consultation, communication, agreement or as regarding the quality, quantity, specifications or delivery particulars of the work for tenders relates, except as specifically authorized by the procuring authorized pursuant to paragraph (5)(b) above;	s or services to which this request
8.	the terms of the Tender have not been, and will not be, knowingly disclosed by the any competitor, prior to the date and time of the official tender opening, or whichever comes first, unless otherwise required by law or as specifically disclosubove.	of the awarding of the Contract,
	NameTit	le Date
	[Name, title and signature of authorized agent of Tenderer and Date].	

### C. <u>SELF - DECLARATION FORMS</u>

### FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENTAND ASSET DISPOSALACT 2015.

			being a resident of do hereby make a statement as
1.	No.	(insert name of the Compo (insert tender title/desc	irector/Principal Officer/Director of any) who is a Bidder in respect of Tende ription) for(insert make this statement.
2.	• THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.		
3.	THAT what is deponed to herein abo	ove is true to the best of my knowle	dge, information and belief.
		(Signature)	(Title) (Date)

Bidder Official Stamp

### FORM SD2

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

	of P. O. Box being a resident of
	in the Republic of
1.	THAT I am the Chief Executive/Managing Director/Principal Officer/Director of
2.	THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of
3.	THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (name of the procuring entity)
4.	THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5.	THAT what is deponed to herein above is true to the best of my knowledge information and belief.
	(Title) (Signature) (Date)
	Bidder's Official Stamp

### DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (	person) on behalf of (Name of the Business/
<i>Company/Firm</i> )	
contents of the Public Procurement & Asset Disposal Act, 2	
participating in Public Procurement and Asset Disposal and my	responsibilities under the Code.
	•
I do hereby commit to abide by the provisions of the Code of Ethi	cs for persons participating in Public Procurement and
Asset Disposal.	
-	
Name of Authorized signatory	Sign
Position.	
Office address	elephone
E-mail.	
E-IIIāII	
Name of the Firm/Company	
Date	(Company Seal/ Rubber
Stamp where applicable)	
Stamp where applicable)	
Witness	
Name	. Sign
Date	

#### D. APPENDIX 1-FRAUDAND CORRUPTION

(Appendix 1 shall not be modified)

#### 1. Purpose

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

#### 3. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (no. 33 of 2015) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior: -

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be:
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement:
  - a) shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
- c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

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

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;

- iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
- iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- v) "obstructive practice" is:
  - deliberately destroying, falsifying, altering, or concealing of evidence material to the
    investigation or making false statements to investigators in order to materially impede
    investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate
    authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive,
    or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from
    disclosing its knowledge of matters relevant to the investigation or from pursuing the
    investigation; or
  - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
  - "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a "Self-Declaration Form" as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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

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

# FORM OF TENDER SECURITY-[Option 1-Demand Bank Guarantee]

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

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

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

TEN	IDER GUARANTEE No.:	
1.		derer] (hereinafter called "the tenderer") has submitted its tender dated r] for the
2.	having our registered office at	nts that WE
	Sealed with the Common Seal of the	said Guarantor thisday of 20
3.	NOW, THEREFORE, THE COND	ITION OF THIS OBLIGATION is such that if the Applicant:
		ring the period of Tender validity set forth in the Principal's Letter of Period"), or any extension thereto provided by the Principal; or
	Validity Period or any extens agreement; or (ii) has failed	acceptance of its Tender by the Procuring Entity during the Tendersion thereto provided by the Principal; (i) failed to execute the Contract to furnish the Performance Security, in accordance with the Instructions Procuring Entity's Tendering document.
	receipt of the Procuring Entity's flits demand, provided that in its de	mmediately pay to the Procuring Entity up to the above amount upon rest written demand, without the Procuring Entity having to substantiate amand the Procuring Entity shall state that the demand arises from the rents, specifying which event(s) has occurred.
4.	the contract agreement signed by the is not the successful Tenderer, upon	he Applicant is the successful Tenderer, upon our receipt of copies of the Applicant and the Performance Security and, or (b) if the Applicant in the earlier of (i) our receipt of a copy of the Beneficiary's notification the Tendering process; or (ii)twenty-eight days after the end of the
5.	Consequently, any demand for payr above on or before that date.	ment under this guarantee must be received by us at the office indicated
	[Date ]	[Signature of the Guarantor]
	[Witness]	[Seal]

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

### TENDER-SECURING DECLARATION FORM

[The	Bidder shall complete this Form in accordance with the instructions indicated]		
Tende	er No: [insert date (as day, month and year) of Tender Submission]  er No: [insert number of tendering process]  [insert complete name of Purchaser] I/We, the undersigned, declare that:		
1.	I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.		
2.	I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we—(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.		
3.	<ul> <li>I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:</li> <li>a) our receipt of a copy of your notification of the name of the successful Tenderer; or</li> <li>b) thirty days after the expiration of our Tender.</li> </ul>		
4.	I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.		
	Signed:		
	or partner or sole proprietor, etc.)		
	for and on behalf of: [insert complete name of Tenderer]		

### **Appendix to Tender**

### **Schedule of Currency requirements**

Cummory	of currencies of the Tender for	[insert name o	f Section o	ftha	Workel
Summary (	of currencies of the Tender for_	jinseri name o	y section o	j ine	WORKS

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



## GENERAL SPECIFICATIONS FOR LIFTS INSTALLATION WORKS

## 1. **REGULATIONS**

All Apparatus and materials supplied and work carried out shall comply with the provisions of the following documents:-

- (a) The latest Edition of I.E.E Regulations
- (b) The Kenya Power and Lighting Co. Ltd By-laws
- (c) The Electric Power Act and the Rules made there under.
- (d) EN81 and C.P 407 (1972)
- (e) Any other regulations governing lift installations in Kenya
- (f) Kenya Bureau of Standards (KBS) lifts standard KS 2169 -1

## 2. BUILDER'S WORK BY LIFT CONTRACTOR

## A. Lift Shafts

- (i) The dimensions of the lifts shafts are 1800 mm by 1370 mm (Width X Depth) for each passenger lift. It shall be the responsibility of the lifts Contractor to verify the dimensions of the lifts shaft before placing any orders for importation. The Employer/employer's representative will bear neither responsibility nor liability for any approximate dimensions issued as a guide to the Contractor.
- (ii) The lifts Contractor shall provide cut-outs for hall buttons, hall position indicators, hall lanterns, shaft ventilations and fire man's switch.

It shall be the responsibility of the lifts Contractor to provide, properly position and fix the hall buttons, hall indicators, hall lanterns, fire man's switches, door frames, sills and architraves.

- (iii) The lifts Contractor shall provide the necessary scaffolding for erection of equipment and hoarding to secure the work area from general public and maintain safety of the people and other installations in the building.
- (iv) The lifts Contractor shall provide temporary electricity supply for erection and shaft lighting, and thereafter a permanent supply from an appropriate isolator.

## B. Lifts Pit

The depth of the lifts pits are 550mm – Tenderers to confirm on site.

The lifts contractor shall provide and fix ladders where such facility are required as stipulated in BS 5655, and terminal and over travel limit switches.

## C. Lift Motor Room

There shall be no lift motor room

## D. Access

The lifts Contractor shall provide access with lockable opening to the lifts control module

## E. Builder's Work

The lifts Contractor shall provide for:

- (i) All chasing, shaft ventilation and making good
- (ii) All drilling and plugging of holes in floors, walls, ceiling and roofs for security services, and for equipment requiring screw or bolt fixing.
- (iii) Any purpose made fixing brackets

## 3. FIREMAN'S SWITCH FOR THE LIFTS

A fireman's control switch shall be provided in the down terminal floor, main entrance lobby. The Fireman's switch shall be of the type approved by the Engineer.

Operation of the Fireman's switch shall stop the lift car on the next landing but without opening the car and landing doors and immediately return the lift to the ground floor irrespective of any other calls and park lift with doors open. The car will then become in-operative with the exception of the 'Fireman's Lift' which shall operate in answer to the car buttons until only the fireman's switch is reset.

## 4. EMERGENCY ALARM SYSTEM

An emergency alarm system and an intercom shall be installed between the car and the reception desk on the ground floor.

The alarm system shall be clearly labeled "Emergency Alarm". On pushing an alarm button, the system should ring simultaneously in the car, and the reception desk.

The lifts Contractor shall carry out the wiring in the lift car and between machine and the reception desk. The power supply for the alarm system shall be derived from a self-recharging unit.

## 5. EMERGENCY DOOR KEYS

It shall be possible to open every lift-landing door by the use of a release key whether or not the lift car is in the landing zone. The key hole shall be unobtrusive and located at high level.

## 6. CALL STATION AND OPERATING PANEL BUTTONS

The call station, distributed between the lifts on each landing, and operating panel buttons shall be micro-motion push button with ring illumination, brushed stainless steel plate with Braille indication.

## 7. INTERFERENCE SUPPRESSION

The lift motor and auxiliary controls shall be suppressed so as not to interfere with local radio and television reception and closed-circuit television or Electro mechanical equipment within the building. The suppression shall be carried out in accordance with B.S. 800 and all suppression devices incorporated shall comply with B.S. 5655.

## 8. PROTECTION PADS

The lifts Contractor shall supply one set of protective quilted cover pads to approval for passenger lift cars.

## 9. CAR EMERGENCY LIGHTING

The lift cars shall be provided with an emergency light fitting operating from a Self-recharging battery unit. The emergency light will be built in the car-operating panel.

## 10. TEST

Both on completion of his work on the lifts and at the end of the guarantee period, the lifts Contractor shall carry out all the tests as required and in accordance with B.S 2655 part 7 in the presence of the Engineer and shall provide all the necessary instruments, labour and materials to do so at his cost.

Damage occurring, as a result of these tests will be made good by the Lifts Contractor to the Engineer's satisfaction at his expense.

4No. (Four) copies of the test certificates for each lift should be forwarded to the Engineer within 4 days of completion of the last test.

## 11. TRAINING

The tenderer shall provide in his tender for the training of 2No.technicians on site in the maintenance of the lifts during the assembling, installation, testing and commissioning period.

## 12.0 FACTORY INSPECTION

- 12.1 The employer shall be entitled to have the quantity and quality of the imported lifts materials inspected by two number (2No.) engineers appointed by the Project Manager, and one (1No.) representative for the employer.
- 12.2 The said inspection shall be carried out at the factory of manufacture of the lifts materials during normal working hours and the successful tenderer shall give written notice to the Project Manager at the latest thirty (30) calendar days in advance of the date that the lifts materials are ready for inspection.
- 12.3 Travel (including ground, air travel and airport passage taxes) and full board accommodation expenses in at least a three (3) star hotel incurred by the engineers appointed by the Project Manager, and the employer's representative shall (see clause 12.1) be borne by the contractor. The contractor shall also meet out of pocket expenses for the officers at Government of Kenya rates for the duration of the factory inspection. The costs incurred shall be re-imbursed to the contractor from the provisional sum allowed in page (G/7) of the Bills of Quantities.
- **12.4** The inspection period shall be five (5) working days excluding travelling time.
- 12.5 If as a result of the inspection any of the lift materials are found to be defective, the successful tenderer shall replace the defective materials and determine a new date as when a new inspection shall be performed at the expense of the contractor.
- **12.6** The successful tenderer shall only ship the lift materials after the said factory inspection.

## 13.0 PROTECTION AGAINST POWER/VOLTAGE FLUCTUATIONS, SURGES AND TRANSIENT CURRENTS

13.1 The lift equipment and all its controls shall be protected against power/voltage fluctuations, surges and transient currents. The contractor shall provide for and install all the necessary equipment for this protection. The protective switchgear shall be verified by the Engineer during the overseas factory inspection.

## 14.0 INITIAL STATUTORY INSPECTION OF THE NEW LIFTS

- 14.1 The tenderer shall allow in his tender for the initial statutory inspection of the lift by an Approved Government Lift Inspector during the commissioning of the new lift, and thereafter for inspection at intervals of six (6) months periodic time during the 12 months defects liability period. One of the inspections shall be done after the expiry of the defects liability period on confirming that all the defects (if any) have been corrected by the lift contractor.
  - 14.2 The employer and the contractor shall, at each inspection, each retain a copy of the lift inspection certificates while the original will be submitted to the Ministry of Labour and Social Protection.

## 15.0 INITIAL MAINTENANCE OF THE NEW LIFTS

- 15.1 The tenderer shall allow in his tender for the initial routine service maintenance of the new lifts once a month during the 12 months defects liability period and shall carry out all necessary adjustments and repairs, cleaning, greasing and oiling of moving parts.
- 15.2 During the initial maintenance of the new lifts, the tenderer shall also allow in his tender for all tools, instruments, plant and scaffolding and the transportation thereof, as required for the correct and full execution of these obligations and the provision, use or installation of all materials or parts which are periodically renewed such as brake linings etc., or parts which are faulty for any reason whatsoever excepting always acts of God such as storm, tempest, flood, earthquake and civil revolt, acts of war and vandalism.
- 15.3 The contractor shall also provide a 24 -hour break-down service to attend to faults on or malfunctioning of the installation between the routine visits of the defects liability period.
- 15.4 A monthly report of any works done upon the installation shall be supplied to the Engineer.

## 16.0 REGISTRATION OF THE NEW LIFTS

16.1 The tenderer shall allow in his tender for the registration of the new lifts with the Ministry of Labour and Social Protection including payments of any fees that may be required. It is the responsibility of the Contractor to avail the registration certificate to the client once the registration has been done.

## 17.0 INTERIOR LIFT CAR FINISHES

17.1 The interior lift car finishes including ceiling, floor, cabin panels, car door, landing door and architraves shall be to the Engineers approval in liaison with the Client. The approval will be within the range of the manufacturers' range of finishes in their brochures. The tenderer must therefore allow for this in their bid.

## PARTICULAR SPECIFICATIONS

## 1.0 LOCATION OF SITE

The site of the proposed works is at the National Commission for Science, Technology and Innovation - Nairobi

## 2.0 DESCRIPTION OF THE WORKS

The project comprises:-

- (i) Supply, installation, testing and commissioning of 1No.machine room less, gearless, modern microprocessor control based lifts and all the associated controls and monitoring equipment.
- (ii) Associated builder's works.
- (iii) Associated electrical works

## 3.0 CLIMATE CONDITIONS

The following climatic conditions apply at the site of the contract work and the equipment, materials and the installations shall be suitable for these conditions.

Altitude	1600m
Mean Maximum Temperature	28°C
Mean Minimum Temperature	12°C
Range of Relative Humidity	39%-97%
Longitude (approximately)	36° 05'E
Latitude (approximately)	10°20'S
Salt in the atmosphere	0.02%
Solar radiation, February Mean Max	630 Langleys

Extremely heavy rainfall is experienced at certain periods of the year and the contractor shall be deemed to have taken account of this factor both in his prices and his planning of the execution of the contract works.

## 4.0 GENERAL REQUIREMENTS

The lift Contractor shall supply, deliver unload, hoist, fix and erect, test and commission all the equipment, plant and materials in accordance with all specifications contained in this document including the Building plans to provide a complete and operable installation.

The lifts Contractor shall become liable for defects and be responsible for the initial maintenance of the lifts installed all as specified here in.

## 5.0 PARTICULAR REQUIREMENTS

The tenderer shall provide factory compliance certificate for EN 81 – 1/1998 to prove compliance with this European code. Failure to provide this shall render the tender non –responsive and hence the bid will not be considered.

## 6.0 TECHNICAL SPECIFICATION FOR THE PASSENGER LIFT

No. of Unit : One (1No.)

Load : 800Kg (8persons) Speed : 1.0 -1.5m/s

Drive : Closed loop digital VVVF

Control system : Electronic. Fully software based microprocessor

controlled system.

**F/6** 

Machine Gearless traction machine with permanent magnetic

> sychnous motor (any other machinery to be located within the shaft).

No.of stops 3(G,1,2,3)

Travelling cable to serve interface for fire alarm Travelling cable

system, C.C.T.V and Audio System to be installed.

550mm. To be confirmed on site by lift Contractor Lift Pit :

To be determined on site by lift Contractor Head room 1800 x2370 mm (length by depth). **To be Shaft Dimensions** 

confirmed on site by the lift contractor.

Lift call and stop to be made via lift call buttons and car Normal Operation

> operation pannels which must have buttons for the disabled (Braille for the blind and button for wheel chair users)

Power requirements 415V ac, 3 phase, at 50Hz Other main facilities and functions to be included:

Car door operation shall be fully automatic with

:

(infra-red) electronic door sensors

Car position indicator Door button – re-open

Voice guidance system (voice synthesizer)

Emergency power operation and system backing

Intercom facility – 3 way

Alarm power unit and bell complete with a

maintained back-up power supply

Rescue operation system-(if the lift stops between floors, lift confirms safety circuit and automatically moves slowly to the nearest landing and opens the door)

Door opening failure operation function- (when lift arrives at a landing and doors cannot open doors due to problem of jamming the door sill, the lift proceed to the

next landing and opens the door)

Auto Levelling function-(the leveling of the car is automatically adjusted at the accuracy of the leveling

device)

Door nudging function-(when the doors are open beyond a preset period of time, the doors to start slowly

sounding warning buzzer)

Automatic return to mail floor function- (the elevator to

return to preset mail floor to standby)

Unintended car movement protection(UCMP)

Night time self check Anti nuisance function Attendant operation features

BMS interface:

Floor position indicator on every floor Independent service key operation

Signal floor lantern with sounders or car arrival

chimes on all floors

All the lift call buttons and car operation pannels must have buttons for the disabled ( Braille for the blind and button for wheel chair users)

Remote control car stop (emergency)

Cabin ventilation shall be tropicalised high

Capacity cylinder type operation.

Car extract fan should be powerful, quiet, drought free and multi-directional complete with a maintained

back-up power supply

Shall incorporate an Audio Visual car overload

device.

: Shall have forced ventilation key switch.

Code compliance : The lifts shall comply with BS 5655 or European

Specification equivalent code EN 81- 1/1998

Structural Openings : The lift Contractor shall set the landing doors at

10mm from the finished floor levels so as to get a fall away from the landing to prevent water from flowing down the lift shafts when washing up.

Entrances : The lifts car shall have automatic power

operated 2 panel centre openings of 800mm wide by 2000mm high. This to be confirmed on site before tendering as no changes in existing entrance positions and dimensions will be

allowed whatsoever.

Landing door : Stainless steel to Engineer's approval to fit in the existing entrance

Car door : Stainless steel to Engineer's approval.
Landing door architraves: granite architraves of their client colour

repainted to approval if need be.

Wall switches : All operating switches in the lifts shaft shall be of

the totally enclosed drip proof type.

Lighting : Indirect Lighting shall be fitted in the car to a level

of 150 lux.

Cabin walls : Stainless steel hairline finish to Engineer's

approval.

Car interior fronts: Stainless steel hairline finish to Engineer's

approval.

:

Mirror : Three quarter full height at the rear car panel.

Door Operation : Heavy duty variable voltage variable frequency driven

door operators on a frame above the lift car. Fully adjustable door open and close speeds - micro-processor controlled. The goods lift has no

mirror and/or hand rail.

: Intelligent speed adjustments to cope with traffic

requirements

: Full curtain multi beam electronic infrared 3 dimensional

detectors.

An electro- mechanical type tested interlock shall be provided, fitted on the landing door and operated by the door lock cam on the lift car to prevent movement of the lift car until the landing door is both mechanically and

electronically locked.

Hand rails : 38mm round sectioned stainless steel on the 3 the panels

of the lift car.

Emergency light : Emergency light in the lift cars shall be 6 watts

complete with a maintained back-up power supply

Signal Hall Lanterns :LCD/LED displays and different tones for up and down

motions.

Signal fixtures : Wide angle view car position indicator unit with

high relieable LED technology.

Floor buttons : Micromotion with ring illumination

Brushed stainless steel plate with Braille

indication.

Floor : Rubber knobbed tiles, not less than 6mm thick with

8.0 mm thick soft red spongy carpet overlay.

Car position indicators : Car position indicators shall be digital LCD/LED type.

Car direction indicators: Car direction

Car direction indicators shall have polycargonate

covers and 160° angle view.

Manual operation : Provision shall be made for manual raising and

lowering This facility should be availed at the control

panel (for machineroomless option).

Painting : All parts of the control equipment, switchgear

trunking bed plates and closed sections of metal parts which will not be accessible for painting after erection shall be given three coats of paint at the manufacture's

works.

All bright surfaces shall be coated with lacquer or other protective coating before leaving the manufacturer's works. Metal works in the lift shaft shall be painted on site with three coats of best quality oil paint. The lifts machine and other machinery located in the lifts motor room shall be painted with three coats of best quality oil

paint one coat being applied after erection. Lift shaft shall be well white washed

Guarantee of Spare parts: The tenderer must confrim in writing and provide

written commitment from manufacturer, the

availability of parts for the make of lift proposed for installation, for a continous period of at least 10 (ten)

vears.

Construction : In general, the lift car shall be constructed from

pressed steel. The method of construction and strenth of lift cars, doors and panels shall complywith B.S. 5655 and the amendments and in accordance with European

code EN 81.

Base frame : The complete hoisting equipment shall be mounted

on base frame of fablicated steel which when installed shall be insulated from the building structure by means of rubber or other approved sound and viration isolated material provided and fixed in an approved manner between frame and

the supporting beams.

Hoisting Ropes : The lifts shall be provided with suitable car and counter-

weight hoisting ropes manufactured, tested and handed in

accordance with British standards.

Power factor : The powerfactor for the drive shall not be less than

0.9 lagging.

## 7.0 INFROMATION TO BE SUPPLIED BY THE TENDERER

The tenderer shall fill in the following information pertaining to the 1 No. passenger lift being offered at the time of tendering:-

(1)	Type of Drive Motor
(ii)	Size of the Drive Motor (KW)
(iii)	Country of Manufacture
(iv)	Power Factor
(v)	Starting Current A
(vi)	Running Current B.
(vii)	Duration of Starting Current
(viii)	Lift Capacity ( Kg/Persons)
(ix)	Lift Speed
(x)	Landing Doors Type
(xi)	Landing Doors Safety Features
(xii)	Dimensions of Lift Car
(xiii)	Dimensions of Landing Doors

## 8.0 TECHNICAL SPECIFICATIOS FOR COMPUTER AND ACCESSORIES

## 8.1 SPECIFICATIONS FOR DESKTOP COMPUTERS

ITE M	DESCRIPTION	MINIMUM REQUIREMENTS	BIDDER'S SPECIFICATI ONS
A	GENERAL SPECIFICATIONS		
1	Make	BRANDED	
2	Model		
3	Country of Origin		
4	Manufacturer's brochure and specifications	Must be supplied	
В	TECHNICAL SPECIFICATIONS		
5	Processor	Intel core i7	
6	System Memory	Standard <b>4MB SDRAM</b> , upgradeable to <b>8MB</b>	
7	Disk cache	Integrated 512KB L2 cache	
		Bus Speed 800 KHz	
8	Storage sub system	500 GB HDD	
9		DVD / CD-Writer Drive	
		1.44MB 3.5" FDD	
10	Display/Graphics	21" LED Screen (Free standing-Adjustable)	
11	Keyboard	USB/2 Enhanced keyboard	
12	Pointing device	PS/2 Compatible <b>Optical mouse</b>	
13	I/O interface	<ul> <li>1xPS/2 – compatible keyboard</li> <li>1xPS/2 – compatible mouse port</li> <li>2x9 Pin Serial Ports</li> <li>1x25 Pin parallel port</li> <li>6xUSB Ports</li> <li>1xRJ45 jack for ethernet</li> <li>1x VGA port</li> <li>Enhanced Graphics Card</li> </ul>	
14	Audio/ Graphics Systems	<ul> <li>PCI 3D audio/video cards</li> <li>TV/FM cards</li> <li>Amplified speakers (External)</li> </ul>	
15	Communication Interface	<ul> <li>10/100/1000Mbs fast ethernet, RJ 45 jack</li> <li>56K ITU V.90 data/fax modern, wake-on-ring ready</li> </ul>	
16	Operating System Pre- load plus CDs	Ms Windows 8.1 or Ms Windows 10	
17	Application Software, pre-installed, registered and CDs supplied	MS OFFICE 2016 OR MS OFFICE 2019	
18	Power sub- system	220-240V ac, 50HZ	
С	WARRANTY	One year parts replacement warrant	

## 8.2 MEDIUM DUTY LASER PRINTER SPECIFICATIONS

ITEM	DESCRIPTION	MINIMUM REQUIREMENTS	BIDDER'S SPECIFICATIONS
A	GENERAL SPECIFICATIONS		
1	Make	BRANDED	
2	Model		
3	Туре	Desktop	
4	Country of Origin		
5	Manufacturer's brochure and specification	Must be supplied	
В	TECHNICAL SPECIFICATIONS		
6	Resolution	1200x1200 dpi	
7	Printing speed	19 ppm	
8	Memory	72 MB	
		DVD/CD-WRITE DRIVE	
		1.44MB 3.5" FDD	
9	Languages	Enhanced HP PCL,	
		postscript	
10	Maximum Media size	A4 paper	
11	Media types	Plain paper, envelopes, transparencies, labels, postcards	
12	Media input capacity	250 sheet input cassette	
13	Connectivity	<ul> <li>❖ IEEE – 1284         compliant         bi-directional parallel         port</li> <li>❖ 2.0 compliant USB         port</li> </ul>	
14	Duty cycle	60,000 pages per month	
15	Operating system support	All windows	
16	CPU	Power PC 405/200 MHZ	
17	Power Supply	240V ac, 50HZ	
18	Power connectivity	Power cable compatible with the printer and 13A socket outlet	
19	Duplex function	Standard	
C	WARRANTY	One year parts replacement warrant	

## F/11 8.3 MEDIUM DUTY UPS SPECIFICATIONS

ITEM	DESCRIPTION	MINIMUM REQUIREMENTS	BIDDER'S SPECIFICATION S
A	GENERAL SPECIFICATIONS		
1	Make	BRANDED	
2	Model		
3	Country of Origin		
4	Manufacturer's brochure and specification	Must be supplied	
В	TECHNICAL SPECIFICATIONS		
5	Rating	650VA	
6	Input voltage swing	220 – 270V ac	
7	Output voltage	220-240V ac	
8	Output frequency	50-60HZ auto-sensing	
9	Protection	<ul><li>Output overload</li><li>Input/output short circuit</li></ul>	
10	Communication Interface	Serial port communication support	
11	Design	<ul> <li>Automatic voltage regulation</li> <li>Mains isolation</li> <li>User replaceable batteries</li> <li>Static-automatic bypass</li> <li>Maintenance bypass</li> </ul>	
12	Battery Module	<ul> <li>25 minute backup time</li> <li>3 year lifetime</li> <li>Sealed lead acid type preferred</li> <li>Automatic periodic battery tests</li> <li>Short recharge time (maximum 5 hours for 100% run time)</li> <li>Protection against excessive discharge</li> </ul>	

# SECTION G BILLS OF QUANTITIES

#### **BILLS OF QUANTITIES**

## A) PRICING OF PRELIMINARIES ITEMS

Prices will be inserted against item of preliminaries in the Contractor's Bills of Quantities and specification. These Bills are designated as Schedule No.1 in this Section. Where the Contractor fails to insert his price in any item he shall be deemed to have made adequate provision for this on various items in the Bills of Quantities. The preliminaries form part of this contract and together with other Bills of Quantities covers for the costs involved in complying with all the requirements for the proper execution of the whole of the works in the contract.

The Bills of Quantities are divided generally into three sections:

## (a) <u>Preliminaries – Schedule No.1</u>

Contractor's preliminaries are as per those described in section C – Contract Preliminaries and General Conditions of Contract. The Contractor shall study the conditions and make provision to cover their cost in this Bill. The number of preliminary items to be priced by the Tenderer has been limited to tangible items such as site office, temporary works and others. However the Tenderer is free to include and price any other items he deems necessary taking into consideration conditions he is likely to encounter on site.

## (b) Installation Items – Other Bills

- (i) The brief description of the items in these Bills of Quantities should in no way modify or supersede the detailed descriptions in the contract Drawings, conditions of contract and specifications.
- (ii) The unit of measurements and observations are as per those described in clause 1.0.5 of the section C.

## (c) Summary

The summary contains tabulation of the separate parts of the Bills of Quantities carried forward with provisional sum, contingencies and any prime cost sums included. The Contractor shall insert his totals and enter his grand total tender sum in the space provided below the summary.

This grand total tender sum shall be entered in the Form of Tender\_provided elsewhere in this document.

## SPECIAL NOTES TO BILLS OF QUANTITIES

- 1. The Bills of Quantities form part of the contract documents and are to be read in conjunction with the contract drawings and general specifications of materials and works.
- 2. The prices quoted shall be deemed to include for all obligations under the Contract including but not limited to supply of materials, labour, delivery to site, storage on site, installation, testing, commissioning and all taxes (**including VAT and withholding tax**) applicable at the time of tender.

In accordance with Government policy, Withholding Tax **shall be deducted** from all payments made to the Tenderer, and the same shall be forwarded to the **Kenya Revenue Authority** (**KRA**).

- 3. All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part there of.
- 4. The brief description of the items given in the Bills of Quantities are for the purpose of establishing a standard to which the Contractor shall adhere. Otherwise alternative brands of **equal** and **approved** quality will be accepted.

Should the Contractor install any material not specified here in before receiving written approval from the Project Manager, the Contractor shall remove the material in question and, at his own cost, install the proper material.

- 5. The grand total of prices in the price summary page must be carried forward to the **Form of Tender for the tender to be deemed valid**.
- Tenderers must enclose, together with their submitted tenders, manufacturer's brochures detailing technical literature and specifications of the lift make that they intend to offer. Where the brochure contains different models and sizes of lifts, the bidders MUST clearly mark out the model and size of lift they intend to offer by using a 'mark pen'.
   Where tenderers have not enclosed the brochures with their bids and the same may be required during evaluation of the bids, The tenderers will be requested to submit the brochures to assist in the evaluation process.
- 7. Tenderers **must** fill all rates and prices in the Bills of Quantities and in the Schedules provided in the Appendices to the Bills of Quantities. **Failure to do so may lead to disqualification.**

## PRICE SCHEDULE 1.0 – PRICE FOR 1NO. PASSENGER LIFT

Item	Description	Qty	Unit	Rate	Kshs
1.0	Supply,install, test and commission 1No. Passenger lift as described in the particular specifications.	1	Item s		
2.0	A 8 person, 1000kg load capacity passenger lift unit with minimum features and capabilities as described in section F(general and particular specifications) of the tender documents	1	No		
2.1	Allow for all the Builders work associated with the installation of the 1No. Lifts as described in SECTION F pages F1 and F2 of the specifications and making good all distributed areas including the lift lobbies.including restoration of the lift lobbies	1	Item		
2.2	Allow for any associated electrical works including provision of shaft lighting, fire mans' switch, power supply and surge protection surge protection to meet specifications	1	Item		
2.3	Price for full service maintenance of the 1No.new lifts during the 12 months defects liability period for whole period as described on page F/4 clause 14.0 @ Kshsper month	1	Item		
2.4	Price for the initial statutory inspection of the 1No.new lift on commissioning and thereafter two times during the 12 months defects liability period for whole period as described on page F/4 clause 14.0	1	Item		
2.5	Price for 4 sets of operation and maintenance manuals as described in the specifications.	1	Item		
2.6	Price for 2 sets of shop/record drawing as described in the specifications.	1	Item		
2.7	Price for the <b>travelling cable</b> for interfacing fire alarm system, C.C.T.V and Audio system to be installed by others. Include high quality speakers connected to the cable and installed in the lift car to engineer's approval.	1	Item		
2.8	Allow for connection of a telephone extension from the premises EPABX with the telephone instrument in the lift car all wiring and accessories included. Provide for lift monitoring and destination sorting management system.	1	Item s		
2.9	Price for registration of the lift by the Ministry of Labour (See Clause 16 of Section F)	1	Item		
SUB-1	OTAL FOR 1NO. PASSENGER LIFT CARRIED FORWARD TO PRICE SUMMARY PAGE G/6				

## PRICE SCHEDULE 2.0 -PROJECT MANAGER'S STATIONERY

Item	Description	Qty	Unit	Rate	Kshs	Cts
	The tenderer shall price for the following stationary requirements. These shall then be delivered, upon their first demand to the office of the REGIONAL Electrical and Mechanical Engineer (BS) immediately after the award to the successful one.					
3.1	1N0. Desktop computer, a medium duty laser printer complete with toner and 1No. medium duty UPS as described in section F pages F/10 to F/12	1	Item			
3.2	Ream white photocopying paper A/4 80gm/ M <sup>2</sup>	20	Reams			
3.3	Hp toner serial No. 05A	2	No.			
3.4	Hp toner serial No. 053A	2	No.			
~	OTAL FOR PROJECT MANAGER'S STATIONATED FORWARD TO PRICE SUMMARY PAGE G		, ,			

## PRICE SCHEDULE 3.0 - PROVISIONAL SUMS

Item	Description	Kshs	Cts
4.1	Provisional sum for Project Manager's supervision expenses to be paid directly by the contractor	600,000	00
4.2	Allow for profit, attendance and VAT on item 4.1 above%		
4.3	Allow for overseas factory inspection by 2No. Engineers from state department of Public Works, and 1No. Employer's representative as described in clause 12.0 page F/4 of Section F	1 200 000	00
4.4	Allow for profit, attendance and VAT on item 4.3 above%	1,800,000	00
4.5	Contingency sum to be used at the discretion of the PM	1,000,000	00
	SUB-TOTAL FOR PROVISIONAL SUMS		
CA	ARRIED FORWARD TO PRICE SUMMARY PAGE G/6	3,400,000	00

## PRICE SUMMARY

Item	Description	Kshs	Cts
1.0	Preliminaries .includes shop and as installed drawings and 2sets of technical documentation and operations manuals		
2.0	Subtotal for Schedule 1.0 - 1No. Passenger Lift brought forward from page G/3.		
3.0	Subtotal for Schedule 2.0 –Project Manager's Stationery brought forward from page G/4.		00
4.0	Subtotal for Schedule 3.0 – Provisional sums from page G/5.		
5.0	Allow for training of 2No. technicians as described in page F/4 of Section F.		
6.0.	Price for registration of the lifts by the Ministry of Labour (see clause 18 of section F).		
7.0	Allow for semiannual statutory inspections of 1no. lifts by a licensed lift inspector and attendant certification during the defects liability period		
GRAI TENI	ND TOTAL OF PRICES CARRIED FORWARD TO FORM OF DER		

Foreign currency, if any, on which the Tender is based
Exchange rate applied
Total amount in words: Kenya Shillings
Signed by Tenderer
P.I.NVAT Reg. No
Date
Official rubber stamp
Signed by Witness
Name of Witness
Address
Date

## APPENDIX TO BILLS OF QUANTITIES

## APPENDIX 'A'

## PRICE BREAKDOWN OF IMPORTED MATERIALS

Description	Unit	Qty	Cost (Kshs.)

G/7
Date
1
Official Stamp
Signed By Tenderer

## APPENDIX TO BILLS OF QUANTITIES

## APPENDIX 'B'

## PRICE BREAKDOWN OF LOCALLY PURCHASED MATERIALS

Item	Description	Unit	Qty	Cost(Kshs.)
	d By Tenderer	ı		

Signed By Tenderer
Official Stamp
1
Date

**G/8** 

## **SECTION H**

## FULL SERVICE MAINTANANCE

**DURING 36 MONTHS AFTER DEFECTS LIABILITY PERIOD** 

## FULL SERVICE MAINTANANCE DURING 36 MONTHS AFTER DEFECTS LIABILITY PERIOD

## **SPECIAL NOTES**

- 1. The tenderer is advised to note that their price shall be used in the evaluation of the tenders.
- 2. The tenderer shall price for both labour and consumables (materials) during the 36 months full service period in appenix A of this section. The price shall be for supply, installation, testing and commissioning including all taxes applicable at the time of tender.
- 3. The tenderer shall list and price the consumable/ spare parts/ materials to be used during the 36 months full service period in appenix B of this section. The price shall be for supply, installation, testing and commissioning including all taxes applicable at the time of tender.
- 4. The tenderer shall list and price the consumable/ spare parts/ materials to be used during the 36 months full service period. This list is to be comprehensive as possible and shall inculde major spares as cards, fan motors etc. The price shall be for supply, installation, testing and commissioning including all taxes applicable at the time of tender. These are the spare parts that are not required during the normal routine maintenance. These spare parts shall only be paid for as and when replaced. The tenderer shall give the details of these spare parts in in appenix C of this section.
- 5. The price quoted for the above lifts shall be as per the Standard Maintanance Tender Document which can be examined at the offices of the Project Manager.
- 6. The tenderer **may** be required to the sign the 36 Months after Defects Liability Maintanance Contract based on the price quoted and the Standard Maintanance Tender Document referred to in item 5 above.
- 7. The tenderer **MUST** fill all the prices and rates in the Appendices A, B and C of this section. Failure to do so shall lead to disqualification.

## APPENDIX 'A'

# PRICE FOR FULL NORMAL ROUTINE MAINTANANCE DURING 36 MONTHS AFTER DEFECTS LIABILITY PERIOD

Item	Description	Kshs	Cts
1.0	Labour costs per month		
2.0	Material costs for spare parts (consumables) per month – see Appendix C of this section		
	l for one (1No.) Month Maintenance after the Liability Period ( Not to be carried to Form of		
	Total for 36 Months Maintenance after the Liability Period ( Not to be carried to Form of		

Signed by the Tenderer	
Official Stamp	
Date	

## **APPENDIX 'B'**

# SCHEDULE OF UNIT RATES OF SPARE PARTS THAT MAY BE REQUIRED DURING 36 MONTHS AFTER DEFECTS LIABILITY MAINTENANCE PERIOD (ATTACHMENTS ARE ALLOWED IF THE LIST IS LONG)

Item	Description	Unit	Qty	Cost(Kshs.)
Total ( Not to be carried to Form of Tender)				
Signed By Tenderer				
Officia	Official Stamp			
ъ.				

H/3

## **APPENDIX 'C'**

# PRICE BREAKDOWN OF SPARES / CONSUMABLES TO BE USED DURING 36 MONTHS AFTER DEFECTS LIABILITY MAINTENANCE PERIOD

NOTE: The Price Total in this Appendix C SHOULD tally with the Grand Price Total in Appenix A of this section.

Item	Description	Unit	Qty	Cost(Kshs.)
	<b>Total</b> ( Not to be carried to Form of Tender)			
Signed By Tenderer				
	Official Stamp			
Officia				
Date				

H/4

## **SECTION I**

## TECHNICAL SCHEDULE

**OF** 

## ITEMS TO BE SUPPLIED

## TECHNICAL SCHEDULE

- 1.0 The technical schedule shall be submitted by tenderers to facilitate and enable the Project Manager to evaluate the tenders
- 2.0 The filling of this schedule forms part of Technical Evaluation of the tenders, and bidders shall therefore be required to indicate the type/make and country of origin of all the materials and equipments they intend to offer to the employer as they shall listed in the technical schedule.
- 3.0 Any bid returned with unfilled Technical Schedule shall be considered technically non-responsive, and the bidder may be disqualified.

# TECHNICAL SCHEDULE OF ITEMS TO BE SUPPLIED (To be Completed by the Tenderer)

ITEM	DESCRIPTION	TYPE/MAKE	COUNTRY OF ORIGIN
	Lift system		



#### SECTION VIII - GENERAL CONDITIONS OF CONTRACT

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

#### **General Conditions of Contract**

#### A. General

#### 1. Definitions

- 1.1 Bold face type is used to identify defined terms.
  - a) **The Accepted Contract** Amount means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
  - b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
  - c) **The Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
  - d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.
  - e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
  - f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
  - g) **The Contract** is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
  - h) **The Contractor** is the party whose Bid to carry out the Works has been accepted by the Procuring Entity.
  - i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to the Procuring Entity.
  - j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
  - k) **Days** are calendar days; months are calendar months.
  - 1) **Day work**s are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
  - m) **A Defect** is any part of the Works not completed in accordance with the Contract.
  - n) **The Defects** Liability Certificate is the certificate issued by Project Manager upon correction of defects by the Contractor.
  - o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
  - p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
  - q) **The Procuring Entity** is the party who employs the Contractor to carry out the Works, **as specified in the SCC**, who is also the Procuring Entity.
  - r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.

- s) **"In writing" or "written"** means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in the Procuring Entity's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant i**s any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) **The Project Manager** is the person **named in the SCC** (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) SCC means Special Conditions of Contract.
- z) The Site is the area of the works as defined as such in the SCC.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) **The Start Date** is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.
- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) **A Variation** is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turn over to the Procuring Entity, **as defined in the SCC**.

#### 2. Interpretation

- 21 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
  - a) Agreement,
  - b) Letter of Acceptance,
  - c) Contractor's Bid,
  - d) Special Conditions of Contract,
  - e) General Conditions of Contract, including Appendices,
  - f) Specifications,
  - g) Drawings,
  - h) Bill of Quantities<sup>6</sup>, and
  - i) any other document **listed in the SCC** as forming part of the Contract.

 $<sup>^6</sup>$ In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."

## 3. Language and Law

- 3.1 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 32 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in the Procuring Entity's Country when
- a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
- b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.

## 4. Project Manager's Decisions

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

## 5. Delegation

5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

#### 6. Communications

61 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

## 7. Subcontracting

7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.

## 8. Other Contractors

81 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as **referred to in the SCC.** The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

## 9. Personnel and Equipment

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 92 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 93 If the Procuring Entity, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

## 10. Procuring Entity's and Contractor's Risks

10.1 The Procuring Entity carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which this Contract states are Contractor's risks.

## 11. Procuring Entity's Risks

- 11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:
  - a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
    - i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
    - ii) negligence, breach of statutory duty, or interference with any legal right by the Procuring Entity or by any person employed by or contracted to him except the Contractor.
  - b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.
- 112 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to
  - aa) a Defect which existed on the Completion Date,
  - bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
  - cc) the activities of the Contractor on the Site after the Completion Date.

#### 12. Contractor's Risks

121 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

#### 13. Insurance

- 13.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:
  - a) loss of or damage to the Works, Plant, and Materials;
  - b) loss of or damage to Equipment;
  - c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
  - d) personal injury or death.
- 132 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.
- 133 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 134 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.
- 135 Both parties shall comply with any conditions of the insurance policies.

#### 14. Site Data

14.1 The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor.

#### 15. Contractor to Construct the Works

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

### 16. The Works to Be Completed by the Intended Completion Date

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

## 17. Approval by the Project Manager

- 17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.
- 172 The Contractor shall be responsible for design of Temporary Works.
- 173 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.
- 174 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.
- 175 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

## 18. Safety

18.1 The Contractor shall be responsible for the safety of all activities on the Site.

#### 19. Discoveries

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

#### 20. Possession of the Site

20.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, the Procuring Entity shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

#### 21. Access to the Site

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

#### 22. Instructions, Inspections and Audits

- 22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 222 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and subconsultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.
- 223 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Procuring Entity and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

### 23. Appointment of the Adjudicator

- 23.1 The Adjudicator shall be appointed jointly by the Procuring Entity and the Contractor, at the time of the Procuring Entity's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, the Procuring Entity does not agree on the appointment of the Adjudicator, the Procuring Entity will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.
- 232 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

## 24. Settlement of Claims and Disputes

#### **241** Contractor's Claims

- 24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub- Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record- keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
  - a) this fully detailed claim shall be considered as interim;
  - b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
  - c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause
- 24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the

additional payment (if any) to which the Contractor is entitled under the Contract.

- 24.1.9 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 24.1.10 If the Project Manager does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 24.4 [Arbitration].
- 24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 24.3.

#### 242 Amicable Settlement

24.2.1 Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty-sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

## 243 Matters that may be referred to arbitration

- 24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:
  - a) The appointment of a replacement Project Manager upon the said person ceasing to act.
  - b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
  - c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
  - e) Any dispute arising in respect of war risks or war damage.
  - f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

#### 244 Arbitration

- 24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.
- 24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.
- 24.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 24.4.9 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the

Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

#### 245 Arbitration with National Contractors

- 24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;
  - i) Architectural Association of Kenya
  - ii) Institute of Quantity Surveyors of Kenya
  - iii) Association of Consulting Engineers of Kenya
  - iv) Chartered Institute of Arbitrators (Kenya Branch)
  - v) Institution of Engineers of Kenya
- 24.5.2 The institution written to first by the aggrieved party shall take precedence over all other institutions.

#### 246 Alternative Arbitration Proceedings

24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

### 247 Failure to Comply with Arbitrator's Decision

- 24.7.1 The award of such Arbitrator shall be final and binding upon the parties.
- 24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

#### 248 Contract operations to continue

- 24.8.1 Notwithstanding any reference to arbitration herein,
  - a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
  - b) the Procuring Entity shall pay the Contractor any monies due the Contractor.

#### 25. Fraud and Corruption

- 25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.
- 252 The Procuring Entity requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

#### **B.** Time Control

## 26. Program

- 26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.
- 262 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.
- 263 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and

continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted. In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

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

## 27. Extension of the Intended Completion Date

- 27.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.
- 272 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

#### 28. Acceleration

- 28.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 282 If the Contractor's priced proposals for an acceleration are accepted by the Procuring Entity, they are incorporated in the Contract Price and treated as a Variation.

### 29. Delays Ordered by the Project Manager

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

## 30. Management Meetings

- 30.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 302 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

### 31. Early Warning

- 31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 312 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

## C. Quality Control

#### 32. Identifying Defects

321 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

#### 33. Tests

33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

#### 34. Correction of Defects

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 342 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

#### 35. Uncorrected Defects

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

#### **D. Cost Control**

## **36.** Contract Price<sup>7</sup>

361 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

## 37. Changes in the Contract Price<sup>8</sup>

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 372 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

#### 38. Variations

- 38.1 All Variations shall be included in updated Programs 9 produced by the Contractor.
- 382 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 383 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 384 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.

In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:

<sup>36.1</sup> The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.

In lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:

 $<sup>^9</sup>$ In lump sum contracts, add "and Activity Schedules" after "Programs."  $^{10}$ In lump sum contracts, delete this paragraph.

- 385 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning
- 386 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work
- 387 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;
  - a) the proposed change(s), and a description of the difference to the existing contract requirements;
  - b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) the Procuring Entity may incur in implementing the value engineering proposal; and
  - c) a description of any effect(s) of the change on performance/functionality.

388 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerate the contract completion period; or
- b) reduce the Contract Price or the life cycle costs to the Procuring Entity; or
- c) improve the quality, efficiency, safety or sustainability of the Facilities; or
- d) yield any other benefits to the Procuring Entity, without compromising the functionality of the Works.

389 If the value engineering proposal is approved by the Procuring Entity and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified** in the SCC of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

#### 39. Cash FlowForecasts

39.1 When the Program<sup>11</sup>, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

#### 40. Payment Certificates

- 40.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.
- 402 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.
- 403 The value of work executed shall be determined by the Project Manager.
- 404 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed 12.
- 405 The value of work executed shall include the valuation of Variations and Compensation Events.
- 406 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.
- 407 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: (corrected tender price tender price)/tender price X 100.

#### 41. Payments

- 41.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.
- 412 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 413 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.
- 414 Items of the Works for which no rate or price has been entered in shall not be paid for by the Procuring Entity and shall be deemed covered by other rates and prices in the Contract.

### 42. Compensation Events

- 42.1 The following shall be Compensation Events:
  - d) The Procuring Entity does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
  - e) The Procuring Entity modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
  - f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
  - g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
  - h) The Project Manager unreasonably does not approve a subcontract to be let.
  - i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
  - j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.
  - k) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
  - 1) The advance payment is delayed.
  - m) The effects on the Contractor of any of the Procuring Entity's Risks.
  - n) The Project Manager unreasonably delays issuing a Certificate of Completion.
- 422 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.
- 423 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

<sup>11</sup> In lump sum contracts, add "or Activity Schedule" after "Program."

<sup>&</sup>lt;sup>12</sup>In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."

424 The Contractor shall not be entitled to compensation to the extent that the Procuring Entity's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

#### 43. Tax

43.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

#### 44. Currency y of Payment

44.1 All payments under the contract shall be made in Kenya Shillings

## 45. Price Adjustment

45.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC.** If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

#### P = A + B Im/Io

where: Pis the adjustment factor for the portion of the Contract Price payable.

A and B are coefficients<sup>13</sup> **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and Im is the index prevailing at the end of the month being invoiced and IOC is the index prevailing 30 days before Bid opening for inputs payable.

452 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

#### 46. Retention

- 461 The Procuring Entity shall retain from each payment due to the Contractor the proportion stated in the SCC until Completion of the whole of the Works.
- 462 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an "on demand" Bank guarantee.

## 47. Liquidated Damages

- 47.1 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the SCC for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.
- 472 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

#### 48. Bonus

48.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

### 49. Advance Payment

49.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the SCC by the

date stated in the SCC, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to the Procuring Entity in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

- 492 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.
- 493 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

#### 50. Securities

50.1 The Performance Security shall be provided to the Procuring Entity no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 day from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

#### 51. Dayworks

- 51.1 If applicable, the Dayworks rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 512 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.
- 513 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

### 52. Cost of Repairs

521 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

#### E. Finishing the Contract

#### 53. Completion

53.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

#### 54. Taking Over

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

#### 55. Final Account

55.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

 $<sup>^{13}</sup>$ The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.

### 56. Operating and Maintenance Manuals

- 561 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.
- 562 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

#### 57. Termination

- 57.1 The Procuring Entity or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.
- 572 Fundamental breaches of Contract shall include, but shall not be limited to, the following:
  - a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
  - b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
  - c) the Procuring Entity or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction oramalgamation;
  - d) a payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;
  - e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
  - f) the Contractor does not maintain a Security, which is required;
  - g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
  - h) if the Contractor, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then the Procuring Entity may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.
- 573 Notwithstanding the above, the Procuring Entity may terminate the Contract for convenience.
- 574 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.
- 575 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the Project Manager shall decide whether the breach is fundamental or not.

## 58. Payment upon Termination

- 58.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.
- 582 If the Contract is terminated for the Procuring Entity's convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

## 59. Property

59.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

## **60.** Release from Performance

60.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment wasmade.

## SECTION IX - SPECIAL CONDITIONS OF CONTRACT

Except where otherwise specified, all Special Conditions of Contract should be filled in by the Procuring Entity prior to issuance of the bidding document. Schedules and reports to be provided by the Procuring Entity should be annexed.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract				
	A. General				
GCC 1.1 (q)	The Procuring Entity is NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION.				
GCC 1.1 (u)	The Intended Completion Date for the whole of the Works shall be [insert date]				
	[If different dates are specified for completion of the Works by section ("sectional completion" or milestones), these dates should be listed here]				
GCC 1.1 (x)	The Project Manager is <b>REGIONAL WORKS OFFICER, NAIROBI REGION</b>				
GCC 1.1 (z)	The Site is located at <i>NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION</i> and is defined in drawings No. <i>N/A</i>				
GCC 1.1 (cc)	The Start Date shall be [insert date].				
GCC 1.1 (gg)	The Works consist of <b>PROPOSED LIFT INSTALLATION AT NATIONAL COMMISSION FOR SCIENCE TECHNOLOGY AND INNOVATION</b>				
GCC 2.2	Sectional Completions are N/A				
GCC 5.1	The Project manager [may or may not] delegate any of his duties and responsibilities.				
GCC 8.1	Schedule of other contractors: [insert Schedule of Other Contractors, if appropriate]				
GCC 9.1	<b>Key Personnel</b> GCC 9.1 is replaced with the following:				
	9.1 Key Personnel are the Contractor's personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.				
	[insert the name/s of each Key Personnel agreed by the Procuring Entity prior to Contract signature.]				
GCC 13.1	The minimum insurance amounts and deductibles shall be:				
	(a) for loss or damage to the Works, Plant and Materials: [insert amounts].				
	(b) For loss or damage to Equipment: [insert amounts].				
	(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract [insert amounts].				
	(d) for personal injury or death:				
	(i) of the Contractor's employees: [amount].				
	(ii) of other people: [amount].				

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract				
GCC 14.1	Site Data are: [list Site Data]				
GCC 20.1	The Site Possession Date(s) shall be: [insert location(s) and date(s)]				
GCC 23.1 & GCC 23.2	Appointing Authority for the Adjudicator: [insert name of Authority].				
GCC 23.2	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: [insert hourly fees and reimbursable expenses].				
B. Time Contr	ol				
GCC 26.1	The Contractor shall submit for approval a Program for the Works within [number] days from the date of the Letter of Acceptance.				
GCC 26.3	The period between Program updates is [insert number] days.				
	The amount to be withheld for late submission of an updated Program is [insert amount].				
C. Quality Cor	itrol				
GCC 34.1	The Defects Liability Period is: [insert number] days.				
	[The Defects Liability Period is usually limited to 12 months, but could be less in very simple cases]				
D. Cost Contro	ol Communication of the Commun				
GCC 38.9	If the value engineering proposal is approved by the Procuring Entity the amount to be paid to the Contractor shall be% (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price. <b>N/A</b>				
GCC 44.1	The currency of the Procuring Entity's Country is: Kenya Shillings				
GCC 45.1	The Contract <i>is not</i> subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients [specify "does" or "does not"] apply.				
	The coefficients for adjustment of prices are:				
	(a) [insert percentage] percent nonadjustable element (coefficient A).				
	(ib) [insert percentage] percent adjustable element (coefficient B).				
	(c) The Index I for shall be [insert index].				
GCC 46.1	The proportion of payments retained is: [insert percentage]				
	[The retention amount is usually close to 5 percent and in no case exceeds 10 percent.]				
GCC 47.1	The liquidated damages for the whole of the Works are [insert percentage of the final Contract Price] per day. The maximum amount of liquidated damages for the whole of the Works is [insert percentage] of the final Contract Price.				
	[Usually liquidated damages are set between 0.05 percent and 0.10 percent per day, and the total amount is not to exceed between 5 percent and 10 percent of the Contract Price. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here]				
GCC 48.1 The Bonus for the whole of the Works is [insert percentage of final Contract Price] The maximum amount of Bonus for the whole of the Works is [insert percentage] of Contract Price.					
	[If early completion would provide benefits to the Procuring Entity, this clause should remain;				

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	otherwise delete. The Bonus is usually numerically equal to the liquidated damages.]
GCC 49.1	The Advance Payments shall be: [insert amount(s)] and shall be paid to the Contractor no later than [insert date(s)].
GCC 50.1	The Performance Security amount is [insert amount(s) denominated in the types and proportions of the currencies in which the Contract Price is payable, or in a freely convertible currency acceptable to the Procuring Entity]
	(a) Performance Security – Bank Guarantee: in the amount(s) of 5 percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.
E. Finishing th	e Contract
GCC 56.1	The date by which operating and maintenance manuals are required is [insert date].
	The date by which "as built" drawings are required is [insert date].
GCC 56.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is [insert amount in local currency].
GCC 57.2 (g)	The maximum number of days is: [insert number; consistent with Clause 47.1 on liquidated damages].
GCC 58.1	The percentage to apply to the value of the work not completed, representing the Procuring Entity's additional cost for completing the Works, is [insert percentage].

#### FORM No 1: NOTIFICATION OF INTENTION TO AWARD

		cation of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to er's Authorized Representative named in the Tender Information Form on the format below.
FOI	RMAT	
1.	For t	he attention of Tenderer's Authorized Representative
	i)	Name: [insert Authorized Representative's name]
	ii)	Address: [insert Authorized Representative's Address]
	iii)	Telephone: [insert Authorized Representative's telephone/fax numbers]
	iv)	Email Address: [insert Authorized Representative's email address]
	_	PORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent l Tenderers simultaneously. This means on the same date and as close to the same time as possible.]
2.	Date	of transmission: [email] on [date] (local time)
	This	Notification is sent by (Name and designation)
3.	Noti	fication of Intention to Award
	i)	Procuring Entity: [insert the name of the Procuring Entity]
	ii)	Project: [insert name of project]
	iii)	Contract title: [insert the name of the contract]
	iv)	Country: [insert country where ITT is issued]
	v)	ITT No: [insert ITT reference number from Procurement Plan]
	This	Notification of Intention to Award (Notification) notifies you of our decision to award the above contract.

The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

- a) The successful tenderer
  - i) Name of successful Tender\_
  - ii) Address of the successful Tender \_\_\_\_\_
  - iii) Contract price of the successful Tender Kenya Shillings words
- b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

SNo	Name of Tender	Tender Price as read out	Tender's evaluated price (Note a)	One Reason Why not Evaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

## 5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - ii) Agency: [insert name of Procuring Entity]
  - iii) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

## 6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - iii) Agency: [insert name of Procuring Entity]
  - iv) Email address: [insert email address]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a>.
  - You should read these documents before preparing and submitting your complaint.
- e) There are four essential requirements:
  - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.

- ii) The complaint can only challenge the decision to award the contract.
- iii) You must submit the complaint within the period stated above.
- iv) You must include, in your complaint, all of the information required to support your complaint.

## 7. <u>Standstill Period</u>

- i) DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature:	Name:
Title/position:	Telephone: Email:

## FORM NO. 2 - REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

# PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD APPLICATION NO......OF......20...... **BETWEEN** •••••• APPLICANT **AND RESPONDENT** (Procuring Entity) Request for review of the decision of the............ (Name of the Procuring Entity of ............dated the...day of REQUEST FOR REVIEW I/We.....,the above named Applicant(s), of address: Physical address......P. O. Box No........... Tel. No.......Email ......., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely: 1. 2. By this memorandum, the Applicant requests the Board for an order/orders that: 1. 2. SIGNED ......(Applicant) Dated on ......day of ....../...20..... FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on......day of .....20...... **SIGNED Board Secretary**

## **FORM NO 3: LETTER OF AWARD**

[letterhead paper of the Procuring Entity] [date]

To: [name and address of the Contractor]

You are requested to furnish the Performance Security within 30 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document.

Authorized Signature:
Name and Title of Signatory:
Name of Procuring Entity
Attachment: Contract Agreement

## FORM NO 4: CONTRACT AGREEMENT

THIS	AGREEMENT made the
Entity "the C	y"), of the one part, andof(hereinafter Contractor"), of the other part:
WHE execu Work	EREAS the Procuring Entity desires that the Works known as should be need by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these is and the remedying of any defects therein,
The F	Procuring Entity and the Contractor agree as follows:
1.	In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2.	The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
	a) the Letter of Acceptance
	b) the Letter of Tender
	c) the addenda Nos(if any)
	d) the Special Conditions of Contract
	e) the General Conditions of Contract;
	f) the Specifications
	g) the Drawings; and
	h) the completed Schedules and any other documents forming part of the contract.
3.	In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor hereby covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4.	The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
	TTNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Laws of a on the day, month and year specified above.
Signe	ed and sealed by(for the Procuring Entity)
Siana	ed and sealed by(for the Contractor).
orgiic	ed and sealed by(for the Contractor).

## **FORM NO. 5 - PERFORMANCE SECURITY**

# $[Option\ 1-Unconditional\ Demand\ Bank\ Guarantee]$

[Gu	arantor letterhead]
Ben	eficiary:[insert name and Address of Procuring Entity] Date:
	[Insert date of issue]
Gua	rantor: [Insert name and address of place of issue, unless indicated in the letterhead]
1.	We have been informed that
2.	Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3.	At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of
4.	This guarantee shall expire, no later than the Day of, 2 <sup>2</sup> , and any demand for payment under it must be received by us at the office indicated above on or before that date.
5.	The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."
	[Name of Authorized Official, signature(s) and seals/stamps].
	<b>Note:</b> All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>&</sup>lt;sup>1</sup>The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>&</sup>lt;sup>2</sup>Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

## FORM No. 6 - PERFORMANCE SECURITY

## [Option 2– Performance Bond]

[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

$[G\iota$	Guarantor letterhead or SWI	FT identifier code]	
Ber	eneficiary:		[insert name and Address of Procuring Entity] Date:_
			Insert date of issue].
PE	ERFORMANCE BONDNo	••	
Gu	uarantor: [Insert name and	address of place of issue	, unless indicated in the letterhead]
1.	and "the Surety"), are held Obligee (hereinafter calle the payment of which sun	and firmly bound unto d "the Procuring Entity"; n well and truly to be mad actor and the Surety bind	as Principal (hereinafter called "the Contractor"] as Surety (hereinafter called in the amount of for the in the types and proportions of currencies in which the Contract themselves, their heirs, executors, administrators, successors and the surface of the contract themselves.
2.	day of specifications, and ame		itten Agreement with the Procuring Entity dated the or in accordance with the documents, plans, to the extent herein provided for, are by reference made part ct.
3.	perform the said Controtherwise, it shall remark Procuring Entity to be, Entity's obligations there.  1) complete the Contract of the Contract in accordant the Surety of the low Entity and make an defaults under the pay the cost of command damages for where The term "Balance Procuring Entity to Contractor; or	act (including any amendin in full force and efficient in default under the Contract in accordance with its transfer from qualified tendence with its terms and convex responsive Tenderer vallable as work progress. Contract or Contracts of appletion less the Balance with the Surety may be liated the Contract or Contract or Contract or Contract or Contract or Contract or Contract of appletion less the Balance with the Contract Price," as a Contractor under the Contract	derers for submission to the Procuring Entity for completing the onditions, and upon determination by the Procuring Entity and its, arrange for a Contract between such Tenderer, and Procuring ses (even though there should be a default or a succession of completion arranged under this paragraph) sufficient funds to of the Contract Price; but not exceeding, including other costs ble hereunder, the amount set forth in the first paragraph hereof, used in this paragraph, shall mean the total amount payable by ontract, less the amount properly paid by Procuring Entity to
	with its terms and co	onditions up to a total not e	ed by Procuring Entity to complete the Contract in accordance exceeding the amount of this Bond.
4.	The Surety shall not be li	able for a greater sum thar	the specified penalty of this Bond.
5.	Taking-Over Certificate	. No right of action shall a	re the expiration of one year from the date of the issuing of the accrue on this Bond to or for the use of any person or corporation the heirs, executors, administrators, successors, and assigns of
6.	these presents to be seal		to set his hand and affixed his seal, and the Surety has caused all duly attested by the signature of his legal representative, this20
	SIGNED ON	on behalfof By	in the capacity of In the presence of
	SIGNED ON	on behalf of By	in the capacity of In the presence of

## FORM NO. 7 - ADVANCE PAYMENT SECURITY

## [Demand Bank Guarantee] [Guarantor letterhead] Beneficiary: [Insert name and Address of Procuring Entity] Date: [Insert date of issue] ADVANCE PAYMENTGUARANTEE No.: [Insert guarantee reference number] Guarantor: [Insert name and address of place of issue, unless indicated in the letterhead] We have been informed that \_\_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ 1. (hereinafter called "the Contract"). Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum 2. \_\_\_\_\_(in words) is to be made against an advance payment guarantee. 3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_\_\_(in words\_\_\_\_\_\_\_)' upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant: has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or a) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount b) which the Applicant has failed to repay. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from 4. the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number\_\_\_\_at\_\_\_\_. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment 5. repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the \_\_\_\_\_ day of \_\_\_\_\_\_, 2, whichever is earlier. Consequently, demand for payment under this guarantee must be received by us at this office on or before that date. 6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee. [Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the

in the Contract.

final product.

<sup>&</sup>lt;sup>1</sup>The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified

<sup>&</sup>lt;sup>2</sup>Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

#### FORM NO. 8 - RETENTION MONEY SECURITY

## [Demand Bank Guarantee] [Guarantor letterhead] Beneficiary: [Insert name and Address of Procuring Entity] [Insert date of issue] Date: **Advance payment guarantee no.** [Insert guarantee reference number] **Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead] \_\_[insert name of Contractor, which in the case of a joint venture We have been informed that\_\_\_\_\_ 1. shall be the name of the joint venture] (hereinafter called "the Contractor") has entered into Contract No. \_\_\_[insert reference number of the contract] dated\_\_\_\_\_with the Beneficiary, for the [insert name of contract and brief description of Works] (hereinafter called "the Contract"). 2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of /insert the second half of the Retention Money] is to be made against a Retention Money guarantee. 3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of [insert amount in figures] ([insert amount in *])* upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from 4. the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number at [insert name and address of Applicant's bank 1. and any demand for payment under it must be received by us at the office indicated above on or before that date. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee. [Name of Authorized Official, signature(s) and seals/stamps] Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>&</sup>lt;sup>1</sup>The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

#### FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

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

#### INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.:	[insert identification no]		
Name of the Tender Title/Description:	[insert name of the assignment] to:		
[insert complete name	of Procuring Entity]		
In response to the requirement in your notification of award data additional information on beneficial ownership:	ated[insert date of notification of award] to furnish[select one option as applicable and delete the options		

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership** 

		Details of all Benefici	al Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	1.	Full Name  National identity card number or Passport number		Directly % of shares  Indirectly % of shares	indirectly % of voting rights	the board of the directors or an equivalent governing body of the Tenderer: YesNo 2. Is this right held influer control composition to the Control c	significant influence or control over the Company body of
		Personal Identification Number (where applicable)					the Company (tenderer)  YesNo
		Nationality				Direct	2. Is this influence or control
		Date of birth [dd/mm/yyyy]					exercised directly or indirectly?
		Postal address				Indirect	Direct
		Residential address					Direct
		Telephone number					

<sup>&</sup>lt;sup>2</sup>Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Email address		-			Indirect
	Occupation or profession					
	,					
2.	Full Name  National identity card number or Passport number		Directly % of shares  Indirectly % of shares	Directly% of voting rights  Indirectly% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: YesNo  2. Is this right held directly or indirectly?:  Direct	1. Exercises significant influence or control over the Company body of the Company (tenderer) YesNo  2. Is this influence or control exercised directly or indirectly?
	Personal Identification Number (where applicable)					
	Nationality(ies)					
	Date of birth [dd/mm/yyyy]					
	Postal address					Direct
	Residential address					Indirect
	Telephone number					
	Email address					
	Occupation or profession					
3.						
o t						
e.t .c						

- II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.
- III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:
  - (a) holds at least ten percent of the issued shares in the company either directly or indirectly;

- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.
- IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:*[insert complete name of the Tenderer]
Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person
duly authorized to sign the Tender]
Designation of the person signing the Tender: [insert complete title of the person signing the Tender]
Signature of the person named above: [insert signature of person whose name and capacity are shown
above]
Date this [insert date of signing] day of [Insert month], [insert year]

Bidder Official Stamp