

# **ETHICS AND ANTI- CORRUPTION COMMISSION**



**TENDER DOCUMENT**

**FOR**

**PROPOSED SUPPLY, INSTALLATION, TESTING AND  
COMMISSIONING OF AIR CONDITIONING SYSTEM  
AT ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX**

**FOR**

**ETHICS ANTI CORRUPTION COMMISSION**

**TENDER NO. EACC/31/2016-2017**

**IFMIS NO.403277**

**DEADLINE FOR SUBMISSION: 7<sup>TH</sup> MARCH, 2017 AT  
11.00 A.M**

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## **TABLE OF CONTENTS**

ABBREVIATIONS AND ACRONYMS.....	7
TENDER INVITATION.....	8
SECTION I: INVITATION FOR TENDERS (IFT).....	10
SECTION II: INSTRUCTIONS TO TENDERERS (ITT).....	12
A. Introduction.....	13
1. Scope of Tender.....	13
2. Source of Funds.....	13
3. Eligible Tenderers.....	14
4. One Tender per Tenderer.....	15
5. Alternative Tenders by Tenderers.....	16
6. Cost of Tendering.....	17
7. Site Visit and Pre-Tender Meeting.....	17
B. Tendering Documents.....	18
8. Content of Tendering Documents.....	18
9. Clarification of Tendering Documents.....	19
10. Amendments of the Tendering Documents.....	20
C. Preparation of Tenders.....	20
11. Language of Tender.....	20
12. Documents Constituting the Tender.....	21
13. Documents Establishing Eligibility and Qualifications of the Tenderer.....	22
1. 22	
14. Lots Package.....	23
15. Form of Tender.....	24
16. Tender Prices.....	24
17. Tender Currencies.....	25
18. Tender Validity Period.....	25
19. Tender Security and Tender Securing Declaration.....	26
20. Format and Signing of Tender.....	29
D. Submission of Tenders.....	30
21. Sealing and Marking of Tenders.....	30
22. Deadline for Submission of Tenders.....	30
23. Late Tenders.....	31
24. Modification, Substitution and Withdrawal of Tenders.....	31
E. Opening and Evaluation of Tenders.....	32
25. Opening of Tenders.....	32
26. Confidentiality.....	34
27. Clarification of Tenders.....	35
28. Preliminary Examination of Tenders.....	36
29. Correction of Errors.....	37
30. Conversion to Single Currency.....	38
31. Comparison of Tenders.....	38
32. National Preference.....	39
33. Determination of the Lowest Evaluated Tender.....	40
34. Post-qualification of Tenderer.....	40
F. Award of Contract.....	41
35. Criteria of Award.....	41
36. Clarifications.....	41

37. Procuring Entity’s Right to Accept any Tender and to Reject any or all Tenders .....	42
38. Procuring Entities Right to Vary Quantities at the Time of Award ..	42
39. Notification of Award .....	43
40. Signing of Contract .....	44
41. Performance Security .....	44
42. Advance Payment .....	45
43. Adjudicator .....	46
G. Review of Procurement Decisions .....	46
44. Right to Review.....	46
45. Time Limit on Review .....	47
46. Submission of Applications for Review by the Public Procurement Administrative Review Board .....	47
47. Decision by the Public Procurement Administrative Review Board.	48
48. Appeal on the decision of the Review Board.....	48
SECTION III: TENDER DATA SHEET .....	49
SECTION IV: GENERAL CONDITIONS OF CONTRACT.....	58
1. Definitions.....	59
2. Interpretation.....	61
3. Language, Law, Fraud and Corruption .....	62
4. Confidentiality .....	65
5. Project Manager’s Decisions .....	65
6. Delegation .....	65
7. Communications.....	65
8. Subcontracting.....	65
9. Other Contractors .....	65
10. Personnel.....	65
11. Procuring Entity’s and Contractor’s Risks .....	66
12. Procuring Entity’s Risks .....	66
13. Contractor’s Risks .....	67
14. Insurance .....	67
15. Site Investigation Reports .....	68
16. Queries about the Contract Data Sheet.....	68
17. Contractor to Construct the Works .....	68
18. Commencement and Completion .....	68
19. Approval by the Project Manager .....	68
20. Protection of the Environment .....	68
21. Labour Laws.....	69
22. Health and Safety .....	69
23. Discoveries.....	69
24. Possession of the Site.....	70
25. Access to the Site.....	70
26. Instructions, Inspections and Audits.....	70
27. Disputes.....	70
28. Procedure for Disputes .....	70
29. Replacement of Adjudicator .....	71
H. Time Control.....	72
30. Programme.....	72
31. Extension of the Intended Completion Date.....	72
32. Acceleration .....	73
33. Delays Ordered by the Project Manager.....	73
34. Management Meetings .....	73

35. Early Warning.....	73
I. Quality Control.....	74
36. Identifying Defects.....	74
37. Tests.....	74
38. Correction of Defects.....	74
39. Uncorrected Defects.....	74
J. Cost Control.....	74
40. Bill of Quantities.....	75
41. Changes in the Quantities.....	75
42. Variations.....	75
42.1 All Variations shall be included in the updated Programmes produced by the Contractor. ....	75
43. Payments for Variations.....	75
44. Cash Flow Forecasts.....	76
45. Payment Certificates.....	76
46. Payments.....	77
47. Compensation Events.....	77
48. Taxes.....	79
49. Currencies.....	79
50. Price Adjustment.....	79
51. Retention.....	82
52. Liquidated Damages.....	83
53. Bonus.....	83
54. Advance Payment.....	83
55. Performance Securities.....	84
56. Dayworks.....	84
57. Cost of Repairs.....	85
K. Finishing the Contract.....	85
58. Completion Certificate.....	85
59. Taking Over.....	85
60. Final Account.....	85
61. Operating and Maintenance Manuals.....	85
62. Termination.....	86
63. Payment upon Termination.....	87
64. Property.....	88
65. Release from Performance.....	88
66. Suspension of Financing.....	88
SECTION V: CONTRACT DATA SHEET (CDS).....	89
SECTION VI: TECHNICAL SPECIFICATIONS.....	95
PREAMBLES AND PRICING NOTES.....	96
B. IRONMONGERY.....	97
C. STRUCTURAL STEELWORK.....	97
A. PLASTERWORK AND OTHER FINISHES.....	97
B. GLAZING.....	98
C. PAINTING.....	98
SECTION VII: DRAWINGS.....	99
SECTION VIII: BILL OF QUANTITIES.....	101

SCOPE OF WORKS.....	102
SYSTEMS DESIGN DATA .....	102
SPLIT AIR CONDITIONING SYSTEM.....	102
Indoor wall mounted cooling unit (Evaporator).....	102
Outdoor Units.....	103
Refrigeration Piping .....	104
Control Panel .....	104
System Controls Unit.....	105
Testing and Commissioning Standards .....	106
As-Built-Drawings and maintenance manuals .....	106
Training .....	106
TESTING & COMMISSIONING.....	106
ELECTRICAL WORKS .....	106
BUILDERS WORKS.....	106
Bills of quantity.....	120
SECTION IX: TENDER FORMS.....	132
A. Form of Tender .....	133
B. Tender-Securing Declaration (Mandatory) .....	139
C. Confidential Business Questionnaire .....	140
D. Integrity Declaration.....	145
SELF-DECLARATION FORM .....	147
E. Letter of Acceptance.....	149
F. Form of Contract Agreement.....	150
SECTION X: FORMS OF SECURITY .....	152
A. Tender Security (Bank or Insurance Guarantee).....	153
B. Performance Bank or Insurance Guarantee [Unconditional]..	155
C. Bank or Insurance Guarantee for Advance Payment .....	157
SECTION XI: APPLICATION TO PUBLIC PROCUREMENT	
ADMINISTRATIVE REVIEW BOARD .....	159

## **ABBREVIATIONS AND ACRONYMS**

<b>CDS</b>	Contract Data Sheet
<b>GCC</b>	General Conditions of Contract
<b>IFT</b>	Invitation for Tender
<b>ITT</b>	Instruction to Tenderers
<b>PE</b>	Procuring Entity
<b>PM</b>	Project Manager
<b>PPADA 2015</b>	Public Procurement and Asset Disposal Act, 2015
<b>PPDR 2006</b>	Public Procurement and Disposal Regulations, 2006
<b>PPRA</b>	Public Procurement Regulatory Authority
<b>STD</b>	Standard Tender Documents
<b>SOR</b>	Statement of Requirements
<b>SP</b>	Service Provider
<b>TDS</b>	Tender Data Sheet
<b>VAT</b>	Value Added Tax

## TENDER INVITATION



**Tender No. EACC/31/2016-2017**

**For**

**PROPOSED SUPPLY, INSTALLATION, TESTING AND  
COMMISSIONING OF AIR CONDITIONING SYSTEM  
AT ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX**

**FOR**

**ETHICS AND ANTI-CORRUPTION COMMISSION**

**P.O Box 61130-00200,  
Nairobi, Kenya  
Tel: 2717318/310722  
fax 254 (020) 2719757  
Email: [eacc@integrity.go.ke](mailto:eacc@integrity.go.ke)**

The Ethics and Anti-Corruption Commission invites sealed Tenders for the **proposed Supply, Installation and Commissioning of Air Conditioning System at ACK Mombasa Memorial Cathedral Complex.**

Funding: [Government of Kenya]

Expected start date on site: [To be advised]

Expected completion date: [To be advised]

Interested eligible candidates may obtain further information from and inspect the tender documents at the Supply chain management office, Ethics and Anti-Corruption Commission, ground Floor, **Integrity Centre** during normal working hours.

A complete set of tender documents may be **downloaded from the Ethics and Anti-Corruption Commission's websites:** [www.eacc.go.ke](http://www.eacc.go.ke) or IFMIS suppliers' portal [supplier.treasury.go.ke](http://supplier.treasury.go.ke) free of charge.

Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and should remain valid for 120 days after date of tender opening.



Completed tender documents are to be submitted through IFMIS so as to reach:

**THE SECRETARY/CEO  
Ethics and Anti-Corruption Commission,  
P. O. Box 61130 - 00200  
NAIROBI**

on or before **7<sup>th</sup> March, 2017 at 11.00 a.m.**

Tenders must be accompanied by a tender Security of Ksh.100,000.00. The IFMIS system will automatically lock out at the time and date of tender closing.

## **SECTION I: INVITATION FOR TENDERS (IFT)**

## Ethics and Anti-Corruption Commission



### Tender No. EACC/31/2016-2017

Proposed Supply, Installation, Testing and Commissioning of Air Conditioning System at ACK Mombasa Memorial Cathedral Complex for EACC,

Date: 20<sup>th</sup> February, 2017

1. *The Ethics and Anti-Corruption Commission (EACC) now invites sealed Tenders from eligible citizen contractors registered or capable of being registered in **NCA 6** and above for carrying out the proposed supply, installation, testing and commissioning of Air Conditioning System at ACK Mombasa Memorial Cathedral Complex for EACC,*
2. *The Procuring Entity has funds for use during the financial year(s) 2016/2017 under GOK financing. It is intended that part of the proceeds of the fund will be used to cover eligible payments under the contract for the Supply, Installation and Commissioning of Air Conditioning System.*
3. *Tendering will be conducted through Open Tender method of procurement procedures specified in the Public Procurement and Asset Disposal Act, 2015.*
4. *Interested eligible Tenderers may obtain further information from the offices of the Supply Chain Management Unit (Integrity Centre, Nairobi) from 8.00 am to 5.00 pm on Mondays to Fridays inclusive except on public holidays at your convenience.*
5. *A complete set of Tender Document(s) can be downloaded from the Ethics and Anti-Corruption Commission's websites: [www.eacc.go.ke](http://www.eacc.go.ke) or IFMIS suppliers' portal [supplier.treasury.go.ke](http://supplier.treasury.go.ke) free of charge.*
6. *All Tenders shall be submitted through IFMIS system so as to reach the Secretary/CEO, EACC at Integrity Centre Nairobi at or before **11.00 am on 7<sup>th</sup> March, 2017**. The IFMIS System will close automatically at the time and date of tender closing.*

**THE SECRETARY/CEO,  
ETHICS AND ANTI-CORRUPTION COMMISSION**

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## **SECTION II: INSTRUCTIONS TO TENDERERS (ITT)**

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## A. Introduction

- 1. Scope of Tender**
- 1.1** The Procuring Entity indicated in the **Tender Data Sheet** (TDS) invites Tenders for the construction of works as specified in the **Tender Data Sheet** and Sections VI (Technical Specifications) and VII (Drawings).
- 1.2** The successful Tenderer will be expected to complete the works by the required completion date specified in the **Tender Data Sheet**.
- 1.3** The objectives of the works are listed in the **Tender Data Sheet**. These are mandatory requirements. Any subsequent detail is offered to support these objectives and must not be used to dilute their importance.

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

**Or**

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

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

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placed by the Procuring Entity.

### **3. Eligible Tenderers**

- 3.1** A Tenderer may be a natural person, private or public company, government-owned institution, subject to sub-Clause 3.4 or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, unless otherwise specified in the **Tender Data Sheet**, all parties shall be jointly and severally liable.
- 3.2** The Invitation for Tenders is open to all suppliers as defined in the Public Procurement and Asset Disposal Act, 2015 except as provided hereinafter.
- 3.3** National Tenderers shall satisfy all relevant licensing and/or registration with the appropriate statutory bodies in Kenya, such as the Ministry of Public Works or the Energy Regulatory Commission.
- 3.4** A Tenderer shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest with one or more parties in this Tendering process, if they:
- a) Are associated or have been associated in the past directly or indirectly with employees or agents of the Procuring Entity or a member of a board or committee of the Procuring Entity;
  - b) Are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring Entity to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the works under this Invitation for Tenders;
  - c) Have controlling shareholders in common;

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or

- d) Receive or have received any direct or indirect subsidy from any of them; or
- e) Have the same legal representative for purposes of this Tender; or
- f) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
- g) Submit more than one Tender in this Tendering process, However, this does not limit the participation of subcontractors in more than one Tender, or as Tenderer and subcontractor simultaneously.

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

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

**3.7** Government owned enterprises in Kenya may participate only if they are legally and financially autonomous, if they operate under commercial law, are registered by the relevant registration board or authorities and if they are not a dependent agency of the Government.

**3.7** Tenderers shall provide such evidence of their continued eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

**4. One Tender 4.1** A firm shall submit only one Tender, in the same Tendering process, either individually

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**per Tenderer**

as a Tenderer or as a partner in a joint venture pursuant to ITT Clause 5.

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

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

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

**5. Alternative  
Tenders by  
Tenderers**

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

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

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



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details. Only the technical alternatives, if any, of the lowest evaluated Tenderer conforming to the basic technical requirements shall be considered by the Procuring Entity.

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

**7. Site Visit and Pre-Tender Meeting**      **7.1** The Tenderer, at the Tenderer's own responsibility and risk, is advised to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.

**7.2** The Procuring Entity may conduct a site visit and a pre-Tender meeting. The purpose of the pre-Tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

**7.3** The Tenderer's designated representative is invited to attend a site visit and pre-Tender meeting which, if convened, will take place at the venue and time stipulated in the **Tender Data Sheet**.

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

**7.5** Minutes of the pre-Tender meeting, including the text of the questions raised and the responses given together with any responses prepared after the pre-Tender meeting will be transmitted within the time stated in the **Tender Data Sheet** to all purchasers of the Tendering documents. Any modification of the

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Tendering documents listed in sub-Clause 8.1 that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT sub Clause 10.2 and not through the minutes of the pre-Tender meeting.

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

## **B. Tendering Documents**

### **8. Content of Tendering Documents**

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

- |              |   |
|--------------|---|
| Section II   | Instructions to Tenderers   |
| Section III  | Tender Data Sheet   |
| Section IV   | General Conditions of Contract  |
| Section V    | Contract Data Sheet   |
| Section VI   | Specifications  |
| Section VII  | Drawings  |
| Section VIII | Bill of Quantities  |
| Section IX   | Forms of Tender   |
|              | <ul style="list-style-type: none"><li>• Form of Tender</li><li>• Appendix to Tender</li><li>• Confidential Business Questionnaire</li><li>• Integrity Declaration</li><li>• Letter of Acceptance</li><li>• Form of Contract Agreement</li></ul> |
| Section X    | Forms of Security   |
|              | <ul style="list-style-type: none"><li>• Tender Security Form</li><li>• Tender Securing Declaration</li><li>• Performance Bank or Insurance Guarantee</li><li>• Advance Payment Guarantee</li></ul>  |
| Section XI   | Form RB 1 Application to  |

- 8.2** The number of copies to be completed and returned with the Tender is specified in the **Tender Data Sheet**.
- 8.3** The Invitation for Tenders (Section I) issued by the Procuring Entity is not part of the Tendering Documents and is included for reference purposes only. In case of discrepancies between the Invitation for Tenders and the Tendering Documents listed in sub-Clause 8.1 above, the said Tendering Documents will take precedence.
- 8.4** The Procuring Entity is not responsible for the completeness of the Tendering Documents and their addenda, if they were not obtained directly from the authorized staff of the Procuring Entity.
- 8.5** The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tendering documents. Failure to furnish all information required by the Tendering Documents or to submit a Tender substantially responsive to the Tendering documents in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.

**9. Clarification of 9.1 Tendering Documents**

- 9.1** A prospective Tenderer requiring any clarification of the Tendering documents may notify the Procuring Entity in writing, e-mail or facsimile at the Procuring Entity's address indicated in the **Tender Data Sheet**.
- 9.2** The Procuring Entity will within the period stated in the **Tender Data Sheet** respond in writing to any request for clarification provided that such request is received no later than the period indicated in the **Tender Data Sheet** prior to the deadline for the submission

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of Tenders prescribed in sub-Clause 22.1.

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

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

**10. Amendments of the Tendering Documents**

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

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

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

**C. Preparation of Tenders**

**11. Language of Tender**

**11.1** The Tender, and all correspondence and documents related to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the Tender language stipulated in the **Tender Data Sheet**. Supporting documents and printed literature

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furnished by the Tenderer may be in another language provided they are accompanied by an accurate translation of the relevant passages in the above stated language, in which case, for purposes of interpretation of the Tender, the translation shall prevail.

**12. Documents Constituting the Tender**

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

- a) The Form of Tender (in the format indicated in Section IX) completed in accordance with ITT Clause 15, 16 and 17;
- b) Information requested by Instructions to Tenderers ITT sub-Clause 13.2; 13.3 and 13.4;
- c) Tender Security or Tender Securing Declaration in accordance with Instructions to Tenderers ITT Clause 19;
- d) Priced Bill of Quantities;
- e) Qualification Information Form and Documents;
- f) Alternative offers where invited in accordance with Instructions to Tenderers ITT Clause 5;
- g) Written confirmation authorizing the signatory of the Tender to commit the Tenderer in accordance with Instructions to Tenderers ITT sub Clause 19.2; and
- h) And any information or other materials required to be completed and submitted by Tenderers, as specified in the **Tender Data Sheet**.

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**13. Documents  
Establishing  
Eligibility and  
Qualifications  
of  
the Tenderer**

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

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

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

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

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

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

c) One of the partners will be

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nominated as being in charge, and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;

- d) The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of a joint venture and the entire execution of the Contract, including payment, shall be done exclusively with the partner in charge;
- e) All partners of the joint venture shall be liable jointly and severally for the execution of the contract in accordance with the contract terms and a statement to this effect shall be included in the authorization mentioned under (c) above as well as in the Tender and in the Agreement (in case of a successful Tender); and
- f) A copy of the joint venture agreement entered into by all partner shall be submitted with the Tender. Alternatively, a Letter of Intent to execute a joint venture agreement in the event of a successful Tender shall be signed by all partners and submitted with the Tender, together with a copy of the proposed Agreement.
- g) The Tender Security and Tender Securing Declaration as stated in accordance with ITT Clause 19, and in case of a successful Tender, the Agreement, shall be signed so as to be legally binding on all partners.

**14. Lots Package**      **14.1** When Tendering for more than one contract under the lots

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arrangements, the Tenderer must provide evidence that it meets or exceeds the sum of all the individual requirements for the lots being tendered in regard to:

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

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

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

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

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

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



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the Tenderer.

**16.4** The rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract if provided for in the **Tender Data Sheet** and the provisions of the Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the **Contract Data Sheet**.

**17. Tender Currencies**

**17.1** The unit rates and prices shall be quoted by the Tenderer in the currency as specified in the **Tender Data Sheet**.

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

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

**18. Tender Validity Period**

**18.1** Tenders shall remain valid for the period specified in the **Tender Data Sheet** after the Tender submission deadline prescribed by the Procuring

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Entity, pursuant to ITT Clause 22. A Tender valid for a shorter period shall be rejected by the Procuring Entity as non responsive.

**18.2** In exceptional circumstances, prior to expiry of the original Tender validity period, the Procuring Entity may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing or by cable. A Tenderer may refuse the request without forfeiting its Tender Security or causing to be executed its Tender Securing declaration. A Tenderer agreeing to the request will not be required or permitted to otherwise modify the Tender, but will be required to extend the validity of its Tender Security or Tender Securing declaration for the period of the extension, and in compliance with ITT Clause 19 in all respects.

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

**19. Tender Security and Tender Securing Declaration**

**19.1** Pursuant to ITT Clause 12, where required in the **Tender Data Sheet**, the Tenderer shall furnish as part of its Tender, a Tender Security in original form and in the amount and currency specified in the **Tender Data Sheet** .

A Tender Securing Declaration as specified in the **Tender Data Sheet** in the format provided in section X shall be provided as a mandatory

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requirement.

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

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

a) Cash;

b) A Bank Guarantee;

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

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

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

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

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

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

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- a) The procuring proceedings are terminated;
  - b) The Procuring Entity determines that none of the submitted Tenders is responsive;
  - c) A contract for the procurement is entered into.

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

- a) Withdraws its Tender after the deadline for submitting Tenders but before the expiry of the period during which Tenders must remain valid;
- b) Rejects a correction of an arithmetic error pursuant to sub-Clause 29.2;
- c) Refuse to enter into a written contract in accordance with ITT Clause 40;
- d) Fails to furnish the Performance Security in accordance with ITT Clause 41.

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

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

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

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Tenderer, if the Tenderer fails within the specified time limit to:

(i) Sign the contract; or

(ii) Furnish the required Performance Security.

**20. Format and 20.1  
Signing of Tender**

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

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

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

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

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is awarded the contract

#### **D.Submission of Tenders**

- 21. Sealing and Marking of Tenders**
- 21.1** The Tenderer shall scan and submit the original of the Tender through IFMIS Platform.
- 21.2** The inner and outer envelopes shall:
- a) Be addressed to the Procuring Entity at the address given in the **Tender Data Sheet**; and
  - b) Bear the Project name indicated in the **Tender Data Sheet**, the Invitation for Tenders (IFB) title and number indicated in the **Tender Data Sheet**, and a statement: **“DO NOT OPEN BEFORE,”** to be completed with the time and the date specified in the **Tender Data Sheet**, pursuant to ITT sub-Clause 22.1.
- 21.3** In addition to the identification required in sub-Clause 21.2, the inner envelopes shall also indicate the name and address of the Tenderer to enable the Tender be returned unopened in case it is declared late, pursuant to sub-Clause 22.1 and for matching purpose under ITT Clause 23
- 21.4** If the outer envelope is not sealed and marked as required by ITT sub clause 21.2, the Procuring Entity shall assume no responsibility for misplacement or premature opening of the Tender.
- 22. Deadline for Submission of Tenders**
- 22.1** Tenders shall be received by the Procuring Entity at the address specified under ITT sub-Clause 21.2 no later than the date and time specified in the **Tender Data Sheet**.

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- 22.2** The Procuring Entity may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Tenders by amending the Tendering documents in accordance with ITT Clause 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline will thereafter be subject to the new deadline.
- 22.3** The extension of the deadline for submission of Tenders shall not be made later than the period specified in the **Tender Data Sheet** before the expiry of the original deadline.
- 23. Late Tenders**
- 23.1** The Procuring Entity shall not consider for evaluation any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT Clause 22.
- 23.2** Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected and returned unopened to the Tenderer
- 24. Modification, Substitution and Withdrawal of Tenders**
- 24.1** A Tenderer may modify or substitute or withdraw its Tender after it has been submitted, provided that written notice of the modification, including substitution or withdrawal of the Tender, is received by the Procuring Entity prior to the deadline prescribed for submission of Tenders prescribed under ITT sub-Clause 22.1.
- 24.2** The Tenderer's modification or substitution or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of ITT Clauses 20 and 21 with the outer and inner envelopes additionally marked "**MODIFICATION**" or "**SUBSTITUTION**" or "**WITHDRAWAL**" as appropriate.

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The notice may also be sent by electronic mail and facsimile, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of Tenders.

**24.3** No Tender may be withdrawn, replaced or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Tender Form. Withdrawal of a Tender during this interval shall result in the Tenderer's forfeiture of its Tender Security or execution of Tender Securing Declaration, pursuant to the ITT sub-Clause 19.9.

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

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

## **E. Opening and Evaluation of Tenders**

### **25. Opening Tenders**

**of 25.1** The Procuring Entity will open all Tenders including modifications, substitution or withdraw notices made pursuant to ITT Clause 24, in public, in the presence of Tenderers or their representatives who choose to attend and other parties with legitimate interest and Tender proceedings, at the place on the date and at time specified in the **Tender**



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**Data Sheet.** The Tenderers' representatives who are present shall sign a register as proof of their attendance.

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

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

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

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

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

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

**25.8** The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and affect the record.

**25.9** A copy of the minutes of the Tender opening shall be furnished to individual Tenderers upon request.

**26. Confidentiality**

**26.1** Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for

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the award of a Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced.

**26.2** Any effort by a Tenderer to influence the Procuring Entity's processing of Tenders or award decisions may result in the rejection of his Tender.

**26.3** Notwithstanding sub-Clause 26.2, from the time of Tender opening to the time of Contract award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

**27. Clarification of 27.1 Tenders**

To assist in the examination, evaluation, comparison of Tenders and post-qualification of the Tenderer, the Procuring Entity may, at its discretion, ask a Tenderer for clarification of its Tender including breakdown of prices. Any clarification submitted by a Tenderer that is not in response to a request by the Procuring Entity shall not be considered.

**27.2** The request for clarification and the response shall be in writing. No change in the prices or substance of the Tender shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of Tenders in accordance with ITT Clause 29.

**27.3** From the time of Tender opening to the time of Contract award if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tender it should do so in writing.

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**28. Preliminary Examination of Tenders**

**28.1** Prior to the detailed evaluation of Tenders, the Procuring Entity will determine whether:

- a) The Tender has been submitted in the required format;
- b) Any Tender Security submitted is in the required form, amount and validity period;
- c) The Tender has been signed by the person lawfully authorized to do so;
- d) The required number of copies of the Tender have been submitted;
- e) The Tender is valid for the period required;
- f) All required documents and information have been submitted; and
- g) Any required samples have been submitted.

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

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

**28.4** A substantially responsive Tender is one which conforms to all the terms, conditions, and specifications of the

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Tendering documents, without material deviation or reservation. A material deviation or reservation is one that:

- a) Affects in any substantial way the scope, quality, or execution of the Works;
- b) Limits in any substantial way, inconsistent with the Tendering documents, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- c) If rectified, would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

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

**29. Correction  
Errors**

**of 29.1** Tenders determined to be substantially responsive will be checked by the Procuring Entity for any arithmetic errors. Errors will be corrected by the Procuring Entity as follows:

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

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subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

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

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

**30. Conversion to 30.1**  
**Single Currency** To facilitate the evaluation and comparison, the Procuring Entity will convert all Tender prices expressed in the amounts in various currencies in which the Tender prices are payable to Kenya Shillings at the selling exchange rate established for similar transactions by the Central Bank of Kenya ruling on the date specified in the **Tender Data Sheet**.

**31. Comparison of 31.1**  
**Tenders** The Procuring Entity shall evaluate and compare only the Tenders determined to be substantially responsive in accordance with ITT Clause 28.

**31.2** In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender price by adjusting the Tender price as follows:

Making any correction for errors pursuant to ITT Clause 29;

Excluding provisional sums and the

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provision, if any for contingencies in the Bill of Quantities, but including Day work , where priced competitively ; and Making appropriate adjustments to reflect discounts or other price modifications offered in accordance with sub-Clause 24.5.

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

## **32. National Preference**

**32.1** In the evaluation of Tenders the Procuring Entity shall apply exclusive preference to citizens of Kenya where:

- a) The funding is 100% from the Government of Kenya or a Kenyan body;
- b) The amounts are below the prescribed threshold of KShs.200 million;

**32.2** To qualify for the preference the candidate shall provide evidence of eligibility by:

- a) Proving Kenyan citizenship by production of a Kenyan Identity Card; or
- b) Providing proof of being a “citizen contractor” in terms of section 3(1) of the Act, i.e. being a natural person or an incorporated

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company wholly owned and controlled by persons who are citizens of Kenya.

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

**33. Determination of the Lowest Evaluated Tender**

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

**34. Post-qualification of Tenderer**

**34.1** If specified in the **Tender Data Sheet**, post-qualification shall be undertaken.

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

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

**34.4** An affirmative determination will be a prerequisite for award of the



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contract to the Tenderer. A negative determination will result in rejection of the Tenderer's Tender, in which event the Procuring Entity will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

## **F. Award of Contract**

**35. Criteria of Award 35.1** Subject to ITT Clause 35 and 36, the Procuring Entity will award the Contract to the Tenderer whose Tender has been determined to be substantially responsive to the Tendering documents and who has offered the lowest Evaluated Tender Price, provided that such Tenderer has been determined to be:

- a) Eligible in accordance with the provisions of ITT Clause 3;
- b) Is determined to be qualified to perform the Contract satisfactorily;
- c) Successful negotiations have been concluded.

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

**36. Clarifications 36.1** Clarifications may be undertaken with the lowest evaluated Tenderer relating to the following areas:

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

- b) Reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Tendering documents;
- c) A minor amendment to the Contract Data Sheet;
- d) Finalizing payment arrangements;
- e) Mobilization arrangements;
- f) Agreeing final delivery or work schedule to accommodate any changes required by the Procuring Entity;
- g) The methodology or staffing; or
- h) Clarifying details that were not apparent or could not be finalized at the time of Tendering.

**36.2** Clarifications shall not change the substance of the tender.

**37. Procuring Entity's Right to Accept any Tender and to Reject any or all Tenders**

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

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

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

**38. Procuring**

**38.1** The Procuring Entity reserves the

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**Entities Right to Vary Quantities at the Time of Award**

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

**39. Notification of Award**

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

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

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

**39.4** If, after notification of award, a Tenderer wishes to ascertain the

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

**40. Signing Contract**

**of 40.1** Promptly, and in no case later than 14 days, after notification, Procuring Entity shall send the successful Tenderer the Agreement and Contract Data Sheet, incorporating all agreements between the parties obtained as a result of Contract negotiations.

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

**41. Performance Security**

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

**41.2** If the Performance Security is

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

- a) At the Tenderer's option, by a bank or insurance firm located in Kenya, or a foreign bank or insurance firm through a correspondent bank or insurance firm located in Kenya;
- b) With the consent of the Procuring entity, directly by a foreign bank acceptable to the Procuring entity.

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

## **42. Advance Payment**

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

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

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**43. Adjudicator**

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

**G. Review of Procurement Decisions****44. Right to Review**

**44.1** A Tenderer who claims to have suffered or risk suffering, loss or damage or injury as a result of breach of a duty imposed on a Procuring Entity or an Approving Authority by the Public Procurement and Asset Disposal Act, 2015, the procurement proceedings or processes, may seek administrative review as prescribed by the Act. The following matters, however, shall not be subject to the administrative review:

- a) The choice of procurement method;
- b) a termination of a procurement or asset disposal proceedings in accordance with section 62 of the Act;
- c) Where a contract is signed in accordance to Section 135 of the Public Procurement and Asset Disposal Act, 2015;

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**45. Time Limit on Review** **45.1** The Tenderer shall submit an application for review in the number of copies and pay fees as prescribed by the Public Procurement and Disposal Regulations 2006 within Seven (7) days of the time the Tenderer became or should have become aware of the circumstances giving rise to the complaint or dispute.

**46. Submission of Applications for Review by the Public Procurement Administrative Review Board** **46.1** Any application for administrative review shall be submitted in writing to the Secretary, Public Procurement Administrative Review Board on Form RB 1 at the address shown in the Tender Data Sheet. The secretary to the review board shall immediately after filing of the request, serve a copy thereof on the Procuring Entity or Director-General as the case may be.

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

- a) Reasons for the complaint, including any alleged breach of the Act or Regulations;
- b) An explanation of how the provisions of the Act and or Regulation has been breached or omitted, including the dates and name of the responsible public officer, where known;
- c) Statements or other evidence supporting the complaint where available as the applicant considers necessary in support of its request;
- d) Remedies sought;
- e) Any other information relevant to

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the complaint.

**47. Decision by the Public Procurement Administrative Review Board**

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

- a) Annuling anything the Procuring Entity has done in the procurement proceedings, including annulling the procurement proceedings in their entirety;
- b) Giving directions to the Procuring Entity with respect to anything to be done or redone in the procurement proceedings;
- c) Substituting the decision of the Review Board for any decision of the Procuring Entity in the procurement proceedings;
- d) Order the payment of costs as between parties to the review.

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

**48. Appeal on the decision of the Review Board**

**48.1** Any party to the review aggrieved by the decision of the Review Board may appeal to the High Court and the decision of the High Court shall be final.



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### **SECTION III: TENDER DATA SHEET**

## Tender Data Sheet (TDS)

### Instructions to Tenderers Clause Reference

TDS Reference Number	ITT Clause Number	Amendments of, and Supplements to, Clauses in the Instruction to Tenderers
<b>A. Introduction</b>		
1.	1.1	The Procuring Entity is <b>Ethics and Anti-Corruption Commission (EACC)</b>
2.	1.1	Name of Project is <b>PROPOSED RENOVATIONS WORKS – SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AIR CONDITIONING SYSTEM AT ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX FOR EACC.</b>
3.	1.2	The expected completion date of the works is (To be advised)
4.	1.3	The Objectives of the Project are <b>to supply, install, test and commission air conditioning system at ACK Mombasa Memorial Cathedral Complex for EACC.</b>
5.	2.1	Name of financing institution is Government of Kenya (Ethics and Anti-Corruption Commission (EACC))  Name of the Procuring Entity is Ethics and Anti-Corruption Commission (EACC)  Financial Year (2016/2017)  Describe works under the contracts is <b>SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF AIR CONDITIONING SYSTEM AT ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX FOR EACC.</b>
6.	2.2	The loan/ credit number is N/A
7.	5.1	Alternative Tenders are [ <i>“not allowed”</i> ] in this Tender.
8.	5.2	Alternative time for completion .....( <i>not</i>

		<i>applicable)</i>
<b>9.</b>	<b>3.1</b>	Only Tenderers registered in the class NCA 6 and above with the National Construction Authority
<b>10.</b>	<b>7.3</b>	There will be no Pre-Tender meeting. However, tenderers are advised to visit and inspect the site at EACC offices located at <b>ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX (Mombasa )</b> before tendering.  The bidders will be expected to cater for their own transport to and from <b>ACK MOMBASA MEMORIAL CATHEDRAL COMPLEX (Mombasa )</b>
<b>11.</b>	<b>7.5</b>	The minutes of the pre-Tender meeting will be transmitted within three days upon request – N/A.
	<b>7.6</b>	Non-attendance at the pre-tender meeting will not result in disqualification.

#### **B. Tendering Documents**

<b>12.</b>	<b>8.2</b>	The number of copies to be completed and returned with the Tender – <b>scanned original and submitted through the IFMIS system.</b>
<b>13.</b>	<b>8.1</b>	Address for clarification of Tendering Document is  <b>THE SECRETARY/CEO, ETHICS AND ANTI-CORRUPTION COMMISSION. P.O Box 61130-00200, Nairobi, Kenya Tel: 2717318/310722 fax 254 (020) 2719757 Email: eacc@integrity.go.ke</b>
<b>14.</b>	<b>8.2</b>	Period to Respond to request for clarification by the Procuring Entity <b>-seven (7) days</b>  Period Prior to deadline for submission of Tenders for Tenderers to request clarification <b>-7 days</b>

#### **C. Preparation of Tenders**

<b>15.</b>	<b>11.1</b>	Language of Tender and all correspondence shall be <i>English</i>
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16.	13.3	<p>Other information or materials required to be completed and submitted by Tenderers :</p> <p><b>Evaluation Criteria</b></p> <p>The following requirements must be met by the tenderer not withstanding other requirements in the tender documents:-</p> <p><b>a) Mandatory Requirements (MR)</b></p> <table border="1" data-bbox="459 607 1331 1966"> <thead> <tr> <th data-bbox="459 607 552 719">No.</th> <th data-bbox="552 607 1107 719">Requirements</th> <th data-bbox="1107 607 1331 719">Responsive or Not Responsive</th> </tr> </thead> <tbody> <tr> <td data-bbox="459 719 552 797">MR 1</td> <td data-bbox="552 719 1107 797">Must Submit a copy of certificate of Registration/Incorporation</td> <td data-bbox="1107 719 1331 797"></td> </tr> <tr> <td data-bbox="459 797 552 875">MR 2</td> <td data-bbox="552 797 1107 875">Must Submit a copy of a valid Tax Compliance certificate</td> <td data-bbox="1107 797 1331 875"></td> </tr> <tr> <td data-bbox="459 875 552 954">MR 3</td> <td data-bbox="552 875 1107 954">Must submit the priced bills of quantities in the format provided</td> <td data-bbox="1107 875 1331 954"></td> </tr> <tr> <td data-bbox="459 954 552 1032">MR 4</td> <td data-bbox="552 954 1107 1032">Must Fill the Form of Tender in the Format provided</td> <td data-bbox="1107 954 1331 1032"></td> </tr> <tr> <td data-bbox="459 1032 552 1361">MR 5</td> <td data-bbox="552 1032 1107 1361">Must submit a Tender Security of <b>Ksh. 100,000.00</b> in the format provided valid for 150 days. A scanned copy to be attached to the tender documents submitted through IFMIS while the original tender security to be deposited in the Tender Box at Integrity Centre, Ground Floor.</td> <td data-bbox="1107 1032 1331 1361"></td> </tr> <tr> <td data-bbox="459 1361 552 1480">MR 6</td> <td data-bbox="552 1361 1107 1480">Must submit a dully filled up self-declaration form in format provided</td> <td data-bbox="1107 1361 1331 1480"></td> </tr> <tr> <td data-bbox="459 1480 552 1630">MR 7</td> <td data-bbox="552 1480 1107 1630">Must submit a dully filled up Confidential Business Questionnaire in format provided</td> <td data-bbox="1107 1480 1331 1630"></td> </tr> <tr> <td data-bbox="459 1630 552 1895">MR 8</td> <td data-bbox="552 1630 1107 1895">Must Submit a copy of a valid registration by the National Construction Authority as a Mechanical Engineering contractor – Refrigeration, Air Conditioning and Ventilation in category NCA 6 and above.</td> <td data-bbox="1107 1630 1331 1895"></td> </tr> <tr> <td data-bbox="459 1895 552 1966">MR 9</td> <td data-bbox="552 1895 1107 1966">Must be submitted through IFMIS</td> <td data-bbox="1107 1895 1331 1966"></td> </tr> <tr> <td data-bbox="459 1966 552 2002"></td> <td data-bbox="552 1966 1107 2002"></td> <td data-bbox="1107 1966 1331 2002"></td> </tr> </tbody> </table>	No.	Requirements	Responsive or Not Responsive	MR 1	Must Submit a copy of certificate of Registration/Incorporation		MR 2	Must Submit a copy of a valid Tax Compliance certificate		MR 3	Must submit the priced bills of quantities in the format provided		MR 4	Must Fill the Form of Tender in the Format provided		MR 5	Must submit a Tender Security of <b>Ksh. 100,000.00</b> in the format provided valid for 150 days. A scanned copy to be attached to the tender documents submitted through IFMIS while the original tender security to be deposited in the Tender Box at Integrity Centre, Ground Floor.		MR 6	Must submit a dully filled up self-declaration form in format provided		MR 7	Must submit a dully filled up Confidential Business Questionnaire in format provided		MR 8	Must Submit a copy of a valid registration by the National Construction Authority as a Mechanical Engineering contractor – Refrigeration, Air Conditioning and Ventilation in category NCA 6 and above.		MR 9	Must be submitted through IFMIS				
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**At this stage, the tenderer's submission will either be responsive in the entire mandatory (MR) requirement above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.**

**b) Technical Evaluation**

<b>NO.</b>	<b>PARAMETERS</b>	<b>MAXIMUM SCORES</b>
<b>1</b>	<b>RELEVANT EXPERIENCE</b>	
<b>i</b>	Five years and above ( from the day of registration) - 15 marks below five years prorated;  15/5X number of years	<b>15</b>
<b>2</b>	<b>RELEVANT EXPERIENCE</b>	
<b>i</b>	Three projects of similar nature : Submission of 3 references in which the firm has successfully carried out similar works. Three projects and above - 15 marks, below three projects prorated;  15/3X number of projects	15
<b>ii</b>	Three projects of similar size (cost) Three projects and above - 15 marks below three projects prorated;  15/3X number of projects	15
<b>3</b>	<b>COMPETENCE</b>	
<b>I</b>	Provision of CURRICULUM VITAE {CV} of at least three experienced relevant technical qualified staff and attach Organizational structure of the firm  Organizational structure ( with professional and support staff) - <b>9 marks</b> Organizational structure ( without either professional or support staff) – <b>4.5 marks</b>	30

			Lack of an organization structure <b>0 mark</b> Three CV (one professional and two technical staff)and above in the provided format - 21 marks Below three CVs <b>21/3X number of CVs</b>	
	ii		Provide list of available basic tools which will be used in the works (Show proof of Ownership or lease). The basic tools should include: Utility vehicles, and other tools to be used in the works  Provision of a list of tools and/ or machines - 7 marks) Non provision of the list - 0 mark	7
	iii		Provision of a Gantt Charts on the project: Provision of Gantt Charts with an implementation period of less than two months - <b>8 marks</b> Provision of Gantt Charts with an implementation period of more than two months - (less two marks for every additional month)  Non provision of the Gantt Charts - <b>0 mark</b>	8
	<b>4</b>		<b>FINANCIAL RESOURCE</b>	
	i		<b>Financial Resources:</b> Financial capability of the firm based on information provided in the <b>last two years audited accounts ( 2014 and 2015) each year ( 5 marks )</b> $\text{Current Ratio} = \frac{\text{Current Assets}}{\text{Current Liabilities}}$ <b>A ration 1and above (5 marks, below 1 (2.5 marks) for each years audited accounts</b>	10
		<b>TOTAL</b>		<b>100%</b>

		<p><b>Only bidders who score 75% and above will be subjected to financial evaluation. Those who score below 75% will be eliminated at this stage from the entire evaluation process and will not be considered further.</b></p> <p>Award Criteria:</p> <p><b>Award will be made to the lowest evaluated bidder.</b></p>
17.	13.4	<p>In the case of joint venture each partner shall submit information required under Clause ITT Clause 13.4. In addition the Tenderer shall furnish the following ,</p> <p>a) .....</p> <p>b) .....</p> <p>c) .....</p>
18.	16.4	<p>The price shall be <i>fixed</i></p> <p>Information to be submitted with the Tender are: all documentation requested in the bid document.</p>
19.	17.1	<p>The currency in which the prices shall be quoted shall be: <i>Kenyan Shilling only</i></p>
20.	17.2 30.2	<p>Not applicable</p>
21.	18.1	<p>The Tender validity period shall be <b>120 days.</b></p>
22.	19.1	<p>The amount of <b>Tender Security shall be Ksh.100,000.00</b></p>
23.	20.1	<p>The Tenderer should submit the scanned tender documents through IFMIS</p>
24.	20.2	<p>Written confirmation of authorization is</p> <p><i>power of attorney</i></p>

25.	21.2 a)	<p>Tenders shall be submitted through the IFMIS System to reach the undersigned by the time and date of tender closing indicated in IFMIS:</p> <p><b>THE SECRETARY/CEO, ETHICS AND ANTI-CORRUPTION COMMISSION. P.O Box 61130-00200, Nairobi, Kenya Tel: 2717318/310722 fax 254 (020) 2719757</b></p>
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		<b>Email: eacc@integrity.go.ke</b>	
<b>26.</b>	<b>21.2 b)</b>	Project name	<b>Proposed Supply, Installation, Testing and Commissioning of Air Conditioning System at ACK Mombasa Memorial Cathedral Complex for EACC</b>
		Tender number	EACC/.../2016-2017
		Time and date for submission	<b>7<sup>th</sup> March, 2017 at 11:00 AM</b>
<b>27.</b>	<b>22.1</b>	The deadline for Tender submission is a) Day: <b>Tuesday</b> b) Date: <b>7<sup>th</sup> March, 2017</b> c) Time: <b>11:00 Am.</b>	
<b>28.</b>	<b>22.3</b>	The extension of the deadline for submission of Tenders shall be made not later than 4 days before the expiry of the original deadline.	
<b>29</b>	<b>24.4</b>	Expiry of Tender validity is 120 days after the tender opening	

### **E. Opening and Evaluation of Tenders**

<b>29.</b>	<b>25.1</b>	The Tender shall close automatically through the IFMIS System and the unsealing shall be undertaken by the Committee appointed by the Secretary/CEO :  <b>INTEGRITY CENTRE Valley Rd/Milimani Rd Junction P.O Box 61130-00200, Nairobi, Kenya Tel: 2717318/310722 fax 254 (020) 2719757 Email: eacc@integrity.go.ke</b>	
<b>3</b>	<b>32.</b>	Additional Preference <i>not applicable</i>	
<b>3</b>	<b>34.</b>	Post- qualification may be conducted on the basis of the information provided by bidder in the bid document.	



<b>3</b>	<b>38.</b>	Percentage for quantities increase or decrease is <i>[This should not exceed 20 percent variation ]</i>
<b>F. Award of Contract</b>		
<b>3</b>	<b>41.</b>	The amount of Performance Security shall be 10% of the contract price
<b>3</b>	<b>42.</b>	The Advance Payment shall not be allowed
<b>3</b>	<b>43.</b>	The proposed adjudicator for the project will be selected by the commission on a need basis
<b>G. Review of Procurement Decisions</b>		
<b>37.</b>	<b>46.1</b>	The address for submitting appeals to Administrative Review Board : The Secretary, Public Procurement Administrative Review Board , The Public Procurement Regulatory Authority, 10 <sup>th</sup> Floor ,National Bank House, P.O. Box 58583-00200, NAIROBI, Kenya. Tel: +254 (0) 20 3244000 Email: <a href="mailto:info@PPRA.go.ke">info@PPRA.go.ke</a> Website: <a href="http://www.PPRA.go.ke">www.PPRA.go.ke</a>

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## **SECTION IV: GENERAL CONDITIONS OF CONTRACT**

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General

**1. Definitions**

1.1 Boldface type is used to identify defined terms.

The **Adjudicator** is the person appointed jointly by the Procuring Entity and the Contractor to resolve disputes in the first instance, as provided for in Clauses 27 and 28 hereunder.

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

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

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

The **Contract** is the Contract between the Procuring Entity and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in Clause 2.3 below.

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

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

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

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

**Dayworks** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.

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

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

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defects by the Contractor.

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

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

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

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

The **Initial Contract Price** is the Contract Price listed in the Procuring Entity's Letter of Acceptance.

The **Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is specified in the **Contract Data Sheet**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

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

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

The **Project Manager** is the person named in the **Contract Data Sheet** (or any other competent person appointed by the Procuring Entity and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract and shall be an "Architect" or a "Quantity Surveyor" registered under the Architects and Quantity Surveyors Act Cap 525 or an "Engineer" registered under Engineers Registration Act Cap 530.

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

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

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

The **Start Date** is given in the **Contract Data Sheet**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

A **Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.

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

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

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

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

## **2. Interpretation**

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

2.2 If sectional completion is specified in the

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**Contract Data Sheet**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

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

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

**3. Language,  
Law, Fraud  
and  
Corruption**

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

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

For the purpose of this provision, the following

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definitions are provided:

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

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

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

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

**“Obstructive Practice”** means deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and /or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

A Procuring Entity has the right to require that Tenderers, suppliers, and contractors and their

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subcontractors permit persons duly appointed by EACC/PPRA/OAG (KENAO) to inspect their accounts and records and other documents relating to the Tender submission and contract performance;

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

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

In the event that the Procuring Entity or Approving Authority does not take timely and appropriate action satisfactory to the Government of Kenya to remedy the situation, then the Director-General may order an investigation of procurement proceedings for the purpose of determining whether there has been a breach of the Public Procurement and Asset Disposal Act, 2015.

3.3 The Director-General may, on the advice of the Advisory Board, debar a person from participating in procurement proceedings on the ground that the person has committed an offence under the Public Procurement and Asset Disposal Act, 2015. A debarment shall be for a period of time of not less than five years. Before a person is so debarred, he/she will be given an opportunity to make representations to the Director-General and may request the Review Board to review the debarment.

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



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- 4. Confidentiality** 4.1 The Service Providers, their Subcontractors, and the Personnel of either of them shall not disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.
- 5. Project Manager's Decisions** 5.1 Except where otherwise specifically stated, the Project Manager will decide contractual matters between the Procuring Entity and the Contractor in the role representing the Procuring Entity.
- 6. Delegation** 6.1 The Project Manager may delegate any of his duties and responsibilities to other people except to the Adjudicator, after notifying the Contractor, and may cancel any delegation after notifying the Contractor.
- 7. Communications** 7.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.
- 8. Subcontracting** 8.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Procuring Entity in writing. Subcontracting shall not alter the Contractor's obligations.
- 9. Other Contractors** 9.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and the Procuring Entity between the dates given in the Schedule of Other Contractors, as referred to in the **Contract Data Sheet**. The Contractor shall also provide facilities and services for them as described in the Schedule. The Procuring Entity may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification
- 10. Personnel** 10.1 The Contractor shall employ the key personnel named in the Schedule of Key Personnel, as referred to in the **Contract Data Sheet**, who shall be appropriately qualified and registered with the appropriate bodies to carry out the functions stated in the Schedule or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are

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substantially equal to or better than those of the personnel listed in the Schedule.

If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

**11. Procuring Entity's and Contractor's Risks**

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

**12. Procuring Entity's Risks**

12.1 From the Start Date until the Defects Correction Certificate has been issued, the following are Procuring Entity's risks:

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.

The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Procuring Entity or in the Procuring Entity's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

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

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

(b) An event occurring before the Completion Date, which was not itself an Procuring Entity's

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risk; or

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

**13. Contractor's Risks**

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

**14. Insurance**

14.1 The Contractor shall provide, in the joint names of the Procuring Entity and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles stated in the **Contract Data Sheet** for the following events which are due to the Contractor's risks:

(a) Loss of or damage to the Works, Plant, and Materials;

(b) Loss of or damage to Equipment;

(c) Loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and

(d) Personal injury or death.

14.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

14.3 If the Contractor does not provide any of the policies and certificates required, the Procuring Entity may effect the insurance which the Contractor should have provided and recover the premiums the Procuring Entity has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

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

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Manager.

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

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

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

**17. Contractor to Construct the Works** 17.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

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

**19. Approval by the Project Manager** 19.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, who is to approve them if they comply with the Specifications and Drawings.

19.2 The Contractor shall be responsible for the design of Temporary Works.

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

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

19.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before their use.

**20. Protection of the** 20.1 The Contractors shall take all reasonable steps to protect the environment and to limit damage and nuisance to people and property

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**Environment** resulting from pollution, noise and other results of his operations.

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

**21. Labour Laws**

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

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

**22. Health and Safety**

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

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

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

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

**23. Discoveries**

23.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of the Procuring Entity. The Contractor shall notify the Project Manager of such discoveries and carry out the Project

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Manager's instructions for dealing with them.

- 24. Possession of the Site** 24.1 The Procuring Entity shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the **Contract Data Sheet**, the Procuring Entity will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.
- 25. Access to the Site** 25.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.
- 26. Instructions, Inspections and Audits** 26.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.
- 26.2 The Contractor shall permit the Kenya Government to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors appointed by the Kenya Government, if so required by the Kenya Government
- 27. Disputes** 27.1 If the Contractor believes that a decision taken by the Project Manager was either outside the authority given to the Project Manager by the Contract or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the Project Manager's decision.
- 28. Procedure for Disputes** 28.1 The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- 28.2 The Adjudicator shall be paid by the hour at the rate specified in the **Tender Data Sheet** and **Contract Data Sheet**, together with reimbursable expenses of the types specified in the **Contract Data Sheet**, and the cost shall be divided equally between the Procuring Entity and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the

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Adjudicator's decision will be final and binding.

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

**29. Replacement of Adjudicator**

29.1 Should the Adjudicator resign or die, or should the Procuring Entity and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Procuring Entity and the Contractor. In case of disagreement between the Procuring Entity and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the **Contract Data Sheet** at the request of either party, within 14 days of receipt of such request.

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## H. Time Control

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

An update of the Programme shall be a programme showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

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

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

**31. Extension of the Intended Completion Date** 31.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

31.2 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.



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- 32. Acceleration**
- 32.1 When the Procuring Entity wants the Contractor to finish before the Intended Completion Date, the Project Manager will obtain priced proposals for achieving the necessary acceleration from the Contractor. If the Procuring Entity accepts these proposals, the Intended Completion Date will be adjusted accordingly and confirmed by both the Procuring Entity and the Contractor.
- 32.2 If the Contractor's priced proposals for acceleration are accepted by the Procuring Entity, they shall be incorporated in the Contract Price and treated as a Variation.
- 33. Delays Ordered by the Project Manager**
- 33.1 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.
- 34. Management Meetings**
- 34.1 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.
- 34.2 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to the Procuring Entity. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.
- 35. Early Warning**
- 35.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 35.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for

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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.

## **I. Quality Control**

**36. Identifying Defects** 36.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

**37. Tests** 37.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

**38. Correction of Defects** The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the **Contract Data Sheet**. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.

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.

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

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

## **J. Cost Control**

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- 40. Bill of Quantities** 40.1 The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.
- 40.2 The Bill of Quantities is used to calculate the Contract Price. The Contractor shall be paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- 41. Changes in the Quantities** 41.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change.
- 41.2 The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of the Procuring Entity.
- 41.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.
- 42. Variations** 42.1 All Variations shall be included in the updated Programmes produced by the Contractor.
- 43. Payments for Variations** 43.1 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 43.2 If the work in the Variation corresponds with an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work is above the limit stated in Sub-Clause 41.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor

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shall be in the form of new rates for the relevant items of work.

43.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.

43.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

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

**44. Cash Flow Forecasts**

44.1 When the Programme is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

**45. Payment Certificates**

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

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

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

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

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

45.6 The Project Manager may exclude any item certified in a previous certificate or reduce the

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proportion of any item previously certified in any certificate in the light of later information.

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

#### **46. Payments**

46.1 Payments shall be adjusted for deductions for advance payments and retention. The Procuring Entity shall pay the Contractor the amounts certified by the Project Manager within 28 days of the date of each certificate. If the Procuring Entity makes a late payment, the Contractor shall be paid interest on the late payment in the next payment Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made as indicated in the **Contract Data Sheet**.

If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

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

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

#### **47. Compensation Events**

47.1 The following shall be Compensation Events:

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

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

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the Contractor under the Contract.

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

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

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

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

(g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Procuring Entity, or additional work required for safety or other reasons.

(h) Other contractors, public authorities, utilities, or the Procuring Entity does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.

(i) The advance payment is delayed.

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

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

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

47.2 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and

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whether and by how much the Intended Completion Date shall be extended.

47.3 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.

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

**48. Taxes**

48.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 28 days before the submission of Tenders for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of Clause 50.

**49. Currencies**

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

**50. Price Adjustment**

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

50.2 To the extent that full compensation for any rise or fall in costs to the Contractor is not covered by the provisions of this or other clauses in the

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Contract, the unit rates and prices included in the Contract shall be deemed to include amounts to cover the contingency of such other rise or fall of costs.

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

$$P_n = a + b \frac{L_n - L_o}{L_o} + c \frac{M_n - M_o}{M_o} + d \frac{E_n - E_o}{E_o} + etc.$$

where;

**P<sub>n</sub>** is a price adjustment factor to be applied to the amount in each specific currency for the payment of the work carried out in the subject month, where such variations and daywork are not otherwise subject to adjustment;

**a** is a constant, specified in the **Appendix to Tender**, representing the nonadjustable portion in contractual payments;

**b, c, d, etc.**, are weightings or coefficients representing the estimated proportion of each cost element (labour, materials, equipment usage, etc.) in the Works or sections thereof, net of Provisional Sums, as specified in the **Appendix to Tender**; the sum of a, b, c, d, etc., shall be one;

**L<sub>n</sub>, M<sub>n</sub>, E<sub>n</sub>**, etc., are the current cost indices or reference prices of the cost elements in the specific currency of origin for month “**n**,” determined pursuant to Sub-Clause 50.5, applicable to each cost element; and

**L<sub>o</sub>, M<sub>o</sub>, E<sub>o</sub>**, etc., are the base cost indices or reference prices corresponding to the above cost elements at the date specified in Sub-Clause 50.5

The value of net work done, certified by the Project Manager, in any monthly Interim or Final Certificate as payable by the Procuring Entity to the Contractor before deduction of any retention money shall be



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increased or decreased by an amount of 'F'.

$$F = Pn \times Pc$$

where;

The effective value **Pc** of work done which is to be subjected to increase or decrease shall be the difference between:

the amount which, in the opinion of the Project Manager, is due to the Contractor under Clause 45 (before deduction of retention money and before deducting sums previously paid on account) less:

any amount for payment or repayment of any advance payment;

any amount for materials on site (if any);

any amounts for nominated sub-contractors (if any)

any amounts for any other items based on actual cost or current prices; or

any sums for increase or decreases in the Contract Price paid under this Sub-Clause

and

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

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

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approval by the Engineer.

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

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

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

## **51. Retention**

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

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

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Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected.

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

**52. Liquidated Damages**

52.1 The Contractor shall pay liquidated damages to the Procuring Entity at the rate per day stated in the **Contract Data Sheet** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **Contract Data Sheet**. The Procuring Entity may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor’s liabilities.

If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 46.1.

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

**53. Bonus**

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

**54. Advance Payment**

54.1 The Procuring Entity shall make advance payment to the Contractor of the amounts stated in the **Contract Data Sheet** by the date stated in the **Contract Data Sheet**, against provision by the Contractor of an Unconditional Bank Guarantee in

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

54.2 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

54.3 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

**55. Performance Securities**

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

**56. Dayworks**

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

56.2 All work to be paid for as Dayworks shall be recorded by the Contractor on forms approved by

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the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

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

**57. Cost of Repairs** 57.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

### **K. Finishing the Contract**

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

**59. Taking Over** 59.1 The Procuring Entity shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

**60. Final Account** 60.1 The Contractor shall supply the Project Manager with a detailed account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

**61. Operating and Maintenance Manuals** 61.1 If "as built" Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the **Contract Data Sheet**.

61.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the **Contract Data Sheet**, or they do not receive the

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Project Manager's approval, the Project Manager shall withhold the amount stated in the **Contract Data Sheet** from payments due to the Contractor.

**62. Termination**

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

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

(a) The Contractor stops work for 28 days when no stoppage of work is shown on the current Programme and the stoppage has not been authorized by the Project Manager;

(b) The Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 28 days;

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

(d) A payment certified by the Project Manager is not paid by the Procuring Entity to the Contractor within 84 days of the date of the Project Manager's certificate;

(e) The Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;

(f) The Contractor does not maintain a Security, which is required; and

(g) The Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as defined in the **Contract Data Sheet**.

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

For the purpose of this paragraph:

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

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

62.3 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under Sub-Clause 62.2 above, the Project Manager shall decide whether the breach is fundamental or not.

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

62.5 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

**63. Payment upon Termination**

63.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as indicated in the **Contract Data Sheet**. Additional Liquidated Damages shall not apply. If the total amount due to the Procuring Entity exceeds any payment due to the Contractor, the difference shall be a debt payable to the Procuring Entity.

63.2 If the Contract is terminated for the Procuring Entity’s convenience or because of a fundamental breach of Contract by the Procuring Entity, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable

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cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

**64. Property** 64.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of the Procuring Entity if the Contract is terminated because of the Contractor's default.

**65. Release from Performance** 65.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Procuring Entity or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

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

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

(b) If the Contractor has not received sums due it within the 28 days for payment provided for in Sub-Clause 46.1, the Contractor may immediately issue a 14-day termination notice.



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**SECTION V: CONTRACT DATA SHEET (CDS)**

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## Contract Data Sheet

### Instructions for completing the Contract Data Sheet

CDS Clause	GCC Clause	Description
		<b>A. General</b>
1	1.1	<b>(Itemise Definitions to take the same numbering as per the General Conditions)</b>  The Procuring Entity is <b>Ethics and Anti-Corruption Commission, P. O. Box 61130 - 00200 NAIROBI</b>  <i>The Adjudicator is to be identified by consent of both parties</i>  The Defects Liability Period is 180 days.  The Project Manager is :  <b>Works Secretary M.T.I.H.U.D (State Department for Public Works) P.O. Box 30743-00100 Nairobi</b>  The name and identification number of the Contract <b>Tender No. EACC/31/2016-2017</b>  The Works consist of <b>Supply, Installation and Commissioning of Air Conditioning System at ACK Mombasa Memorial Cathedral Complex for EACC.</b>  <i>The objectives of the contract are refurbishment of Ethics and Anti-Corruption Commission offices at Mombasa by installation of air conditioning system which are mandatory requirements that override any detail which may be provided below.</i>  The Start Date shall be (To be advised upon signing of the contract)

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The Intended Completion Date for the whole of the Works shall be (To be provided in the contract).

The following documents also form part of the Contract:

- a. The bills of Quantities and the Price Schedule submitted by the tenderer
- b) The Schedule of Requirements
- c) The Technical Specifications
- d) The General Conditions of Contract
- e) The contract data sheets ; and
- f) The Procuring entity's Notification of Award

The Site is located at **ACK Mombasa Memorial Cathedral Complex, Mombasa.**

2.       **2.2**       Not applicable
  
3.       **2.3(9)**     List other documents that form part of the contract if any:
  - a) Any legal instruction issued by the procuring entity
  - b) any addendum issued by the procuring entity
  
4.       **3.1**       The language of the Contract documents is *English*. The law that applies to the Contract is the Kenyan Law.
  
5.       **9.1**       Include the Schedule of Other Contractors, if any **Specialist Contractors**
  
6.       **10.1**      Include the Schedule of Key Personnel as indicated in the evaluation criteria and any other person to be involved in the contract.
  
7.       **14.1**      The minimum insurance covers by the contractor shall be:
  - (a) loss of or damage to the Works, Plant, and Materials *100% of the lost item;*
  - (b) loss of or damage to Equipment *100% of the damages ;*
  - (c) loss of or damage to property (except the

Works, Plant, Materials, and Equipment) in connection with the Contract *100% of the damages*; and

(d) Personal injury or death as may be determined upon assessment.

**8. 15.1** Site Investigation Reports available to the Tenderers are:  
 a).....  
 b).....  
 c).....

**9. 22.4** The other measures include:  
 a. Minimising the number of migrant workers employed on the project and household in the site camp  
 b. Providing access to voluntary counselling and testing (VCT)  
 c. Providing psychological support and health care including prevention and treatment of opportunistic infections for workers infected and affected, as well as their families  
 d. Providing condoms (male and female) to workers

**10. 24.1 & 47.1** The Site Possession Date shall be *[to be advised by the Project Manager]*.

<b>11.</b>	<b>28.2</b>	Hourly rate of Fees payable to the Adjudicator is: to be negotiated after agreement by the two parties  Types of reimbursable expenses to be paid to the Adjudicator include: to be determine before engagement a)..... b)..... c).....
<b>12.</b>	28.3	Arbitration will take place at a venue agreed by both parties in accordance with Arbitration Law and Practice in Kenya
<b>13.</b>	<b>29.1</b>	Appointing Authority for the Adjudicator: By agreement by both parties to the contract

<b>B. Time Control</b>		
<b>14.</b>	<b>30.1</b>	The Contractor shall Submit a Programme for the Works within <b>7</b> days and at the same time delivery of the Letter of Acceptance.
<b>15.</b>	<b>30.3</b>	The period between Programme updates is <i>[To be agreed upon by both parties]</i> days.
<b>16.</b>	<b>30.3</b>	The amount to be withheld by the Project Manager in the case the contractor does not submit an updated programme is the bid security provided.
<b>C. Quality Control</b>		
<b>17.</b>	<b>38.1</b>	The Defects Liability Period is <i>180 days</i> .
<b>D. Cost Control</b>		
<b>18.</b>	<b>45.7</b>	Minimum Amount of Interim Payment Certificate will be <i>20% upon satisfaction that the contractor has executed 30% of the works</i>
<b>19.</b>	<b>46.1</b>	
<b>20.</b>	<b>47.1(a)</b>	The Site Possession Date shall be <i>[To be advised]</i> .
<b>21.</b>	<b>50</b>	The contract is <i>not</i> subject to price adjustment in accordance with Clause 50 of the General Conditions of Contract.
<b>22.</b>	<b>51.1</b>	The amount of retention is <i>10 percent</i> of value of works of Interim Payment Certificate’.
		Limit of retention will be <i>10 percent</i> of contract price.
<b>23.</b>	<b>52.1</b>	The rate of liquidated damages is <i>0.15 percent of contract price per day</i>
	<b>52.1</b> <b>62.2</b> <b>(g)</b>	The maximum amount of liquidated damages is <i>10%</i> of Contract Price
<b>24.</b>	<b>53.1</b>	The bonus for early completion is <i>0 Kes</i>
<b>25.</b>	<b>54.1</b>	No advance payment shall be Made
		Monthly Recovery of Advance Payment: will not be applicable
<b>26.</b>	<b>55.1</b>	The Performance Security shall be <i>10 percent</i> of the

		contract price.
		<b>E. Finishing the Contract</b>
<b>27.</b>	<b>61.1</b>	As built drawings shall be supplied by the contractor seven days from the contract date.  Operating manual shall be supplied by the contractor seven days from the contract date.
<b>28.</b>	<b>61.2</b>	The amount to be withheld by the Project Manager in the case the contractor does not submit as built drawings is the performance security  The amount to be withheld by the Project Manager in the case the contractor does not submit operating manual is the performance security
<b>29.</b>	<b>63.1</b>	The percentage to apply to the value of the work not completed, representing the Procuring Entity's additional cost for completing the Works, is 10%

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## **SECTION VI: TECHNICAL SPECIFICATIONS**

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## **PREAMBLES AND PRICING NOTES**

### **A. GENERALLY**

All work to be carried out in accordance with the Ministry of Public Works General Specifications for Building Works issued in 1976 or as qualified or amended below.

### **B. MANUFACTURERS' NAMES**

Where manufacturers' names and catalogue references are given for guidance to quality and standard only. Alternative manufacturer of equal quality will be accepted at the discretion of the Project Manager.

### **C. WALLING**

All precast concrete blocks shall be manufactured by the methods and to the sizes specified in the Ministry of Public Works "Specification for Metric Sized Concrete Blocks for Building (1972)"

Walling of 100 mm thickness or under shall be reinforced with hoop iron every alternate course.

Prices for walling must allow for all costs in preparing, packing and sending sample blocks for testing as and when required by the Project Manager.

### **D. CARPENTRY**

The grading rules for cypress shall be the same for podocarpus and all timber used for structural work shall be select (second grade).

All structural timber must conform to the minimum requirements for moisture content and preservative treatment and timber prices must allow for preparing, packing and sending samples for testing when required.

Prices must also include for all nails and fasteners.

### **A. JOINERY**



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Cypress for joinery shall be second grade in accordance with the latest grading rules of the Kenya Government.

Where Mahogany is specified, this refers to prime grade only. The Contractor may with the approval of the Project Manager; use either Msharagi or Mvuli in lieu of Mahogany but such approval will be given only in the case of shortages of the hardwoods specified.

Plugging shall be carried out by drilling walling or concrete with masonry drill and filling with propriety plugs of the correct sizes. Cutting with hammer and chisel will not be allowed.

Prices for joinery must include for pencil rounded arises, protection against damage, nails, screws, framing and bedding in cement mortar as required.

Sizes given for joinery items are nominal sizes and exact dimensions of doors, etc, must be ascertained on site.

## **B. IRONMONGERY**

Ironmongery shall be specified in the Bills of Quantities or equal and approved.

Prices must include for removing and re-fixing during and after painting, labeling all keys, and for fixing to hardwood, softwood, concrete or blockwork.

Catalogue references given for ironmongery are for purposes of indicating quality and size of item(s). Should the Contractor wish to substitute the specified item(s) with others of equal manufacture, he must inform the Project Manager and obtain approval in writing.

## **C. STRUCTURAL STEELWORK**

All structural steelwork shall comply with the Ministry of Public Works "Structural Steelwork Specification (1973) and shall be executed by an approved Sub-contractor.

## **A. PLASTERWORK AND OTHER FINISHES**

All finishings shall be as described in the general specifications and in these Bills of Quantities.

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Prices for pavings are to include for brushing concrete clean, wetting and coating with cement and sand grout 1:1.

Rates for glazed wall tiling are to include for a 12 mm cement and sand (1:4) backing screed unless otherwise specified in these Bills of Quantities.

**B. GLAZING**

Where polished plate glass is specified, this refers to general glazing quality.

Prices for glazing shall include for priming of rebates before placing putty.

The Contractor will be responsible for replacing any broken or scratched glass and handing over in perfect condition.

**C. PAINTING**

Painting shall be applied in accordance with the manufacturers' instructions.

Prices for painting are to include for scaffolding, preparatory work, priming coats, protection of other works and for cleaning up on completion. Prices for painting on galvanized metal are to include for mordant solution as necessary.

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## **SECTION VII: DRAWINGS**

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***Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.***

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*SECTION VIII: BILL OF QUANTITIES*

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## **PARTICULAR SPECIFICATIONS FOR AIR CONDITIONING SYSTEMS**

### **SCOPE OF WORKS**

The works to be carried out comprises of the supply, delivery, installation, setting to work, testing and commissioning of all materials and equipment called for in this specification and/or shown in the contract drawings. The tenderer shall include for all appurtenances and appliances not particularly called for in this specification or on the contract drawings but which are necessary for the completion and satisfactory functioning of the system. No claim for extra payment shall be accepted from the contractor for non-compliance with the above requirements.

If in the opinion of the tenderer there exists difference between the specification and the contract drawings, the tenderer shall clarify the difference with the engineer before tendering. The Works to be installed under the contract shall comply with the Ministry of Public Works requirements for contract works under “GENERAL MECHANICAL SPECIFICATION”.

### **SYSTEMS DESIGN DATA**

The air-conditioning systems are designed to maintain the following internal conditions with ambient conditions of 28°C DB and 55% RH

Internal Temperature	23 ± 1°C
Relative Humidity	50± 10%

The equipment described here under covers the specific requirements of equipment to be used for this contractor work and shall be used in conjunction with the accompanying contract drawings. It shall be deemed that the tenderer has based his tender on plant and equipment which is equal in performance to that stated within the specification.

### **SPLIT AIR CONDITIONING SYSTEM**

This shall be installed in the

The system shall be complete with;

#### **Indoor wall mounted cooling unit (Evaporator)**

Each coil unit shall consist of a cooling coil, air circulating fan, fan-guard and a thermostatic expansion valve. A timer unit shall be mounted in the control panel to both the de-frosting intervals and defrosting periods, both of which shall be variable.

The evaporator unit shall be of capacity as specified under the specified conditions, and shall be of the dry expansion type, and preferably of similar make as that of the condensing units. The unit shall be cassette type, high wall mounted or ceiling mounted as will be specified by the Engineer.

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The coil shall be manufactured from seamless copper tubing with aluminium fins mechanically bonded to the tubes.

The panel shall be interlocked such, that on energizing the heater, the compressor, condenser and evaporator fan shall be de-energized and only re-energized when the heater is switched off by a evaporator mounted thermostat. A manual overriding switch shall by-pass the timer switch.

The air-circulating fan shall be manufactured from rigid aluminium sheet and finished in white casing. A drip tray with 25mm diameter connections shall be incorporated in the base of the casing.

The Unit shall be complete with the following:

- 1 No. air purifying filter.
- Built in drain pump to automatically drain water.

**F-1**

- Refrigeration pipe work with flared connections
- Fixing brackets/wall mounting kit/ground mounting kit
- Thermostat to control room temperature
- High and low pressure units
- Condensate discharge pipe work in Black PVC, 15mm diameter
- Service access valves
- Voltage Surge Protector

The system shall be suitable for 240V, 1 – Phase, 50Hz power supply

The split air-conditioning system shall be designed to maintain room inside temperature of  $23\pm 1^{\circ}$  C and relative humidity of  $50\pm 10\%$ .

**Outdoor Units.**

The outdoor units shall be installed and mounted on the wall using appropriate and approved mounting brackets. They shall be complete with hermetically sealed compressors. Safety devices shall include overload/surge protection among others.

The unit shall be connected to power provided by others. It shall also be connected to refrigerant piping and control wiring. It shall have adequate charge of refrigerator oil and R 407 refrigerant.

The air conditioning units shall be as York or approved equivalent and shall be provided with approved mounting brackets.

The Unit shall be complete with the following:

- Casing constructed of 18 gauge zinc coated mild steel, zinc phosphate bonderized, coated with oven baked polyester paint and weatherized for outdoor installation. It shall have weep holes on base to allow ease of drainage.
- Hermetically sealed compressor mounted to unit base with rubber isolated hold down bolts, uniform in oil & pressures and shall have internal overload protection.
- Refrigeration pipe work with flared connections
- Distributor with refrigeration control
- Fixing brackets/wall mounting kit/ceiling mounting kit
- Heat exchanger capacity controls

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- Precise inverter frequency controls
  - New oil returning system (refrigerant oil control system)
  - High and low pressure units
  - An innovation of installation with automatic address settings for indoor units with twin multiplex transmission system of no polarity.
  - Condensate discharge pipe work
  - Service access valves
  - Voltage Surge Protector

### **Refrigeration Piping**

Refrigerant pipe work shall be approved copper tubing and fittings, and shall be properly sized in conformity with the system manufacturer specifications. Pipework shall be joined together by soldering/brazing and shall be complete with all necessary joints, reducers and accessories. The Ozone friendly refrigerant flow shall be controlled with either a capillary tube or thermostatic expansion valve. Installation shall be carried out by competent and qualified craftsmen. The Engineer may demand proof of qualifications and experience in installation of refrigeration systems. Pipe work shall be tested for leaks after installation to the Engineers satisfaction. It shall be properly anchored, insulated and no vibration of pipes shall be allowed during the running of the systems. An electronic leak detector shall be used to test for leaks.

## **F-2**

### **Control Panel**

Each system shall be provided for with a purpose made control panel fabricated from mild steel sheet of minimum SWG18 with a hinged door and then powder coated after manufacture. It shall be provided with an integral lock. It shall be complete with;

- ❖ Isolator
- ❖ Contactors
- ❖ Controlling thermostat with temp range from -10°C to +30°C
- ❖ 80mm dial thermometer with temp range from -10°C to +30°C
- ❖ Motor starters & current overload relays
- ❖ MCBs
- ❖ Phase failure relay with over and under voltage protection
- ❖ Timer switch for defrost control
- ❖ Push buttons for start and stop
- ❖ Audible and visual high temperature alarm with manual reset

The panel shall also have green light running indicators, red “door open” light and equipment circuit trip lights.



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### **System Controls Unit**

Controls Unit for each system shall incorporate complete controls to ensure continuous system services. Such controls shall include protection against any possible motor overload and over-heat, central control and monitoring for all the indoor units, individual temperature setting for each indoor unit, group control, set lock for each indoor unit and shall have self-diagnosis function (display system errors). The control unit shall control the duty and standby outdoor units to work alternately for twelve hours. This will be achieved by opening and closing of solenoid valves which will close or open the refrigerant pipes to achieve this operation. The unit shall have a lock release to allow for control of the system by using wireless or wired remote control at the place where the indoor unit is installed. It shall also have a setup of a weekly and detailed schedule of the individual air conditioner.

The control unit shall have an open network controls designed for building management systems. It shall also have diagnostic software that will enable download of all operating parameters and instant analysis for commissioning and service.

The control system shall be complete with;

- Weekly timer for a 7 day timer complete with day omit
- Infrared wireless remote controller
- Remote temperature sensor for all indoor units
- Network/protocol adaptor kit to enable integration with artificial intelligence network
- External master on/off control board
- Error output control board
- Power peak cut control board
- Touch screen controller for full control of up to 64 indoor unit including electric billing
- Intelligent server and software package to allow connection to touch screen controller
- Energy monitoring interface

**F-3**

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### **Testing and Commissioning Standards**

The system shall be balanced to the satisfaction of the project engineer. It shall be run under complete automatic controls for 72 hours continuous operation to ascertain any faults in operation before acceptance and handover.

Any faults discovered during this time shall be corrected and a further test or tests of 72 hours duration shall be carried out to ensure satisfactory operation, all at the expenses of the contractor.

All accessories/equipment have to tested for capacity, efficiency, leakages and other human errors and shall meet standards and specifications.

### **As-Built-Drawings and maintenance manuals**

Once the air conditioning system has been tested and commissioned, drawings and maintenance manuals shall be provided. They shall be a true and accurate representation of what has been commissioned.

### **Training**

Adequate personnel shall be trained to perform normal operations and routine maintenance of the air conditioning system. The number of personnel to be trained shall be specified for particular pool.

### **TESTING & COMMISSIONING**

All the pipe work and connections herein described shall be tested in the presence of the Engineer and to the hydraulic pressure the Engineer deems satisfactory and for a minimum period of 1 hour.

These tests must be before any insulation work is undertaken or any pipe work is finally enclosed in any ducts, etc and due allowance is to be made in the tender for these tests.

The tenderer is to include for providing for all the testing equipment, temporary plugging and refilling etc.

### **ELECTRICAL WORKS**

The tenderer shall include for supply, installation and commissioning of all starters, control apparatus, control panels and interconnecting wiring and conduits for equipment that the tenderer is supplying.

Power points shall be provided within 5 metres of the equipment installation point and the tenderer shall connect his equipment from this point.

### **BUILDERS WORKS**

The tenderers shall allow for perforation of holes, hacking of walls etc. All disturbed surfaces shall thereafter be made good by the tenderer upon satisfactory completion of the works.

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**SECTION G**  
**SCHEDULE OF UNIT RATES**

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## **SCHEDULE OF UNIT RATES**

1. The tenderer shall insert unit rates against the items in the following schedules and may add such other items as he considers appropriate.
2. The unit rates shall include for supply, transport, insurance, delivery to site, storage as necessary, assembling, cleaning, installing, connecting, profit and maintenance in defects liability and any other obligation under this contract.
3. The unit rates will be used to assess the value of additions or omissions arising from authorized variations to the contract works.
4. Where trade names or manufacturer's catalogue numbers are mentioned in the specification, the reference is intended as a guide to the type of article or quality of material required. Alternative brands of **equal** and **approved** quality will be accepted.
5. The prices quoted shall be deemed to include for all obligations under the sub-contract including but not limited to supply of materials, labour, delivery to site, storage on site, installation, testing, commissioning and all taxes (including **16% V.A.T and 3 % Withholding tax**).

In accordance with Government policy, the 16% V.A.T and 3% withholding Tax **shall be deducted** from all payments made to the tenderer, and the same shall be forwarded to the **Kenya Revenue Authority (KRA)**.

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**SECTION H**  
**BILLS OF QUANTITIES**

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## **BILLS OF QUANTITIES**

### **A) PRICING OF PRELIMINARIES ITEMS.**

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

The Bills of Quantities are divided generally into three sections:-

#### **a) Preliminaries – Bill 1**

Sub-contractors preliminaries are as per those described in section C – sub-contractor preliminaries and conditions of contract. The sub-contractor shall study the conditions and make provision to cover their cost in this Bill. The number of preliminary items to be priced by the Tenderer 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 and Other Bills**

The brief description of the items in these Bills of Quantities should in no way modify or supersede the detailed descriptions in the contract Drawings, conditions of contract and specifications. The unit of measurements and observations are as per those described in clause 1.05 of the section C.

#### **c) Summary**

The summary contains tabulation of the separate parts of the Bills of Quantities carried forward with provisional sum, contingencies and any prime cost sums included. The sub-contractor shall insert his totals and enter his grand total tender sum in the space provided below the summary. This grand total tender sum shall be entered in the Form of Tender provided elsewhere in this document

### **B) NOTES FOR 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 sub-contract including but not limited to supply of materials, labour, delivery to site, storage on site, installation, testing, commissioning and all taxes (including 16% V.A.T and 3 % Withholding tax). In accordance with Government policy, the 16% V.A.T and 3% withholding Tax shall be deducted from all payments

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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.
4. The brief description of the items given in the Bills of Quantities are for the purpose of establishing a standard to which the sub-contractor shall adhere to. Otherwise alternative brands of equal and approved quality will be accepted. Should the sub-contractor install any material not specified here in before receiving approval from the Project Manager, the sub-contractor shall remove the material in question and, at his own cost, install the proper material.
5. The grand total of prices in the price summary page must be carried forward to the Form of Tender.
6. Tenderers must enclose, together with their submitted tenders, detailed manufacturer's Brochures detailing Technical Literature and specifications on the items they intend to offer.

**This shall be used in the tender evaluation to determine the first line aesthetics and quality of fittings offered.**

H/1

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**1. STATEMENT OF COMPLIANCE**

- a) I confirm compliance of all clauses of the General Conditions, General Specifications and Particular Specifications in this tender.
- b) I confirm I have not made and will not make any payment to any person, who can be perceived as an inducement to win this tender.

Signed: .....for and on behalf of the Tenderer

Date: .....

Official Rubber Stamp: .....

**H/2**

**BILLS No. 1**



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## **A) PRICING OF PRELIMINARIES ITEMS.**

Prices will be inserted against item of preliminaries in the sub-contractor's Bills of Quantities and specification. These Bills are designated as Bill 1 in this Section. Where the sub-contractor fails to insert his price in any item he shall be deemed to have made adequate provision for this on various items in the Bills of Quantities. The preliminaries form part of this contract and together with other Bills of Quantities covers for the costs involved in complying with all the requirements for the proper execution of the whole of the works in the contract.

The Bills of Quantities are divided generally into three sections:-

### **a. Preliminaries – Bill 1**

Sub-contractors preliminaries are as per those described in section C – sub-contractor preliminaries and conditions of contractor. The sub-contractor shall study the conditions and make provision to cover their cost in this Bill. The number of preliminary items to be priced by the Tenderer 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 3.05 of the section

### **c. Summary**

The summary contains tabulation of the separate parts of the Bills of Quantities carried forward with provisional sum, contingencies and any prime cost sums included. The sub-contract 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

**H -3**

**BILL No. 1 PRELIMINARIES**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>KSHS</b>	<b>CTS</b>
1	Discrepancies clause 1.02					
2	Conditions of sub-contract Agreement clause 1.03					
3	Payments clause 1.04					
4	Site location clause 1.06					
5	Scope of Contract Works clause 1.08					
6	Extent of the Contractor's Duties clause 1.09					
7	Firm price contract clause 1.12					
8	Variation clause 1.13					
9	Prime cost and provisional sum clause 1.14 (insert profit and attendance which is a percentage of expended PC or provisional sum.)					
10	Bond clause 1.15					
11	Government Legislation and Regulations clause 1.16					
12	Import Duty and Value Added Tax clause 1.17 (Note this clause applies for materials supplied only. VAT will also be paid by the sub-contractor as allowed in the summary page)					
13	Insurance company Fees clause 1.18					
14	Provision of services by the Main contractor clause 1.19					
15	Samples and Materials Generally clause 1.21					
	<b>SUB-TOTAL CARRIED TO PAGE H-6</b>					

**H-4**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>KSHS</b>	<b>CTS</b>
16	Supplies clause 1.20					
17	Bills of Quantities clause 1.23					
18	Contractor's Office in Kenya clause 1.24					
19	Builder's Work clause 1.25					
20	Setting to work and Regulating system clause 1.29					
21	Identification of plant components clause 1.30					
22	Working Drawings clause 1.32					
23	Record Drawings (As Installed) and Instructions clause 1.33					
24	Maintenance Manual clause 1.34					
25	Hand over clause 1.35					
26	Painting clause 1.36					
27	Testing and Inspection – manufactured plant clause 1.38					
28	Testing and Inspection – Installation clause 1.39					
29	Storage of Materials clause 1.41					
30	Initial Maintenance clause 1.42					
	<b>SUB-TOTAL CARRIED TO PAGE – H-6</b>					

**H-5**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT</b>	<b>RATE</b>	<b>KSHS</b>	<b>CTS</b>
31	Attendance Upon Tradesmen, etc. (Insert percentage only) clause 1.58					
32	Local and other Authorities notices and fees clause 1.60					
33	Temporary Works clause 1.63					
34	Patent Rights clause 1.64					
35	Mobilization and Demobilization Clause 1.65					
36	Extended Preliminaries Clause 1.66(see appendix on page C- 24)					
37	Supervision by Engineer and Site Meetings Clause 1.67					
38	Amendment to Scope of Sub-contract Works					
39	Clause 1.68					
40	Contractor Obligation and Employers Obligation clause 1.69(see appendix page C- 24) Any other preliminaries;					
<b>SUB-TOTAL CARRIED TO COLLECTION BELOW</b>						
	COLLECTION Brought forward from page H1 Brought forward from page H2 Brought forward from page H3 Brought forward from page H4 Brought forward from page H5					
<b>TOTAL FOR BILL NO. 1- PRELIMINARIES CARRIED FORWARD TO PRICE MAIN SUMMARY</b>						

**H -6**

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**SECTION I**  
**TECHNICAL SCHEDULE**  
**OF**  
**ITEMS TO BE SUPPLIED**

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**CONTENTS**

<u>CLAUSE No.</u>	<u>PAGE</u>
1. GENERAL NOTES TO THE TENDERER.....	(i)
2. TECHNICAL SCHEDULE.....	I-1

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## **TECHNICAL SCHEDULE**

### **1. General Notes to the Tenderer**

- 1.1 The tenderer shall submit technical schedules for all materials and equipment upon which he has based his tender sum.
  
- 1.2 The tenderer shall also submit separate comprehensive descriptive and performance details for all plant apparatus and fittings described in the technical schedules. Manufacturer's literature shall be accepted. Failure to comply with this may have his tender disqualified.
  
- 1.3 Completion of the technical schedule shall not relieve the Contractor from complying with the requirements of the specifications except as may be approved by the Engineer.

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**BILLS OF QUANTITY**



**PROPOSED E.A.C.C OFFICES: MECHANICAL WORKS -BQ**

Item	Description	Qty	Unit	Rate	Amount
	<b><i>Supply, Installation, Testing and Commissioning of VRF Air-conditioning equipment as specified:</i></b>				
A	<b><u>Condensing unit/ outdoor unit</u></b> 72.8KW VRF system as ARUV240LTS4 of LG MULTI V IV or other equally approved make with the following specification: a) Power input 3Ø 380 – 415V 50HZ b) Refrigerant = 410A, initial charge c) Two Inverter compressor d) Sound pressure level of 35db (A) e) Auto restart function	1	No.		
B	<b><u>Indoor units</u></b> High wall mounted VRF indoor units as specified below  (i) 24,000 B.T.U. (ii) 18,000 B.T.U. (iii) 12,000 B.T.U. The cassettes should have the following parameters. <ul style="list-style-type: none"> <li>• A wired &amp; wireless remote controller</li> <li>• R410A initial charge</li> <li>• Thermostat to control room temp.</li> <li>• Auto restart function.</li> <li>• Sound pressure level of 35db (A)</li> <li>• 5m insulated drain pipe of 25 mm diameter</li> </ul>	4 2 12	No. No. No.		
C	<b>Control Cable Installation Works</b> Allow for wiring and conduit works including but not limited to interconnecting cable between the outdoor unit, indoor units, and wired remote control system. The transmission cable to be CVV-SB 1.25mm <sup>2</sup> x 2C	200	LM		
D	<b>Refrigerant charge.</b> Allow for cleaning and flushing the whole installation with appropriate medium before charging the system with R401A	1	Item		
	<b>Total carried to collection</b>				

H 7

121

Item	Description	Qty	Unit	Rate	Amount
A	<p><b>Refrigerant pipes –</b> Supply, deliver and install copper tubing to BS 2871: part1 and capillary and compression fittings to BS 864: part 2. Tubing must be solid drawn round, clean, smooth and free from defects and from deleterious films in the bore. The fittings must be free from internal fins or other irregularities. Compression fittings shall be Type A (non-manipulative). Allow in pipe work prices for pipe support, clips and cradles, bends, tees, insulation, branches, joining fixing and any other accessories for proper and satisfactory functioning of the system.</p> <p>liquid line <math>\frac{3}{4}</math> (21.85mm) Gas line <math>\frac{3}{8}</math> (9.375mm)</p>	60 60	LM LM		
B	<b>Drainage pipes –</b> 32mm heavy duty grey uPVC pipe	40	LM		
C	<p><b>Y – Branches</b> For indoor units connection: Copper Y-branches complete with reducers and tees to connect indoor units from/to both gas and liquid main refrigerant pipe. The Y-branches to be as of LG MULTI V IV approved equivalent.</p>	17	NO		
D	<p><b>Bends</b> 1) 18.75mm diameter bends 2) 9.375mm diameter bends</p>	19 19	LM LM		
E	<p><b>Refrigerant</b> Allow R410A extra refrigerant for charging all the VRF air conditioning systems described above.</p>	Item			
F	<p><b>Electrical Works</b> Allow for associated electrical works including but not limited to wiring from local isolators provided by others within one meter to all indoor units, outdoor units and control system. Allow for labeling all the circuits and equipment.</p>	Item			
G	<b>Mounting Bracket</b>				

	Mounting bracket for the outdoor unit complete with a cage and provided with purpose-made protective steel iron angle frame and all other anchoring accessories including rawl bolts and anti-vibration rubber mountings to engineer's approval.	Item			
	<b>Total carried to collection</b>				

H 8

Item	Description	Qty	Unit	Rate	Amount
A	<b>Wall Mounted Wired Remote Control</b> Fully wired wall mounted remote controller panel, wiring and conduit works including but not limited to interconnecting cable between the outdoor and indoor units.	Item			
B	<b>Cleaning and Flushing the Installation</b> Allow for cleaning and flushing the whole installation with appropriate medium before charging the system with refrigerant.	Item			
C	<b>As-built Drawings and Maintenance Manuals</b> Allow for preparation of as-built drawings and maintenance manuals. All these will be handed to project Engineer in three hard copies and soft copy in 8Gb flash disk and compact disk.	Item			
D	<b>As-built Drawings and Maintenance Manuals</b> Allow for preparation of as-built drawings and maintenance manuals. All these will be handed to project Engineer in three hard copies and soft copy in 8Gb flash disk and compact disk.	Item			
E	<b>Testing and commissioning</b> Allow for testing and commissioning of the air conditioning installations to the satisfaction of the Engineer.	Item			
F	<b><u>Extractor for the toilets</u></b> a) In-line fan as XID 150 for the toilet compete with accessories.	4	No.		

	b) Infrared sensor control for the toilet	4	No.		
	c) Extraction fan for the kitchenette	1	No.		
	<b>Total carried to collection</b>				

**COLLECTION**

Brought forward from page

Brought forward from page

Brought down from above

---

**Total for the air conditioning works carried to summary**

H 9

Item	Description	Qty	Unit	Rate	Amount
	<b>KITCHENETTE</b>				
A	<b>Kitchen Sink (SBSD)</b>  Single bowl, single drainer single stainless steel kitchen sink of size 1000 x 500mm as manufactured by ASL 140 or equal and approved. The bowl size to be 420 x 355 x 150mm deep complete with chrome plated 40mm waste fittings, plugs, chain stays, overflow, 1No. 15mm diameter chrome plated sink bib tap as Cobra, chrome plated bottle trap with 75mm deep seal and chain waste fitting. Include for all the necessary internal plumbing and drainage fixtures. Approximate distance from kitchen to service manhole 10m	1	tem		
B	<b>Under-sink Heater</b> 10 litres capacity under-sink instantaneous water heater complete with 3.0kw electric heating element, externally adjustable capillary type thermostat, polyurethane form thermal insulation, corrosion-proof moulding outer casing, mountings, water and electrical connections. The heater shall be as Ariston with power supply 3.0kw, 240/50Hz or equal and approved.	1	item		
<b>Total for the kitchen equipment carried to summary</b>					

H 10

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
A	<b>Water Fire Extinguisher</b> 9 litres water portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	4	No		
B	<b>Carbon Dioxide Gas Fire Extinguisher</b> 9 litres carbon dioxide gas portable fire extinguisher complete with pressure gauge, initial charge and mounting brackets.	2	No		
C	<b>DCP Fire Extinguisher</b> Dry Chemical Powder fire extinguisher complete with initial charge and mounting brackets.	2	No		
D	<b>Manual Bell</b> Manual Bell	10	No		
E	<b>Auto DCP Fire Extinguisher</b> Automatic Dry Chemical Powder fire extinguisher complete with initial charge and mounting brackets.	4	No		
F	<b>Fire Notices</b> Allow for fire signage for the hose reel system, fire exits, fire instructions as directed by engineer	4	No		
<b>Total for firefighting equipment carried to summary</b>					

**H 11**

**SUMMARY PAGE**

<b>Item</b>	<b>Description</b>	<b>Kshs</b>
<b>A</b>	Total for preliminaries from page..... H-6	
<b>B</b>	Total for Air Conditioning Brought Forward from H 9	
<b>C</b>	Total For Fire Fighting Equipment Brought Forward From H11	
<b>E</b>	<b>Sub-total.</b> .....	
	<b>Kshs</b>	
<b>F</b>	<b>Add 16% VAT</b>	
<b>G</b>	Allow a Provisional Sum of Kenya Shillings Five Hundred Thousand for Contingency to be used at the direction of the Project Manager	500,000.00
<b>H</b>	TOTAL AMOUNT CARRIED TO FORM OF TENDER... <b>Kshs.</b>	

Amount in words:

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

Tenderer's Name and Stamp

.....

Signature: .....

Date.....

PIN NO. ....

VAT CERTIFICATE.....

Witness: .....

Address .....

Signature: .....

Date .....

---

## TECHNICAL SCHEDULE

The tenderer must complete in full the technical schedule. Apart from the information required in the technical schedule, the tenderer **MUST SUBMIT** comprehensive manufacturer's technical brochures and performance details for all items listed in this schedule (fill forms attached).

ITEM	DESCRIPTION	MANUFACTURER	COUNTRY OF ORIGIN	REMARKS (Catalogue No. etc.)
1	VRF Air Conditioning			
2	System			
3	Refrigerant VRF			
	Simple Central Controller			
	Unit			

**Catalogue must be attached for all the items in the schedule of material above**



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**SECTION J**

**STANDARD FORMS**

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## CONTENTS OF SECTION J

PAGE	TITLE
1.	Performance Bank Guarantee.....J/1
2.	Tender Questionnaire.....J/2
3.	Confidential Business Questionnaire.....J/3 -J/4
4.	Key Personnel.....J/5
5.	Schedule of Contracts completed in the last five (5) years.....J/6
6.	Schedule of on-going projects.....J/7
7.	Schedule of Contractor's Equipment ..... J/8
8.	Financial Reports for the last five years .....J/9
9.	Evidence of Financial Resources to meet Qualification Requirements.....J/10
10.	Bidder's Bank information .....J/11
11	Detail of Litigation or Arbitration.....J/12

**NOTE:**

**1.0** Tenderers must duly fill these Standard Forms as a mandatory requirement.

**2.0** Any tender returned with **Unfiled Standard Forms** shall be considered **Non- Responsive and shall automatically be Disqualified.**

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**PERFORMANCE BANK GUARANTEE**

**To: The Chief Executive Officer  
Ethics and Anti-Corruption Commission**  
3rd Floor, ACK Mombasa Memorial Cathedral Complex,  
Nkrumah Road  
P.O. Box 82351 - 80100 Mombasa, Kenya

Dear Sir,

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

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

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of: Kshs. .... (*amount of Guarantee in figures*) Kenya Shillings

.....(*amount of Guarantee in words*), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings ..... (*amount of Guarantee in words*) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

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

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

---

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

SIGNATURE AND SEAL OF THE GUARANTOR .....

Name of Bank .....

Address .....

Date .....

**SECTION IX: TENDER FORMS**

---

**A. Form of Tender**

[date]

To: [name and address of Procuring Entity]

We offer to execute the [name and identification number of contract] in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of [amount in numbers], [amount in words] [name of currency].

The Contract shall be paid in the following currencies:

<b>Currency</b>	<b>Percentage payable in currency</b>	<b>Rate of exchange: one foreign equals [insert local]</b>	<b>Inputs for which foreign currency is required</b>
(a)			
(b)			

The advance payment required is:-

<b>Amount Currency</b>	
(a)	
(b)	

We accept the appointment of [name proposed in Tender Data Sheet] as the adjudicator.

**or**

We do not accept the appointment of [name proposed in Tender Data Sheet] as the Adjudicator, and propose instead that [name] be appointed as Adjudicator, whose daily fees and biographical data are attached.

We are not participating, as Tenders, in more than one Tender in this Tendering process other than alternative Tenders in accordance with the Tendering documents.

Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared ineligible by the Kenya Government under Kenya's laws or any other official regulations.

This Tender and your written acceptance of it shall constitute a binding Contract between us.

---

We understand that you are not bound to accept the lowest or any Tender you receive.

We hereby confirm that this Tender complies with the Tender validity and Tender Security required by the Tendering documents and specified in the Tender Data Sheet.

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

Name and Title of Signatory: \_\_\_\_\_  
\_\_\_\_\_

Name of Tenderer: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

**Appendix to Tender**

**Schedule of Adjustment Data**

[In Tables A, B, and C, below, the Tenderer shall (a) indicate its amount of local currency payment, (b) indicate its proposed source and base values of indices for the different foreign currency elements of cost, (c) derive its proposed weightings for local and foreign currency payment, and (d) list the exchange rates used in the currency conversion. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved.]

**Table A. Local Currency**

Index code	Index description	Source of index	Base value and date	Tenderer's related currency amount	Range of weighting Proposed by the Procuring Entity	Tenderer's proposed weighting
	Nonadjustable	—	—	—	a: _____* b: _____ to _____* c: _____ to _____* d: _____ to _____* e: _____ to _____* etc.	a: _____* b: _____ c: _____ d: _____ e: _____ etc.
<b>Total</b>						<b>1.00</b>

**Table B. Foreign Currency**

**State type:** ..... [If the Tenderer wishes to quote in more than one foreign currency, this table should be repeated for each foreign currency.]

Index code	Index description	Source of index	Base value and date	Tenderer's related source currency in type/amount	Equivalent in Foreign Currency 1	Range of weighting Proposed by the Procuring Entity	Tenderer's proposed weighting
	Nonadjustable	—	—	—		a: _____* b: ----- to -----* c: ----- to -----* d: ----- to -----* e: ----- to -----* etc.	a: _____ b: _____ c: _____ d: _____ e: _____ etc.
<b>Total</b>							<b>1.00</b>



**Table C. Summary of Payment Currencies**

**For** .....[insert name of Section of the Works]

[Separate tables may be required if the various sections of the Works (or of the Bill of Quantities) will have substantially different foreign and local currency requirements. The Procuring Entity should insert the names of each Section of the Works.]

<b>Name of payment currency</b>	<b>A Amount of currency</b>	<b>B Rate of exchange (local currency per unit of foreign)</b>	<b>C Local currency equivalent C = A x B</b>	<b>D Percentage of Net Tender Price (NBP) <math>\frac{100 \times C}{NBP}</math></b>
<b>Local currency</b> _____		1.00		
<b>Foreign currency #1</b> _____				
<b>Foreign currency #2</b> _____				
<b>Foreign currency #</b> _____				
<b>Net Tender Price</b>				100.00
<b>Provisional sums expressed in local currency</b>	*	*	*	
<b>TENDER PRICE</b>				

---

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

Name and Title of Signatory: \_\_\_\_\_

Name of Tenderer: \_\_\_\_\_

Address: \_\_\_\_\_

---

**B. Tender-Securing Declaration (Mandatory)**

Date: *[insert **date** (as day, month and year)]*

Tender No.: EACC/31/2016-2017

Alternative No.: N/A

To: The Secretary/CEO, Ethics and Anti-Corruption Commission

We, the undersigned, declare that:

We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Procuring Entity 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 Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender 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 ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;

- 1) Our receipt of your notification to us of the name of the successful Tenderer; or
- 2) Thirty days after the expiration of our Tender.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert **complete name of person signing the Tender Securing Declaration**]*

---

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate)

### **C. Confidential Business Questionnaire**

- 1 **Individual Tenderer or Individual Members of joint Ventures**
- 1.1 Constitution or legal status of Tenderer: *[attach copy]*
- Place of registration: *[insert]*
- Principal place of business: *[insert]*
- Power of attorney of signatory of Tender: *[attach]*
- Registration certificate *[attach]* current Business License *[attach]*
- 1.2 Total annual volume of construction work performed in two years, in Kenyan shillings as specified in the Tender Data Sheet; *[insert]*
- 1.3 Work performed as prime Contractor on works of a similar nature and volume over the last two years or as specified in the Tender Data Sheet in Kenyan Shillings. Also list details of work under way or committed, including expected completion dates.

<b>Project name and country</b>	<b>Name of client and contact person</b>	<b>Contractors Participation</b>	<b>Type of work performed and year of completion</b>	<b>Value of contract</b>
(a)				
(b)				

- 1.4 Major items of Contractor's Equipment proposed for carrying out the works. List all information requested below. Refer also to

sub-Clause 12.3 of the Instructions to Tenderers.

<b>Item of equipment</b>	<b>Description, make, and age (years)</b>	<b>Condition (new, good, Poor) and number available</b>	<b>Owned, leased (from whom?) or to be purchased (from whom?)</b>
(a)			
(b)			
(c)			
(d)			

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data. Refer also to sub-Clause 12.3 of the Instructions to Tenderers and Sub- Clause 10.1 of the General Conditions of Contract.

<b>Position</b>	<b>Name</b>	<b>Years of Experience (general)</b>	<b>Years of experience in proposed position</b>
(a)			
(b)			

1.6 Proposed sub-contractor and firms involved. Refer to Clause 7 of General Conditions of Contract.

<b>Sections of the Works</b>	<b>Value of subcontract</b>	<b>Subcontractor (name and address)</b>	<b>Experience in similar work</b>
(a)			
(b)			

1.7 Financial reports for the number of years

---

specified in the Tender Data Sheet.

- 1.8 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of support documents.
- 1.9 Name, address, and telephone, e-mail address, and facsimile numbers of banks that may provide references if contracted by the Procuring Entity.
- 1.10 Information on current litigation in which the Tenderer is involved.

Other party(ies)	Cause of dispute	Amount involved
(a)		
(b)		

1.11 Statement of compliance with the requirements of sub-Clause 3.2 of the Instructions to Tenderers.

1.12 Proposed Program (work method and schedule). Descriptions, drawings, and charts, as necessary, to comply with the requirements of the Tendering documents.

**2. Joint Ventures**

2.1 The information listed in 1.1 – 1.11 above shall be provided for each partner of the joint venture.

2.2 The information in 1.12 above shall be provided for the joint venture.

2.3 Attach the power of attorney of the signatory (ies) of the Tender authorizing signature of the Tender on behalf of the joint venture.

2.4 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

(a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;

(b) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture; and

(c) the execution of the entire Contract, including payment, shall

---

be done exclusively with the partner in charge.

3. **Additional Requirements**
- 3.1 Tenderers should provide any additional information required in the **Tender Data Sheet** or to fulfil the requirements of sub-Clauses 12.1 of the Instructions to Tenderers, if applicable.



---

## **D.Integrity Declaration**

### **UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

1. Each Tenderer must submit a statement, as part of the Tender documents, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of the Tendering company and, where relevant, of its subsidiary in the Kenya. If a Tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.
2. Tenderers will also be required to submit similar No-bribery commitments from their subcontractors and consortium partners; the Tenderer may cover the subcontractors and consortium partners in its own statement, provided the Tenderer assumes full responsibility.
3.
  - a) Payment to agents and other third parties shall be limited to appropriate compensation for legitimate services.
  - b) Each Tenderer will make full disclosure in the Tender documentation of the beneficiaries and amounts of all payments made, or intended to be made, to agents or other third parties (including political parties or electoral candidates) relating to the Tender and, if successful, the implementation of the contract.
  - c) The successful Tenderer will also make full disclosure [quarterly or semi- annually] of all payments to agents and other third parties during the execution of the contract.
  - d) Within six months of the completion of the performance of the contract, the successful Tenderer will formally certify that no bribes or other illicit commissions have been paid. The final accounting shall include brief details of the goods and services provided that they are sufficient to establish the legitimacy of the payments made.
  - e) Statements required according to subparagraphs (b) and (d) of this paragraph will have to be certified by the company's Chief Executive Officer, or other appropriate senior corporate officer.
4. Tenders which do not conform to these requirements shall not be considered.

- 
5. If the successful Tenderer fails to comply with its No-bribery commitment, significant sanctions will apply. The sanctions may include all or any of the following:
    - a) Cancellation of the contract;
    - b) Liability for damages to the public authority and/or the unsuccessful competitors in the Tendering possibly in the form of a lump sum representing a pre-set percentage of the contract value (liquidated).
  6. Tenderers shall make available, as part of their Tender, copies of their anti-Bribery Policy/Code of Conduct, if any, and of their-general or project - specific - Compliance Program.
  7. The Government of Kenya has made special arrangements for adequate oversight of the procurement process and the execution of the contract, and has invited civil society and other competent Government Departments to participate in the oversight. Those charged with the oversight responsibility will have full access to all documentation submitted by Tenderers for this contract, and to which in turn all Tenderers and other parties involved or affected by the project shall have full access (provided, however, that no proprietary information concerning a Tenderer may be disclosed to another Tenderer or to the public).

---

**SELF-DECLARATION FORM**

**ANTI-CORRUPTION DECLARATION**

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

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

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

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

Company Seal / Business Stamp

**ANTI-FRAUDULENT PRACTICE DECLARATION**

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

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

Company Seal / Business Stamp

---

**NON - DEBARMENT DECLARATION**

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

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

Company Seal / Business Stamp

---

**E. Letter of Acceptance**

***[Letter head paper of the Procuring Entity]***

[date]

To: *[name and address of the Contractor]*

This is to notify you that your Tender dated [date] for execution of the [name of the Contract and identification number, as given in the Contract Data Sheet] for the Contract Price of the equivalent of [amount in numbers and works] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us.

We confirm that *[insert name proposed by the procuring entity]* to be the Adjudicator.

We accept that *[name proposed by Tenderer]* be appointed as Adjudicator.

Or

We do not accept that *[name proposed by Tenderer]* be appointed as adjudicator, and by sending a copy of this letter of acceptance to *[insert the name of the Appointing Authority]*, we are hereby requesting *[name]*, the Appointing Authority, to appoint the adjudicator in accordance with Clause 44.1 of the Instructions to Tenderers.

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

Please return the contract dully signed.

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

Name and Title of Signatory: \_\_\_\_\_

Name of Agency: \_\_\_\_\_

Attachment:        Form of Contract

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**F. Form of Contract Agreement**

This Agreement, made the [day] day of [month], [year] between [name and address of Procuring Entity] (hereinafter called “the Procuring Entity”) and [name and address of Contractor] (hereinafter called “the Contractor”) of the other part.

Whereas the Procuring Entity is desirous that the Contractor execute [name and identification number of contract] (hereinafter called “the Works”) with the objectives of [insert functional objectives of the works] and the Procuring Entity has accepted the Tender by the Contractor for the execution and completion of such works and the remedying of any defects therein in the sum of [contract price in words and figures] (hereinafter called “Contract Price”).

**NOW THIS AGREEMENT WITNESSES AS FOLLOWS:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement;
2. In consideration of the payments to be made by the Procuring Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Entity to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract;
3. The Procuring Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The Common Seal of \_\_\_\_\_

Was hereunto affixed in the presence of: \_\_\_\_\_

\_\_\_\_\_

Signed, Sealed, and Delivered by the said \_\_\_\_\_

In the presence of: \_\_\_\_\_

\_\_\_\_\_

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Tendering Signature of Procuring Entity \_\_\_\_\_  
\_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_  
\_\_\_\_\_

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**SECTION X: FORMS OF SECURITY**



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**A. Tender Security (Bank or Insurance Guarantee)  
(Optional)**

*[If required, the **Bank or Insurance Company/Tenderer** shall fill in this Guarantee form in accordance with the instructions indicated in brackets.]*

*[insert bank's or insurance company's name, and address of issuing branch or office]*

**Beneficiary:** *[insert name and address of Procuring Entity]*

**Date:** *[insert date]*

**TENDER GUARANTEE No.:** *[insert number]*

We have been informed that *[insert name of the Tenderer; if a joint venture, list complete legal names of partners]* (hereinafter called "the Tenderer") has submitted to you its Tender dated *[insert date]* (hereinafter called "the Tender") for the execution of *[insert name of Contract]* under Invitation for Tenders No. *[insert IFT number]* ("the IFT").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender Guarantee.

At the request of the Tenderer, we *[insert name of bank or insurance company]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures expressed in the currency of the Purchaser's Country or the equivalent amount in an international freely convertible currency]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer;

- a) Has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender;  
or
- b) Does not accept the correction of errors in accordance with the Instructions to Tenderers (hereinafter "the ITT") of the IFT; or
- c) Having been notified of the acceptance of its Tender by the Procuring Entity during the period of Tender validity;
  - (i). Fails or refuses to execute the Contract Form, if required, or

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

This Guarantee shall expire;

- a) If the Tenderer is the successful Tenderer, upon our receipt of copies of the Contract signed by the Tenderer and of the Performance Security issued to you by the Tenderer; or
- b) If the Tenderer is not the successful Tenderer, upon the earlier of;
  - (i) Our receipt of a copy of your notification to the Tenderer that the Tenderer was unsuccessful, or
  - (ii) Thirty days after the expiration of the Tenderer's Tender.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

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*[signature(s) of authorized representative(s) ]*

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**B. Performance Bank or Insurance Guarantee [Unconditional]**

[The **Bank or Insurance Company/successful Tenderer** providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets, if the Procuring Entity requires this type of security.]

*[insert bank's or insurance company's name, and address of issuing branch or office]*

**Beneficiary:** *[insert name and address of Procuring Entity]*

**Date:** *[insert date]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[insert reference number of the Contract]* dated with you, for the execution of *[insert name of Contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Contractor, we *[insert name of Bank or Insurance Company]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words]*), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

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

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

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under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall expire not later than thirty days from the date of issuance of the Taking-Over Certificate.

*[signature(s) of an authorized representative(s) of the Bank or Insurance Company]*

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**C. Bank or Insurance Guarantee for Advance Payment**

*[Bank's or Insurance Company's Name and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Procuring Entity]*

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

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the contract]* dated \_\_\_\_\_ with you, for the execution of *[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum *[amount in figures]* (\_\_\_\_\_) *[amount in words]* is to be made against an advance payment guarantee.

At the request of the Contractor, we *[name of Bank or Insurance Company]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (\_\_\_\_\_) *[amount in words]* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor used the advance payment for purposes other than the costs of mobilization in respect of the Works.

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

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the

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amount listed above has been paid to the Contractor pursuant to the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated 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 eighty (80) percent of the Contract Price has been certified for payment, or on the \_\_\_ day of \_\_\_\_, 2\_\_\_, whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

Yours truly,

Signature and seal: \_\_\_\_\_

\_\_\_\_\_  
Name of Bank or Insurance Company: \_\_\_\_\_

\_\_\_\_\_  
Address: \_\_\_\_\_

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

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**SECTION XI: APPLICATION TO PUBLIC PROCUREMENT  
ADMINISTRATIVE REVIEW BOARD**

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**FORM RB 1**  
**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

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

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**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- etc.

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

- 1.
  - 2.
- etc

SIGNED ..... (Applicant)

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

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**FOR OFFICIAL USE ONLY**

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

SIGNED

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Board Secretary