

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

Haile Selassie Avenue

**P. O. Box 60000 - 00200 Nairobi Kenya
Telephone: 2861000/2863000
Fax 340192/250783**

Email: supplies@centralbank.go.ke

**TENDER FOR REFURBISHMENT OF KAPSOYA RESIDENTIAL
HOUSES AT CENTRAL BANK OF KENYA - ELDORET BRANCH**

**(RESERVED TO CITIZEN CONTRACTORS WITH REGISTERED
OFFICES IN UASIN GISHU, NANDI, ELGEYO MARAKWET, AND
BARINGO COUNTIES)**

TENDER NO. CBK/07/2016-2017

CLOSING DATE: 11TH AUGUST, 2016 AT 10:30AM

GUIDELINES ON PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

- 1. Read Section I – Invitation to Tender carefully.** This section gives guidelines on how and where to seek further clarification pertaining to the tender document; Whether Tender Security is required or not; where and when the tenders should be submitted; and place where tenders will be opened.
- 2. Read Section II – Instruction to Tenderers.** This section guides tenderers basically on how to prepare their bid and how the tendering process will be carried out upto to the award stage including notification of award to the successful bidder. “Appendix to Instruction to Tenderers” customizes clauses under Section II. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix prevail.
- 3. Read the Evaluation Criteria:** This gives information on how the tenders will be evaluated. Tenderers should be able to evaluate their bids even before submission to determine in advance whether they meet the requirement of the tender or not. By following the evaluation criteria bidders will be able to note all the required documents that should be attached to the bid document.

Checklist of document required to form the bid document:

No.	Documents forming part of the bid	Remarks
1	The main sections of the tender document that includes: i) Section I – Invitation to Tender; ii) Section II – Instruction to Tenderers; and iii) Section III – General Conditions of the Contract	This sections remain as they are in the tender document.
2	Copy of Certificate of Incorporation or Business Registration Certificate	
3	Copy of tax compliance certificate valid at least upto the date of tender opening	
4	Copy of current registration certificate issued by National Construction Authority as a general building contractor	
5	Tender Security of Kshs. 50,000.00 from a bank or an insurance company approved by Public Procurement Regulatory Authority (PPRA). The tender security should be in the format provided in the tender document	Validity period is from the date of tender opening
6	Documentary evidence of liquid assets and/or availability of credit facilities of a value of at least Kshs.1 million (Kenya Shillings One Million) net of other contractual commitments and exclusive of any advance payments	

	which may be made under this contract for this tender. (Attach copies of bank statements for the last six months.	
7	Signed copies Financial Statement for the last three consecutive years (2012, 2013, 2014 Or 2015)	
8	Financial proposal containing priced Bill of Quantities	Prices to be quoted inclusive of all taxes
9	Duly filled and signed Form of Tender in the format provided in the tender document	
10	Dully filled and signed Confidential Business Questionnaire in the form or format provided in the tender document	
11	Copy of trade licenses or business permits issued by any of the counties (Uasin Gishu, Nandi, Elgeyo Marakwet and Baringo Counties) as proof of having registered Offices within the respective county.	
12	Copy of Company profile. This should include: i). List of technical personnel with copies of testimonials (CVs and Certificates); ii). List of equipment owned or leased: iii). List of contracts done previously with supporting documents e.g LPOs and Contracts.	

SECTION I: INVITATION FOR TENDERS

1. The Central Bank of Kenya invites sealed tenders from eligible building contractors (that have registered offices in Uasin Gishu, Nandi, Elgeyo Marakwet and Baringo Counties) for **Refurbishment of Kapsoya Residential Houses at Eldoret Branch**.
2. Interested eligible candidates may obtain further information and inspect tender documents at the office of **Ag. Director, Department of Procurement and Logistics Services, on the 5th Floor of Central Bank of Kenya Headquarters Building on Haile Selassie Avenue, Nairobi OR the Office of Branch Manager, Central Bank of Kenya Eldoret Branch** during normal working hours.
3. A complete set of tender document containing detailed information may be obtained from Central Bank of Kenya, Head Office, along Haile Selassie Avenue, Procurement and Logistics Services Department on 5th Floor upon payment of Non-refundable fee of KShs.1,000 in cash or Bankers Cheque payable to Central Bank of Kenya OR downloaded from the IFMIS website: www.supplier.treasury.go.ke OR **Central Bank of Kenya website: www.centralbank.go.ke for free**. Bidders who download the tender document are advised to sign a tender register at the **Office of the Branch Manager, Eldoret Branch** on 1st Floor Kiptagich Building Eldoret along Uganda Road, or email their contact address using the email: supplies@centralbank.go.ke before the tender closing date.
4. Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.
5. **There shall be a pre-bid conference at the site; Central Bank of Kenya Eldoret Branch on Friday 5th August 2016 at 10.00 am. Prospective bidders are encouraged to attend.**
6. Tenders must be accompanied by a **Tender Security of Kshs. 50,000.00**, valid for **150 days**. Failure to attach the Tender Security will lead to automatic rejection of the tender.
7. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box (**marked Tender Box**) on the **Ground Floor, Kiptagich Building Eldoret Branch along Uganda Road Eldoret** so as to be received on or before **11th August, 2016 at 10.30 am**.
8. Tenders will be opened immediately thereafter **i.e. 11th August, 2016 at 10.30 am** in the presence of the Candidates or their representatives who choose to attend the opening at the **Conference Room** of the CBK Eldoret Branch, **located on 1st floor Kiptagich Building Eldoret** along Uganda Road.

**Ag. DIRECTOR,
DEPARTMENT OF PROCUREMENT AND LOGISTICS SERVICES**

TABLE OF CONTENTS

	PAGE
SECTION I INVITATION TO TENDER	4
SECTION II INSTRUCTIONS TO TENDERERS	5
Appendix to Instructions to tenderers	12
Evaluation Criteria	13
SECTION III CONDITIONS OF CONTRACT.....	15
SECTION IV APPENDIX TO CONDITIONS OF CONTRACT.....	25
SECTION V BILL OF QUANTITIES	27
SECTION VI STANDARD FORMS	55
6.1 FORM OF TENDER	56
6.2 CONTRACT AGREEMENT FORM	57
6.3 CONFIDENTIAL BUSINESS & QUESTIONNAIRE FORM.....	59
6.4 TENDER SECURITY FORM	63
6.5 PERFORMANCE SECURITY FORM	64
6.6 LETTER ON NOTIFICATION OF AWARD	65
6.7 FORM RB 1	66
6.8 DECLARATION FORM	67

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 General

2.1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful Tenderer will be expected to complete the Works by the Intended Completion Date specified in the said Appendix.

2.1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:

- (a) copies of certificates of registration, and principal place of business;
- (b) total monetary value of construction work performed for each of the last five years;
- (c) experience in works of a similar nature and size for each of the last five years, and clients who may be contacted for further information on these contracts;
- (d) major items of construction equipment owned;
- (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
- (f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years;
- (g) Authority to seek references from the Tenderer's bankers.

2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.

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

2.2.3 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

2.2.4 The price to be charged for the tender document shall not exceed Kshs.1,000/=.

2.2.5 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Tender Documents

2.3.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below:

- (a) These instructions to Tenderers
- (b) Form of Tender

- (c) Conditions of Contract and Appendix to Conditions of Contract
- (d) Specifications
- (e) Drawings
- (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
- (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions

2.3.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.

2.3.3 A prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.

2.3.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the Employer.

2.3.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders in accordance with clause 2.4.9 here below.

2.4 Preparation of Tenders

2.4.1 All documents relating to the tender and any correspondence shall be in English Language.

2.4.2 The tender submitted by the Tenderer shall comprise the following:-

- (a) The Tender;
- (b) Tender Security;
- (c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
- (d) Any other materials required to be completed and submitted by Tenderers.

2.4.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the Tenderer.

2.4.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.

2.4.5 The unit rates and prices shall be in Kenya Shillings.

2.4.6 Tenders shall remain valid for a period of *one hundred twenty (120) days* from the date of submission. However in exceptional circumstances, the Employer 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.

2.4.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.

2.4.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.

2.4.9 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.

2.4.10 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Submission of Tenders

2.5.1 The tender duly filled and sealed in an envelope shall;-

- (a) be addressed to the Employer at the address provided in the invitation to tender;
- [b] bear the name and identification number of the Contract as defined in the invitation to tender; and
- [c] provide a warning not to open before the specified time and date for tender opening.

2.5.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.

2.5.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents. Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.

2.5.4 Any tender received after the deadline for opening tenders will be returned to the tenderer unopened.

2.5.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

2.6 Tender Opening and Evaluation

2.6.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.

2.6.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.

2.6.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the 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. Any effort by a Tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.

2.6.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the corrected tender figure shall prevail.
- (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).
- (e) The Error Correction Factor shall be applied to all Builders' Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.

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

2.6.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.

2.6.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

2.6.7 Where contract price variation is allowed, the variation shall not exceed 25% of the original contract price.

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

2.6.9 Preference where allowed in the evaluation of tenders shall not exceed 15%

2.6.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.

2.6.11 The Tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

2.7 Award of Contract

2.7.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.

2.7.2 Notwithstanding the provisions of clause 6.1 above, the Employer 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 or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.

2.7.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum [hereinafter and in all Contract documents called the "Contract Price" which the Employer will pay the Contractor in

consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.

2.7.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 days of receipt, the successful Tenderer will sign the Agreement and return it to the Employer.

2.7.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Performance Security amount stipulated in the Appendix to Conditions of Contract.

2.7.6 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.7.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.7.8 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.8 Corrupt and fraudulent practices

2.8.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

2.8.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.

2.8.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to Instructions to Tenderers

The following information for the procurement of works shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers Reference	Particulars of Appendix to Instructions to Tenders
2.2.4	The price to be charged for the tender document shall be Kshs. 1,000.00 and free for bidders that download the tender document from the website
2.3.1	Drawings are not applicable in this tender.
2.4.2	Tenderers shall furnish, as part of its tender, a tender security amounting to KShs. 50,000.00 in the form provided in this tender document, valid for 150 days from the date of tender opening.
2.4.6	Tender shall remain valid for 120 days after the date of tender opening prescribed in the tender notice.
2.5	Only one "ORIGINAL" tender document will be submitted
2.5.2	The sealed envelopes shall bear the tender number and name in the Invitation to Tender and the words " DO NOT OPEN BEFORE 11th August, 2016 at 10:30 A.M "
2.6.4	In accordance with Section 82 of Public Procurement and Asset Disposal Act (PPADA) 2015 there will be no correction of errors on tender sum as submitted. Thus, the tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way.
2.7.5	Performance security shall be 10% of the contract amount

Clause 2.6: EVALUATION CRITERIA

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
2. Stage 2: The Technical Evaluation (Capacity to Deliver the contract)
3. Stage 2: The Financial Evaluation (Quoted prices)

Stage 1: Compliance with the Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents:

No	Requirements	Tenderer's Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation or registration certificate (Legal structure)	
MR 2	Provide copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	
MR 4	Provide a copy of current registration certificate issued by National Construction Authority as a general building contractor	
MR 5	Provide documentary evidence of liquid assets and/or availability of credit facilities of a value of at least Kshs.1 million (Kenya Shillings One Million) net of other contractual commitments and exclusive of any advance payments which may be made under this contract for this tender. (Attach copies of bank statements for the last six months. The documents so provided may be verified for authenticity).	
MR 6	Provide Tender Security (Bid Bond) of Kshs 50,000 in the form provided in this tender document valid for 150 Days	
MR 7	Provide audited Financial Statements for the last three consecutive years (2012, 2013, and 2014 or 2015) certified by a certified auditor.	
MR 8	Provide documentary evidence as proof of having registered Offices within Uasin Gishu, Nandi, Elgeyo Marakwet and Baringo Counties in form of trade licenses or business permits issued by any of the respective counties.	

Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Evaluation (Capacity to Deliver the Service).

Stage 2: Technical Evaluation (capacity to deliver the contract)

Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on capacity to deliver the contract based on the technical parameters given below:

	Evaluation Attribute	Tenderer's Response	Weighting Score	Max Score %
T1	Number of years in the business of building construction and maintenance (a copy of certificate of incorporation or registration to be provided for verification).		Each active year will earn 4 marks to a maximum of 5 years	20
T2	Provide a list of all clients with references (names and telephone of contact persons) to which the company has done similar <u>refurbishment</u> works each valued at KShs.2,000,000.00 and above in the last 5 years.		Each reference client will earn 8 marks to a maximum of 5 clients.	40
T3	Provide a list of Qualified Technical Staff in the company with relevant qualification in building construction industry (e.g. building, electrical, plumbing etc.) who will be actively involved in the project (MUST provide detailed CV accompanied by relevant academic and professional certificates. Telephone contacts must be provided).		Each Qualified Technical Staff will earn 5 marks to a maximum of 6 Qualified Technical Staff .	30
T4	Audited Financial Statements for the last three consecutive years (2012, 2013, and 2014 or 2015) certified by a certified auditor. <i>Evaluation shall be on Profitability Ratios and Liquidity Ratios.</i>		a) i). 5 marks for Profitability margin of above 10%; ii) 3 marks for Profitability margin of 5% to and below 10%. iii). No mark for Profitability margin below 5%. b) i). 5 marks for Liquidity ratio equal or better than 1:1. ii). 3 marks for Liquidity ratio between 1:1 and 0.5:1 iii). No mark for Liquidity ratio below 0.5:1	10
	Total			100

Notes:

✓ **Profitability Margin** = EBIT / Gross Revenue/Sales

✓ **Current Ratio** = Current Assets/ Current Liabilities

Tenderers will be required to **score 75% and above** on the above Technical Evaluation to qualify for Financial Evaluation.

Stage 3. FINANCIAL EVALUATION

Tenderers that **score 75% and above** under Technical Evaluation on Capacity to deliver the contract will have their bids subjected to financial evaluation. Financial Evaluation shall involve checking arithmetic errors and completeness of the bill of quantities. The lowest evaluated bidders will be considered for award of the tender.

SECTION III: CONDITIONS OF CONTRACT

<i>Table of Clauses</i>	<i>Page</i>
1. DEFINITIONS.....	16
2. CONTRACT DOCUMENTS.....	17
3. EMPLOYER’S REPRESENTATIVE’S DECISIONS.....	18
4. WORKS, LANGUAGE AND LAW OF CONTRACT.....	18
5. SAFETY, TEMPORARY WORKS AND DISCOVERIES.....	18
6. WORK PROGRAM AND SUB-CONTRACTING.....	18
7. THE SITE.....	18
8. INSTRUCTIONS.....	19
9. EXTENSION OF COMPLETION DATE.....	19
10. MANAGEMENT MEETINGS.....	20
11. DEFECTS.....	20
12. BILLS OF QUANTITIES/SCHEDULE OF RATES.....	20
13. VARIATIONS.....	21
14. PAYMENT CERTIFICATES AND FINAL ACCOUNT	21
15. INSURANCES	22
16. LIQUIDATED DAMAGES.....	22
17. COMPLETION AND TAKING OVER.....	22
18. TERMINATION.....	23
19. PAYMENT UPON TERMINATION.....	23
20. CORRUPT GIFTS AND PAYMENTS OF COMMISSION.....	24
21. SETTLEMENT OF DISPUTES.....	24
22. APPENDIX TO CONDITIONS OF CONTRACT	25

SECTION III - CONDITIONS OF CONTRACT (Part I)

1. Definitions

- 1.1 In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated;

"Bills of Quantities" means the priced and completed Bill of Quantities forming part of the tender [where applicable].

"Schedule of Rates" means the priced Schedule of Rates forming part of the tender [where applicable].

"The Completion Date" means the date of completion of the Works as certified by the Employer's Representative.

"The Contract" means the agreement entered into by the Employer and the Contractor as recorded in the Agreement Form and signed by the parties.

"The Contractor" refers to the person or corporate body whose tender to carry out the Works has been accepted by the Employer.

"The Contractor's Tender" is the completed tendering document submitted by the Contractor to the Employer.

"The Contract Price" is the price stated in the Letter of Acceptance.

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

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

"The Defects Liability Certificate" is the certificate issued by Employer's Representative upon correction of defects by the Contractor.

"The Defects Liability Period" is the period named in the Appendix to Conditions of Contract and calculated from the Completion Date.

"Drawings" include calculations and other information provided or approved by the Employer's Representative for the execution of the Contract.

"Employer" Includes Central or Local Government administration, Universities, Public Institutions and Corporations and 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 for the execution of the Works.

“Site” means the place or places where the permanent Works are to be carried out including workshops where the same is being prepared.

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

“Employer’s Representative” is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Works.

“Specification” means the Specification of the Works included in the Contract.

“Start Date” is the date when the Contractor shall commence execution of the Works.

“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 which are needed for construction or installation of the Works.

“A Variation” is an instruction given by the Employer’s Representative which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer.

2. Contract Documents

2.1 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor’s Tender,
- (4) Conditions of Contract,
- (5) Specifications,
- (6) Drawings,
- (7) Bills of Quantities or Schedule of Rates [whichever is applicable]

3. Employer's Representative's Decisions

- 3.1 Except where otherwise specifically stated, the Employer's Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

4. Works, Language and Law of Contract

- 4.1 The Contractor shall construct and install the Works in accordance with the Contract documents. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Employer's Representative, and complete them by the Intended Completion Date.
- 4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

5. Safety, Temporary works and Discoveries

- 5.1 The Contractor shall be responsible for design of temporary works and shall obtain approval of third parties to the design of the temporary works where required.
- 5.2 The Contractor shall be responsible for the safety of all activities on the Site.
- 5.3 Anything of historical or other interest or significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Employer's Representative of such discoveries and carry out the Employer's Representative's instructions for dealing with them.

6 Work Program and Sub-contracting

- 6.1 Within seven days after Site possession date, the Contractor shall submit to the Employer's Representative for approval a program showing the general methods, arrangements, order and timing for all the activities in the Works.
- 6.2 The Contractor may sub-contract the Works (but only to a maximum of 25 percent of the Contract Price) with the approval of the Employer's Representative. However, he shall not assign the Contract without the approval of the Employer in writing. Sub-contracting shall not alter the Contractor's obligations.

7 The site

- 7.1 The Employer shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the Employer's Representative and any other person authorised by the Employer's Representative, 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.

8 Instructions

8.1 The Contractor shall carry out all instructions of the Employer's Representative which are in accordance with the Contract.

9 Extension of Completion Date

9.1 The Employer's Representative shall extend the Completion Date if an occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.

9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;

Delay by:-

(a) force majeure, or

(b) reason of any exceptionally adverse weather conditions, or

(c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or

(d) reason of the Employer's Representative's instructions issued under these Conditions, or

(e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or

(f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or

(g) reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or

(h) reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or

(i) reason of delay in appointing a replacement Employer's Representative, or

(j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or

(k) delay in receiving possession of or access to the Site.

10 Management Meetings

10.1 A Contract management meeting shall be held regularly and attended by the Employer's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Employer's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.

10.2 Communication between parties shall be effective only when in writing.

11 Defects

11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

11.2 The Employer's Representative 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 Appendix to Conditions of Contract.

11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

12 Bills of Quantities/Schedule of Rates

12.1 The Bills of Quantities/Schedule of Rates shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rates in the Bills of Quantities/Schedule of Rates for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be

deemed covered by the rates for other items in the Bills of Quantities/Schedule of Rates.

- 12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

13 Variations

- 13.1 The Contractor shall provide the Employer's Representative with a quotation for carrying out the variations when requested to do so. The Employer's Representative shall assess the quotation and shall obtain the necessary authority from the Employer before the variation is ordered.
- 13.2 If the Work in the variation corresponds with an item description in the Bill of Quantities/Schedule of Rates, the rate in the Bill of Quantities/Schedule of Rates shall be used to calculate the value of the variation. If the nature of the Work in the variation does not correspond with items in the Bill of Quantities/Schedule of Rates, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 13.3 If the Contractor's quotation is unreasonable, the Employer's Representative may order the variation and make a change to the Contract Price, which shall be based on the Employer's Representative's own forecast of the effects of the variation on the Contractor's costs.

14 Payment Certificates and Final Account

- 14.1 The Contractor shall be paid after each of the following stages of Work listed here below (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Schedule of Rates.

- (i) Advance payment _____ (percent of Contract Price, [after Contract execution] *to be inserted by the Employer*).
- (ii) First stage (*define stage*) _____
- (iii) Second stage (*define stage*) _____
- (iv) Third stage (*define stage*) _____
- (v) After defects liability period .

- 14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and

certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application. The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.

- 14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 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 Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.
- 14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the

Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

15. Insurance

- 15.1 The Contractor shall be responsible for and shall take out appropriate cover against, among other risks, personal injury; loss of or damage to the Works, materials and plant; and loss of or damage to property.

16. Liquidated Damages

- 16.1 The Contractor shall pay liquidated damages to the Employer at the rate 0.001 per cent of the Contract price per day for each day that the actual Completion Date is later than the Intended Completion Date except in the case of any of the occurrences listed under clause 9.2. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

17. Completion and Taking Over

- 17.1 Upon deciding that the Work is complete the Contractor shall request the Employer's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed.

The Employer shall take over the Site and the Works within seven days of the Employer's Representative issuing a Certificate of Completion.

18. Termination

- 18.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;
- (a) the Contractor stops Work for 30 days continuously without reasonable cause or authority from the Employer's Representative;
 - (b) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove.
 - (d) the Employer's Representative 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.
- 18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

19. Payment Upon Termination

- 19.1 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on Site, plant, equipment and temporary works.
- 19.2 The Contractor shall, during the execution or after the completion of the Works under this clause, remove from the Site as and when required within such reasonable time as the Employer's Representative may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to him, and in default thereof, the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.
- 19.3 Until after completion of the Works under this clause, the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefor the Employer's Representative shall

certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

20. Corrupt Gifts and Payments of Commission

20.1 The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.
- (b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

21. Settlement of Disputes

- 21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

SECTION IV: APPENDIX TO CONDITIONS OF CONTRACT (Part II)

THE EMPLOYER IS:

Name: Central Bank of Kenya

Address: P. O. Box 60000 – 00200, Nairobi

Title: Ag. Director, Procurement & Logistics Services

Telephone: 020 2860000

The name (and identification number) of the Contract is **TENDER FOR REFURBISHMENT OF KAPSOYA RESIDENTIAL HOUSES AT CENTRAL BANK OF KENYA ELDORET BRANCH. (RESERVED TO CITIZEN CONTRACTORS WITH REGISTERED OFFICES IN UASIN GISHU, NANDI, ELGEYO MARAKWET, AND BARINGO COUNTIES)**

The Works consist of Refurbishment of Kapsoya Houses at CBK Eldoret Branch.

The Start Date shall be agreed upon signing of the contract with the successful bidder.

The Intended Completion Date for the whole of the Works shall be as indicated in the contract.

The Site Possession date shall be agreed upon the signing of the contract with the successful bidder.

The Site is located at CBK Eldoret Branch in Eldoret Town.

The Defects Liability Period is 3 months during which a retention equivalent to 5% of the contract sum will be withheld until all noted defects are cleared.

Amount of Tender Security is (Kshs. 50,000.00)

The name and address of the Employer for the purposes of submission of tenders is **Ag. Director, Department of Procurement and Logistics Services C/O Office of Branch Manager, Central Bank of Kenya Eldoret Branch P. O. Box 2710, 30100, Eldoret** during normal working hours.

The amount of performance security shall be 10% of the Contract Price.

SPECIAL NOTES TO ALL BIDDERS

1. Bidders are required to make a site inspection at their own cost to verify the scope of the specified works and take their own measurement so as to submit a comprehensive bid. Arrangement for accessing the site will be made with the **Head, Estates, Central Bank of Kenya – Eldoret who will also arrange for a pre-bid conference and a joint site inspection** with all bidders before the closing date for the tender. No claims for lack of information will be entertained after opening of the bids.
2. The Bank will expect the highest quality of workmanship. Therefore, workmanship below the expected standards will be replaced at the cost of the Contractor.
3. All prices entered in the Bills of Quantities shall be **in Kenya Shillings** inclusive of all Government taxes and no claims for lack of understanding or omission in this regard will be accepted after the award of the tender. Therefore, bidders are required to ask for clarifications where and if necessary before submitting their bids.
4. This is a fixed price quotation and no variations will be entertained after the award of the tender. Bidders are advised to take this into account so as to include all costs and taxes in their bids.
5. There will be no advance payment to the Bidders.
6. The tender will be a lump sum figure in Kenya shillings, to cover all works. Contingency sum, where stated, will only be utilized on justification by the contractor and approval by the client.
7. The bid shall remain valid for **120 days** from the date opening.
8. Payment for the works will be made on progressive completion. No claim for advance payment will be released.
9. The Contractor will be required to maintain a high standard of cleanliness and housekeeping at the site. He/she will regularly cart away all debris or unwanted materials from the site and clear the site prior to the date of handover of the completed works.
10. Canvassing directly by the bidder or by proxy shall lead to automatic disqualification of his bid.
11. No sub-contracting or joint venture allowed in this bid.

**SECTION V: BILL OF QUANTITIES & PARTICULAR SPECIFICATIONS FOR
REFURBISHMENT OF RESIDENTIAL FLATS AT ELDORET BRANCH**

HOUSE NO. 38					
Item	Description	Qty	Unit	Rate	Amount
	Floor Finishes				
A.	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B.	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C.	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D.	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
E.	Wall Finishes				
F.	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
G.	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
H.	Window				
I.	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
J.	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
K.	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
L.	Doors				
M.	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
N.	Soffits of suspended ceiling				
O.	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
P.	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
Q.	Stairs				
R.	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
S.	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		

T.	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
U.	Repair the leaking kitchen sink and tap	1	ITEM		
V.	Repair the leaking wash basin	1	ITEM		
W.	6A 1 gang 1 way switch as MK or equal and approved	1	NO		
X.	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
Y.	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 38					
	HOUSE NO. 39				
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				

K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove 1 no. soft board ceiling board size 1200x240mm and replace with 19mm thick chipboard ceiling.	1	ITEM		
	Stairs				
N	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
O	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
P	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
Q	Repair the leaking kitchen sink and tap	1	ITEM		
R	Supply and fix 1 No. 7.5 litres complete cistern as Twyford	2	ITEM		
S	Repair the leaking wash hand basin	1	ITEM		
T	Supply and fix 1 No. Complete wardrobe closing lock	1	ITEM		
U	Attend to the leaking roof	1	ITEM		
V	Replace lighting point holders	1	ITEM		
W	Replace 1 No.24VDC 6" alarm bell as Menvier	1	ITEM		
X	Replace 2No.300x300mm 'L' shaped steel wall brackets	2	NO		
Y	6A 1 gang 1 way switch as MK or equal and approved	2	NO		
Z	Carefully attend to the hinge broken steel gate size 2500x2100mm high	1	ITEM		
AA	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
BB	Replace glass 6mm thick	2	SM		
CC	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 39					
HOUSE NO. 40					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		

B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet				
	box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	Repair the leaking kitchen sink and tap	1	ITEM		
Q	Supply and fix 3 No. Complete Pegler brass tap as England.	3	ITEM		
R	Supply and fix 1 No. 7.5 litres Complete cistern as Twyford	1	ITEM		
S	Repair the leaking wash hand basin.	1	ITEM		

T	Replace 2No.300x300mm 'L' shaped steel wall brackets	2	ITEM		
U	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
V	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 40					
HOUSE NO. 41					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				

M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	6A 1 gang 1 way switch as MK or equal and approved.	2	NO		
Q	Supply and fix 1 No. 7.5litres Complete cistern as Twyford	2	ITEM		
R	Supply and fix 1 No. 1200mmx2x36 watts Fluorescent fittings complete with electronic ballast, aluminium reflectors and cross vanes as Thorn or approved equivalent.	1	ITEM		
S	Repair the leaking wash hand basin.	1	ITEM		
T	Supply and fix 1/2" brass Pegler Tap as England.	2	ITEM		
U	Repair the leaking Kitchen sink and tap	1	ITEM		
V	Supply and fix 1 No. 20mm aluminium curtain rail 25mm long.	1	ITEM		
W	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
X	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 41					
HOUSE NO. 42					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives with cement grouting.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		

F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Windows				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet				
	box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling.				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	Supply and fix 1 No. 7.5litres Complete cistern as Twyford	2	ITEM		
Q	Repair to the leaking kitchen sink and tap	1	ITEM		
R	Supply and fix 3 - lever, 75mm rebated mortice lock complete with 3 - keys and set of chromium plate handles of " UNION " or other equal and approved	3	NO		
S	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
T	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 42					

HOUSE NO. 43					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	window				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling.				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		

Q	Repair the leaking kitchen sink and tap	1	ITEM		
R	Repair the wash hand basin	1	ITEM		
S	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw	1	NO		
T	Supply and mount 6A 1 gang 1 way switch	2	NO		
U	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 43					
HOUSE NO. 44					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet girth 100-200mm box.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		

L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
P	Supply and fix 1/2" Tap	2	ITEM		
Q	Copper tubing 15mm diameter including back nuts	4	ITEM		
R	Repair the leaking kitchen sink and tap	1	ITEM		
S	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 44					
HOUSE NO. 45					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Windows				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		

I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	Supply and fix the broken glass	1	SM		
Q	Supply and fix 1 No. 7.5litres Complete cistern as Twyford	1	ITEM		
R	Supply and fix 1 No. 7.5litres Complete cistern as Twyford	2	ITEM		
S	Supply and fix Complete wardrobe closing lock	2	NO		
T	Supply and fix lighting point holders	4	NO		
U	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount	1	NO		
V	Supply and fix 3 - lever, 75mm rebated mortice lock complete with 3 - keys and set of chromium plate handles of ' UNION ' or other equal and approved.	3	NO		
W	Supply and fix Formica	2	SM		
X	1 No plastic water storage tank 500 lts as made by "KENTANK"	1	ITEM		
Y	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 45					

HOUSE NO. 46					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		

Q	Repair the leaking kitchen sink and tap.	1	ITEM		
R	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 46					
HOUSE NO. 47					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove the affected ceiling board and fix new	1	NO		
	Stairs				

N	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
O	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
P	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
Q	Supply and fix the broken window glass 6mm thick	2	SM		
R	Supply and fix 2 No. 7.5 litres Complete cistern as Twyford.	2	ITEM		
S	Repair the leaking Kitchen sink and tap	1	ITEM		
T	Supply and fix Complete wardrobe closing lock	2	NO		
U	Supply and fix lighting point holders	4	NO		
V	Repair to the wash hand basin	1	ITEM		
W	Carefully remove the existing doors and keep as directed.	2	NO		
X	Copper tubing 15mm diameter including back nuts.	2	ITEM		
Y	Supply and fix 900x2100mm mahogany veneered panel door	2	NO		
Z	Supply and fix 3 - lever, 75mm rebated mortice lock complete with 3 - keys and set of chromium plate handles of " UNION " or other equal and approved	2	NO		
A	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
B	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 47					
HOUSE NO. 48					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		

D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove the affected ceiling board and fix new	1	NO		
	Stairs				
N	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
O	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
P	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
Q	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
R	Repair the leaking Kitchen sink and tap.	1	ITEM		
S	Repair the wash hand basin	1	ITEM		
T	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 48					

HOUSE NO. 49					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove the affected ceiling board and fix new	1	NO		
	Stairs				
N	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
O	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
P	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		

Q	Supply and fix new cooker controller	1	ITEM		
R	Supply and fix Formica on sink worktop	2	SM		
S	Repair the leaking wash hand basin	1	ITEM		
T	Repair the leaking kitchen sink and tap	1	ITEM		
U	Supply and fix 1No. Twin switched socket outlets as MK approved equivalent mounted on steel trunking.	1	ITEM		
V	Supply and fix curtain rollers to the curtain box	1	ITEM		
W	Supply and fix 1 No. 1200mmx2x36 watts Fluorescent fittings complete with electronic ballast, aluminium reflectors and cross vanes as Thorn or approved equivalent.	2	ITEM		
X	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
Y	Copper tubing 15mm diameter including back nuts	3	ITEM		
Z	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 49					
HOUSE NO. 28					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		

I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
N	Repair the leaking Kitchen sink and tap	1	ITEM		
O	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 28					
HOUSE NO. 27					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		

I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove the affected ceiling board and fix new.	1	NO		
	Stairs				
N	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
O	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
P	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
Q	Supply and fix the broken window glass	2	SM		
R	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
S	Repair the leaking wash hand basin	1	ITEM		
T	Copper tubing 15mm diameter including back nuts	2	ITEM		
U	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw	1	NO		
V	Mount 2 gang 2 way switch	1	NO		
W	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 27					
HOUSE NO. 50					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		

C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives with cement grouting.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Carefully remove 1 no ceiling board and replace with new	1	ITEM		
N	Supply and fix 1 No. 7.5 litres Twyford advent white cistern	2	ITEM		
O	Supply and fix 100x50mm diameter 4 way floor trap	2	ITEM		
P	Repair the leaking Kitchen sink and tap	1	ITEM		
Q	Supply and fix 1 No. Socket	1	ITEM		
R	Attend to the leaking roof	1	ITEM		
S	Replace lighting point holders	1	ITEM		
T	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount	1	NO		
U	6A 1 gang 1 way switch as MK or equal and approved	2	NO		
V	Replace 1 No. 24VDC 6" alarm bell as Menvier	1	ITEM		
W	Attend to the gate and repair where necessary	1	ITEM		
X	Replace glass 6mm thick	1	SM		

Y	Supply and fix curtain rollers	1	ITEM		
Z	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
AA	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 50					
HOUSE NO. 51					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling	58	SM		

M	Carefully remove 1 no ceiling board and replace with new	1	ITEM		
N	Supply and fix 1 No. Complete cistern with WC.	2	ITEM		
O	Supply and fix 1No. Twin switched socket outlets as MK approved equivalent mounted on steel trunking.	1	ITEM		
P	Attend to the leaking roof	1	ITEM		
Q	Replace lighting point holders	1	ITEM		
R	Replace 1 No.24VDC 6" alarm bell as Menvier	1	ITEM		
S	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount.	1	NO		
T	Replace glass 6mm thick	1	SM		
U	Supply and fix 1 No. 1200mmx2x36 watts Fluorescent fittings complete with electronic ballast, aluminium reflectors and cross vanes as Thorn or approved equivalent.	1	NO		
V	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
W	Repair the wash hand basin	1	ITEM		
X	100x50mm diameter 4 way floor trap	2	ITEM		
Y	Copper tubing 15mm diameter including back nuts	2	ITEM		
Z	Repair the leaking kitchen sink and tap	1	ITEM		
AA	Supply and fix Mahogany frame size 150x50mm	3	LM		
BB	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 51					
	HOUSE NO. 52				
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				

E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling.				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Supply and fix 1 No. 7.5 litres Twyford advent white cistern	1	ITEM		
N	Supply and fix bracket holders	3	NO		
O	Supply and fix toilet roll holder	1	NO		
P	100x50mm diameter 4 way floor trap	2	ITEM		
Q	Repair the leaking wash hand basin	2	ITEM		
R	Repair the wash hand basin	1	ITEM		
S	Supply and fix window fasteners	1	NO		
T	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount.	1	NO		
U	Attend to the gate and repair where necessary	1	ITEM		
V	Carefully align the cornice as directed	1	ITEM		
W	Supply and fix curtain rollers	1	ITEM		
X	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
Y	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 52					

HOUSE NO. 53					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling.				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling.	58	SM		
M	Supply and fix 1 No. 7.5 litres Twyford advent white cistern	1	ITEM		
N	Supply and fix 1No. Twin switched socket outlets as MK approved equivalent mounted on steel trunking.	3	NO		
O	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount.	1	NO		
P	Replace lighting point holders	1	ITEM		
Q	Replace 1 No. 24VDC 6" alarm bell as Menvier.	1	ITEM		
R	Replace glass 6mm thick	1	SM		

S	Supply and fix 1 No. 1200mmx2x36 watts Fluorescent fittings complete with electronic ballast, aluminium reflectors and cross vanes as Thorn or approved equivalent.	1	NO		
T	Supply and fix curtain rails complete with rollers	1	ITEM		
U	100x50mm diameter 4 way floor trap	1	ITEM		
V	Repair the leaking wash hand basin	1	ITEM		
W	Repair the leaking kitchen sink and tap	1	ITEM		
X	Attend to the gate and repair where necessary	1	ITEM		
Y	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
Z	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 53					
HOUSE NO. 54					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	25x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		
F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				

J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
	Soffits of suspended ceiling				
K	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
L	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling	58	SM		
	Stairs				
M	Hack and remove 19mm thick cement sand screed to receive new floor.	14	SM		
N	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	14	SM		
O	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	14	SM		
P	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
Q	100x50mm diameter 4 way floor trap	1	ITEM		
R	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount.	1	NO		
S	Repair the leaking wash hand basin	1	ITEM		
T	Repair the leaking sink and tap	1	ITEM		
U	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 54					
HOUSE NO. 55					
	Floor Finishes				
A	Hack and remove 19mm thick cement sand screed to receive new floor.	58	SM		
B	38mm thick (24mm C+S backing and 15mm thick to receive variety of finish in the different rooms).	58	SM		
C	600x600x25mm thick coloured granito floor tiles bedded and jointed 1:1 webers tile adhesives.	58	SM		
D	12x150mm granito tiles skirting bedded and jointed in 1:1 webers tile adhesives.	42	LM		
	Wall Finishes				
E	Carefully scrap, wash, remove old paints and paint clean walls to receive new paints.	110	SM		

F	Prepare and apply one undercoat and two finishing coats of first grade silk vinyl paint to internal walls.	110	SM		
	Window				
G	Prepare and apply three coats of gloss paint to general surface of metal.	18	SM		
H	Prepare and apply three coats of clear varnish to pelmet box girth 100-200mm.	15	LM		
I	Prepare and apply three coats of clear varnish on general surface of wood girth not exceeding 100mm.	15	LM		
	Doors				
J	Prepare and apply one undercoat and two finishing coats of first quality gloss oil paint both internal and external surfaces of door.	24	SM		
K	Supply and fix 3 - lever, 75mm rebated mortice lock complete with 3 - keys and set of chromium plate handles of " UNION " or other equal and approved	1	NO		
	Soffits of suspended ceiling				
L	Carefully scrap, wash, remove old paints and clean up walls to receive new paints.	58	SM		
M	Prepare and apply one undercoat and two finishing coats of first grade matt emulsion paint to the soffits of ceiling	58	SM		
N	Supply and fix BJB 3 porcelain, discharge lamp holder E40 base, screw mount.	1	NO		
O	100x50mm diameter 4 way floor trap	2	ITEM		
P	Repair the leaking Kitchen sink and tap	1	ITEM		
Q	1 No plastic water storage tank 500lts as made by "KENTANK"	1	ITEM		
R	Provide, lay and joint 600 x 600 x 50mm thick precast concrete paving slab jointed in cement sand mortar (1:4) laid on 75mm sand bed including excavations and 10mm thick mass concrete at the edges of paving slabs	34	SM		
Sub-Total carried to summary for House No. 55					
SUMMARY PAGE					
	HOUSE NUMBER 38				
	HOUSE NUMBER 39				
	HOUSE NUMBER 40				
	HOUSE NUMBER 41				
	HOUSE NUMBER 42				

	HOUSE NUMBER 43				
	HOUSE NUMBER 44				
	HOUSE NUMBER 45				
	HOUSE NUMBER 46				
	HOUSE NUMBER 47				
	HOUSE NUMBER 48				
	HOUSE NUMBER 49				
	HOUSE NUMBER 28				
	HOUSE NUMBER 27				
	HOUSE NUMBER 50				
	HOUSE NUMBER 51				
	HOUSE NUMBER 52				
	HOUSE NUMBER 53				
	HOUSE NUMBER 54				
	HOUSE NUMBER 55				
	SUBTOTAL				
	Provision for Supervision by Ministry of Lands, Housing and Urban Development				500,000.00
	Provisional sum for specialized measured works				200,000.00
	SUBTOTAL				
	VAT @ 16%				
	GRAND TOTAL				

NOTE

The Successful tenderer will be required to submit samples of materials, fittings and equipment for approval prior to installation. Similarly, successful tenderer will be required to prepare sample works for approval before undertaking the full scope of specified work.

SECTION VI: STANDARD FORMS

Notes on the standard Forms

6.1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

6.2 **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.

6.3 **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.

6.4 **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.

6.5 **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

6.6 Letter of Notification of Award - This form should not be completed by the tenderer at the time of submitting the tender.

6.7 Form RB 1 - This form should not be completed by the tenderer at the time of submitting the tender.

6.8 Declaration Form - This form must be completed by the tenderer at the time of submitting the tender.

6.1 TENDER FORM

Ag. Director,
Procurement and Logistics Services
Central Bank of Kenya
P.O. Box 60000 – 00200, **NAIROBI**

Dear Sir,

BILL OF QUANTITIES AND PARTICULAR SPECIFICATIONS FOR REFURBISHMENT OF KAPSOYA HOUSES AT ELDORET BRANCH

In accordance with the Instructions to Tenderers and Specifications for the execution of the above works, we, the undersigned offer to undertake the above works (comprising) to the entire satisfaction of the Bank for a total fee of:

Amount of Tender (Fee): Kshs

In words, Kenya Shillings:

.....

1. We acknowledge that the Appendix to the Tender Form forms part of our tender.
2. We undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of the Letter of Acceptance.
3. We agree to abide by this tender for a period of 120 days from the date of tender opening and it shall remain binding upon us and may be accepted at any time before the expiry of this period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest tender or any Tender you may receive

Name of Contractor:

Signature of the first Director

Address.....

Date.....

Signature of the second Director

Address.....

Date.....

Company Seal

6.2: FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____
between _____ of [or whose
registered office is situated at] _____
(Hereinafter called "the Employer") of the one part AND
_____ of [or whose
registered office is situated at] _____
(Hereinafter called "the Contractor") of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

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

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
 - (i) Letter of Acceptance
 - (ii) Form of Tender
 - (iii) Conditions of Contract Part I
 - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

(ii) Name _____

Address _____

Signature _____

6.3 PROFILE OF THE COMPANY (Confidential Business Questionnaire)

(You are advised that it is a serious commission to give false information under this section as it may render your bid being automatically disqualified).

PART I: GENERAL INFORMATION

- a) The questionnaire must be fully and comprehensively completed in all respects.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Any information given and later found to be incorrect shall lead to disqualification of the tenderer.
- d) Deliberately incorrect information leads to disqualification of the application.
- e) Canvassing will lead to automatic disqualification of the applicant.

PART II: BIDDER DETAIL

The purpose of this section is to provide the required background information of the bidder organization.

1)	Provide documentary evidence of the registered name and number of your company and date of Registration.		
	Company Name	Company Registration Number	Registration Date

2)	Give full details of your Bankers.
----	------------------------------------

PART III: CONTACT PERSON(S) DETAIL

3)	Provide the contact person (s) name(s), addresses, phone numbers etc.	
	Contact Person Name	
	Landline Telephone Number	
	Cellular Telephone Number	
	Facsimile Telephone Number	
	E-mail	
	Postal Address	
	Physical Address	
4)	Please provide evidence of the registered street and postal addresses of the bidding organization.	
	Registered Street Address	Registered Postal Address of your organisation
5)	Please provide evidence of current registration with relevant regulatory body within your industry, if any, including ISO reference or proof of the award.	

PART IV: BIDDER ORGANIZATION PROFILE

6)	Who owns your organization? Provide details of the holding company and the main shareholders indicating percentage of shares held.	
7)	What is your organisation's primary business activity? Provide a list with the estimated percentage of revenue earned from each of the primary business activities.	
8)	Provide the location of the service centre (s) that will support the Central Bank of Kenya.	
	Sales Office/Service Centre	Location

PART V: BIDDING ORGANISATION'S CLIENT BASE

The purpose of this section is to get a view of the number and profile of customers that the bidding organization has.

The Bank intends to contact these customers when checking references. You shall be expected to state any objections. If not stated, you shall be deemed to have authorized the Bank to contact these customers.

9)	Please provide reference letters from your three (3) major clients where you have successfully carried out similar or comparable assignment.
----	--

PART VI: BIDDER'S STANDARD CONTRACTS

10)	Describe your approach to contracting and negotiation specifically relating to the availability and use of standard contracts and whether you consider any of the standard contracts or specific clause to be not negotiable.
11)	Provide details of the preferred payment plan if not contained in the standard contract supplied.

PART VII: VERIFICATION OF BUSINESS SUSTAINABILITY

12)	Provide audited financial statements for the last three financial years. The supply of these financial statements will be mandatory for your tender to be considered responsive.
13)	State whether you are currently involved in any litigation or arbitration (or any other legal process which may result in legal or financial liability). If yes, what is the financial exposure as a result of the litigation, arbitration or other legal process and on what basis has this financial exposure been calculated? If yes, what other exposure could result from the litigation, arbitration or other legal process and will this financial or other exposure materially prejudice the bidder's financial position or its ability to successfully and timorously implement any contract which may be awarded to it pursuant to this Tender?

14)	Have you ever:		
	Question	Response	
		Yes	No
	Forfeited any payment on a contract?		
	Been declared in default of a contract?		
	Negotiated the premature termination of a contract?		
	Had an uncompleted contract assigned to another solution provider?		

PART VII: TECHNICAL SUPPORT & CAPACITY BUILDING

15)	State your policy on technological (maintenance) and operational support including capacity building (training) you offer to your clients.
-----	--

PART XIII: CERTIFICATION

	I/We do hereby certify that the above information is correct in all respects. FULL NAME: DESIGNATION/POSITION: SIGNATURE: DATE: COMPANY SEAL AND/OR STAMP:
--	---

6.4 TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for refurbishment of Kapsoya Residential Houses to Central Bank of Kenya, Eldoret Branch (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20_____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

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

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

6.5 PERFORMANCE SECURITY FORM

To:

[Name of procuring entity]

WHEREAS *[name of tenderer]*

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____
_____ *[reference number of the contract]* dated _____ 20 _____ to
supply

[description of works] (Hereinafter called "the Contract")

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

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

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of

[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of *[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 ____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)

6.6 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

6.7 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....of20...

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: 1.

- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
..... day of20.....

SIGNED Board Secretary

6.8 DECLARATION FORM

Date _____

To _____

The tenderer i.e. (name and address) _____

_____ declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)