

# COUNTY GOVERNMENT OF ELGEYO MARAKWET

## P.O. BOX 220- 30700

## ITEN.

# STANDARD TENDER DOCUMENT

**FOR…….**

**WARD……**

**CONTRACT NO: ……**

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# INTRODUCTION

1.1 This standard tender document for procurement of works has been prepared for use by procuring entities in Kenya in the procurement of works (e.g. Buildings, Roads, Bridges, Repairs and Maintenance) which the procuring entity considers to be small and where it is not required to be open tendering.

1.2 The following guidelines should be observed when using the document:-

(a) Specific details should be furnished in the tender notice and in the special conditions of contract (where applicable). The tender document issued to tenderers should not have blank spaces or options.

(b) The instructions to tenderers and the General Conditions of Contract should remain unchanged. Any necessary amendments to these parts should be made through Appendix to instructions to tenderers and special conditions of contract respectively.

1.3 (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable prospective tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements

I. The invitation to tender shall be as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have been prequalified following a request for prequalification.

1.4 The cover of the tender document should be modified to include:-

II. Tender number.
III. Tender name.
IV. Name of procuring entity.
V. Delete name and address of PPOA.

# SECTION I

## INVITATION FOR TENDERS

**Tender reference No.: …….**

**Tender Name: …….**

1.1 The County Government of Elgeyomarakwet invites sealed tenders for the ……..

1.2 Interested eligible candidates may obtain further information and inspect tender documents (and obtain additional information) at (County Government of Elgeyo Marakwet Procurement Office P.O BOX 220-30700 ITEN) during normal working hours.

1.3 A complete set of tender documents may be obtained by interested candidates at the County Website (www.elgeyomarakwet.go.ke.

1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for () days from the closing date of tender. Price variation of changes must be notified within 30 days.

1.5 Completed tender documents are to be submitted by the winning bidder after receiving Notification of Tender award marked with Tender name and reference number.

1.6 Tenders will automatically closed by the Ifmis system.

For (*Accounting Officer/Procuring Entity*)

**SECTION II**

**INSTRUCTIONS TO TENDERERS**

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## INSTRUCTIONS TO TENDERERS.

### 1. General

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

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

**Preliminar**y

1. Certificate of Incorporation
2. Valid Business Permit
3. Valid Tax Compliance
4. Relevant NCA 7 and Valid Practicing License
5. Current CR12
6. Must Fill Form of Tender and Confidential Business Questionnaire in the Format Provided
7. Completeness of Bill of Quantities
8. Site Visit Certificate if Applicable
9. 1% Bid Bond of the Total Bid Sum
10. AGPO Certificate if Applicable

**Technica**l

1. Proof of Relevant Experience Completion Certificate (4=20mks)
2. Current Bank Statement and Current Audited Accounts (2=20mks)
3. Technical Personnel (4=20mks)
4. Relevant List of Equipment (4=20mks)

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

1.4 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.

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

1.6 The price to be charged for the tender document shall not exceed Kshs.5,000/=

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

## 2. Tender Documents

2.1 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

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

2.4 Before the deadline for submission of tenders, the Procuring entity 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 Procuring entity.

2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Procuring entity shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.2 here below.

## 3. Preparation of Tenders

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

3.2 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.

3.3 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.

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

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

3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Procuring entity may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.

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

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

3.9 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.

3.10 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.

## 4. Submission of Tenders

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

(a) Be addressed to the Procuring entity 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.

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

4.3 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.

4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.

4.5 The Procuring entity 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 Procuring entity and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

## 5. Tender Opening and Evaluation

5.1 The Tenders will be automatically be closed by the IFMIS System.

5.2 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 Procuring entity's officials, processing of tenders or award decisions may result in the rejection of his tender.

5.3 The tender sum as submitted in the IFMIS System shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

(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 Procuring entity's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.

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

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

5.6 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.

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

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

5.9 To assist in the examination, evaluation, and comparison of tenders, the Procuring entity 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.

5.10 The Tenderer shall not influence the Procuring entity 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 Procuring entity or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

## 6. Award of Contract

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

6.2 Notwithstanding the provisions of clause 6.1 above, the Procuring entity reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.

6.3 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 Procuring entity 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.

6.4 The Contract Agreement will incorporate all agreements between the Procuring entity and the successful Tenderer. It will be signed by the Procuring entity 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 Procuring entity.

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

6.6 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.

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

6.8 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.

## 7. Corrupt and fraudulent practices

7.1 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.

7.2 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.

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

# SECTION III
# CONDITIONS OF CONTRACT

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# SECTION III - CONDITIONS OF CONTRACT

## 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 Procurering entity's Representative.

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

**"The Contractor" refers** to the person or corporate body who's tender to carry out the Works has been accepted by the Procurering entity.

**"The Contractor's Tender"** is the completed tendering document submitted by the Contractor to the Procurering entity.

**"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 Procurering entity'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 Procurering entity's Representative for the execution of the Contract.

**"Procurering entity" Includes** Central or County 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.

**"Procuring entity's Representative" is** the person appointed by the Procuring entity 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 Procuring entity's Representative which varies the Works.

**"The Works" are** what the Contract requires the Contractor to construct, install, and turnover to the Procuring entity.

## 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. Procuring entity's Representative's Decisions

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

## 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 Procuring entity'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 Procuring entity. The Contractor shall notify the Procuring entity's Representative of such discoveries and carry out the Procuring entity'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 Procuring entity'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 Procuring entity's Representative. However, he shall not assign the Contract without the approval of the Procuring entity in writing. Sub-contracting shall not alter the Contractor's obligations.

## 7 The site

7.1 The Procuring entity shall give possession of all parts of the Site to the Contractor.

7.2 The Contractor shall allow the Procuring entity's Representative and any other person authorized by the Procuring entity'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 Procuring entity's Representative which are in accordance with the Contract.

## 9 Extension of Completion Date

9.1 The Procuring entity'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 Procuring entity'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 Procuring entity'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 Procuring entity'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 Procuring entity 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 Procuring entity, 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 Procuring entity's Representative, or

(j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Procuring entity 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 Procuring entity's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Procuring entity's

Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Procuring entity. The responsibility of the parties for actions to be taken shall be decided by the Procuring entity'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 Procuring entity'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 Procuring entity's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Procuring entity'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 Procuring entity'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 Procuring entity's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Procuring entity's Representative's notice, the Procuring entity'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 Procuring entity's Representative with a quotation for carrying out the variations when requested to do so. The Procuring

entity's Representative shall assess the quotation and shall obtain the necessary authority from the Procuring entity 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 Procuring entity's Representative may order the variation and make a change to the Contract Price, which shall be based on the Procuring entity'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 Procuring entity'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 Procurering entity).*

(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 Procuring entity's Representative his application for payment. The Procuring entity'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 Procuring entity 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 Procuring entity'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 Procuring entity'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 Procuring entity'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 Procuring entity's Representative

shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Procuring entity 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 Procuring entity's Representative's Certificate by the Procuring entity 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 Procuring entity 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 Procuring entity 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 Procuring entity 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 Procuring entity's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed. The Procuring entity shall take over the Site and the Works within seven days of the Procuring entity's Representative issuing a Certificate of Completion.

## 18. Termination

18.1 The Procuring entity 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 Procuring entity'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 Procuring entity's Representative is not paid by the Procuring entity 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 Procuring entity'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 Procuring entity'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 Procuring entity 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 Procuring entity's Representative may in writing specify, any temporary buildings, plant,
machinery, appliances, goods or materials belonging to him, and in default thereof , the Procuring entity 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 Procuring entity 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 therefore the Procuring entity's Representative shall certify the amount of expenses properly incurred by the Procuring entity 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 Procuring entity 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 Procuring entity 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 Procuring entity 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 Procuring entity or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Procuring entity.

(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.

## APPENDIX TO CONDITIONS OF CONTRACT

THE PROCURERING ENTITY IS

Name: _____

Address: _____

Name of Procurering entity's Representative:
_____

Title; _____

Telephone: _____

The name (and identification number) of the Contract is _____

The Works consist of _____

_____

The Start Date shall be _____

The Intended Completion Date for the whole of the Works shall be
_____

The following documents also form part of the Contract:
_____

_____

The Site Possession Date shall be _____

The Site is located at _____ and is defined in drawings nos.

_____

The Defects Liability Period is _____ days.

Amount of Tender Security is Kshs……(Note: This amount should be between one (1) percent and three (3) percent of the value of the Works)

The name and Address of the Procuring entity for the purposes of submission of tenders is……
……

The tender opening date and time is……(*insert tender opening time*) on …… day of ……(*insert date of tender opening)*

The amount of performance security is Kshs……(Note: the Procuring entity must select the form of performance security to be accepted. A bank guarantee of between five (5) and ten (10) percent is acceptable. A performance bond on the other hand from an insurance company may be of up to thirty (30) percent of the Contract Price).

## SECTION IV – SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES

### I. SPECIFICATIONS

### Notes for preparing Specifications

1.0 Specifications must be drafted to present a clear and precise statement of the required standards of materials and workmanship for tenderers to respond realistically and competitively to the requirements of the Procuring entity and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models and incorporating all recent improvements in designs and materials unless provided otherwise in the Contract.

2.0 Specifications from previous similar projects are useful and it may not be necessary to rewrite specifications for every works contract.

3.0 Care must be taken in drafting Specifications to ensure they are not restrictive. In the specification of standards for materials, plant and workmanship existing Kenya Standards should be used as much as possible otherwise recognized international standards may also be used.

### II DRAWINGS

NOTE: 1. A list of the Contract Drawings should be inserted here
2. The actual Contract Drawings including Site plans should be Annexed in a separate booklet

### III BILL OF QUANTITIES/SCHEDULE OF RATES

### Notes for preparing Bills of Quantities

1. The objectives of the Bills of Quantities are;

(a) to provide sufficient information on the quantities of Works to be performed to enable tenders to be prepared efficiently and accurately; and
(b) When a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

### Notes for preparing Schedule of Rates

Where the time limit or other constraints do not allow the preparation of a Bill of Quantities for the Works, a lump-sum Contract shall be adopted and a Schedule of Rates (in place of a Bills of Quantities) shall be issued as part of the tender documents.

The objectives of the Schedule of Rates are;

(a) to provide sufficient information on the nature of work items to be performed to enable tenders to be prepared efficiently and accurately; and

(b) When a Contract has been entered into, to provide a basis for the pricing of Works executed for interim and final valuations.

In order to attain these objectives, Works should be itemized in the Schedule of Rates in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of Schedule of Rates should be as simple and brief as possible.

Measurement of Work executed after every agreed stage should be done and the quantities so obtained used alongside the rates in the schedule to arrive at interim valuation [for each stage]and the final valuation.

# SECTION V

# STANDARD FORMS

## List of Standard Forms

**(i) Form of Invitation for Tenders**

**(ii) Form of Tender**

**(iii) Letter of Acceptance**

**(iv) Form of Agreement**

**(v) Form of Tender Security**

**(vi) Performance Bank Guarantee**

**(vii) Performance Bond**

**(viii) Bank Guarantee for Advance Payment**

**(ix) Qualification Information**

**(x) Tender Questionnaire**

**(xi) Confidential Business Questionnaire**

**(xii) Details of Sub-Contractors**

**(xiii) Request for Review Form**

# FORM OF INVITATION FOR TENDERS

_____*[date]*

To: _____ *[name of Contractor]*
_____*[address]*
_____
_____

Dear Sirs:

*Reference:*_____*[Contract Name]*

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from ____
_____
*[Mailing address, cable/telex/facsimile numbers].*

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____number of copies of the same and a tender security in the form and amount specified in the tendering documents, and must be delivered to
_____
*[Address and location]*

at or before _____*(time and date).* Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Please confirm receipt of this letter immediately in writing by cable/facsimile or telex.

Yours faithfully,

_____ Authorized Signature

_____ Name and Title

# FORM OF TENDER

TO: _____ *[Name of Procuring entity)* _____*[Date]*

_____ *[Name of Contract]*

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs._____*[Amount in figures]*Kenya Shillings_____
_____*[Amount in words]*

2. We undertake, if our tender is accepted, to commence the Works as
Soon as is reasonably possible after the receipt of the Procuring entity's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.

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

4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.

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

Dated this _____ day of _____20_____

Signature _____in the capacity of_____

Duly authorized to sign tenders for and on behalf of _____ *[Name of* Tenderer] of _____ [*Address of Tenderer]*

Witness; Name_____

Address_____

Signature_____

Date_____

(*Amend accordingly if provided by Insurance Company)*

# LETTER OF ACCEPTANCE
# [Letterhead paper of the Procuring entity]

_____*[date]*

To: _____
*[name of the Contractor]*

_____
*[Address of the Contractor]*

Dear Sir,

This is to notify you that your Tender dated _____
For the execution of _____
*[Name of the Contract and identification number, as given in the Tender documents]* for the Contract Price of Kshs. _____ *[amount in figures]*[Kenya Shillings_____*(amount in words)* ] in accordance with the Instructions to Tenderers is hereby accepted.

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

Authorized Signature ……

Name and Title of Signatory ……

Attachment: Agreement

**COUNTY GOVERNMENT OF ELGEYO MARAKWET**
**P.O. BOX 220- 30700**
**ITEN.**

# FORM OF AGREEMENT

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

WHEREAS THE Procuring entity 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 Procuring entity 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 WITNESSED 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/Priced Schedule of Rates[whichever is applicable]

(viii) The contract period will be_____

**(ix) Contractor to report to site within 14 days upon site handing over failure to which the contract will be terminated without further notice**

(x) Defect liability period ……..

**3.** In consideration of the payments to be made by the Procuring entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring entity to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

Was hereunto affixed in the presence of _____

Binding Signature of Procuring entity _____

Binding Signature of Contractor _____

In the presence of (i) Name_____

Address_____

Signature_____

[ii] Name _____

Address_____

Signature_____

# FORM OF TENDER SECURITY

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

KNOW ALL PEOPLE by these presents that WE …… having our registered office at ……(hereinafter called "the Bank"), are bound unto ……(hereinafter called "the Procuring entity") in the sum of Kshs.…… 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:

If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
Or

If the tenderer, having been notified of the acceptance of his tender by the Procuring entity during the period of tender validity:

(a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or

(b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

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

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

_____ _____

*[date[* *[signature of the Bank]*

_____ _____

*[witness]* *[seal]*

# PERFORMANCE BANK GUARANTEE

To: _____(*Name of Procuring entity*) _____*(Date)*
_____(*Address of Procuring entity)*

Dear Sir,

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

*(Amend accordingly if provided by Insurance Company)*

# PERFORMANCE BOND

By this Bond, We_____of (or whose registered office is situated at]_____
as Principal (hereinafter called "the Contractor") and _____
_____of[or whose registered office is situated at]_____
as Surety (hereinafter called "the Surety"), are held and firmly bound unto
_____of[or whose registered office is situated at]_____
as Obligee (hereinafter called "the Procuring entity") in the amount of Kshs._____*[amount of Bond in figures]*Kenya Shillings _____
*[amount of Bond in words],* for the payment of which sum well and truly, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a Contract with the Procuring entity dated the _____ day of _____ 20 _____ for the execution of _____
*[name of Contract]* in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring entity to be, in default under the Contract, the Procuring entity having performed the Procuring entity's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

(1) complete the Contract in accordance with its terms and conditions; or

(2) obtain a tender or tenders from qualified tenderers for submission to the Procuring entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring entity and the Surety of the lowest responsive tenderer, arrange for a Contract between such tenderer and Procuring entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.

The term "Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by the Procuring entity to the Contractor under the

Contract, less the amount properly paid by the Procuring entity to the Contractor; or

(3) pay the Procuring entity the amount required by the Procuring entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of issuance of the Certificate of Completion.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring entity named herein or the heirs, executors, administrators, successors and assigns of the Procuring entity.

In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this _____ day of _____ 20_____

SIGNED ON _____ SIGNED ON _____

On behalf of _____ On behalf of _____
*[name of Contractor]* *[name of Surety]*

By _____ By _____

In the capacity of _____ In the capacity of _____

In the presence of; Name _____In the presence of; Name_____

Address_____ Address_____

_____ _____

Signature_____ Signature_____

Date_____ Date_____

# BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ *[name of Procuring entity]* _____*(Date)*
_____*[address of Procuring entity]*

Gentlemen,

Ref: _____*[name of Contract]*

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

We, _____[*bank or financial institution*], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____[*name of Procuring entity*] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs_____[*amount of Guarantee in figures*] Kenya Shillings _____[*amount of Guarantee in words*], such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

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

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

This guarantee shall remain valid and in full effect from the date of the
Advance payment under the Contract until
_____(*name of Procuring entity*) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

# QUALIFICATION INFORMATION

**1. Individual Tenderers or Individual Members of Joint Ventures**

1.1 Constitution or legal status of tenderer (attach copy or Incorporation Certificate);
Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender _____

1.2 Total annual volume of construction work performed in the last five years

| Year | Volume | |
|---|---|---|
| | Currency | Value |
| | | |

1.3 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

| Project name | Name of client and contact Person | Type of work performed and year of completion | Value of Contract |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

1.4 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

| Item of Equipment | Description, Make and age (years) | Condition(new, good, poor) and number available | Owned, leased (from whom?), or to be purchased (from whom?) |
|---|---|---|---|
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| _____ | _____ | _____ | |
| (etc.) | | | |

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

| Position | Name | Years of experience (general) | Years of experience in proposed position |
|---|---|---|---|
| Project Manager<br>_____<br>_____<br>_____<br><br>(etc.) | _____<br>_____<br>_____ | _____<br>_____<br>_____ | _____<br>_____<br>_____ |

1.6 Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

_____
_____

1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

_____
_____
_____

1.8 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Procuring entity.

_____
_____

1.9 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

_____
_____
_____

1.10 Proposed program (work method and schedule) for the whole of the Works.

**2 Joint Ventures**

2.0 The information listed in 1.1 – 2.0 above shall be provided for each partner of the joint venture.

2.1 The information required in 1.11 above shall be provided for the joint venture.

2.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture

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

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

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

c) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

# TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;

   ……

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);

   ……

3. Telephone number (s) of tenderer;

   ……

4. Telex of tenderer;
   ……

5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;
   ……

6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);

   ……

   ……

_____
Signature of Tenderer

Make copy and deliver to:_____(*Name of Procuring entity*)

# CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

*Part 1 – General*

Business Name ……

Location of business premises; Country/Town…….

Plot No…… Street/Road ……

Postal Address…… Tel No……..

Nature of Business……..

Current Trade Licencee No…… Expiring date……

Maximum value of business which you can handle at any time: K.
pound……..

Name of your bankers……

Branch……

*Part 2 (a) – Sole Proprietor*

Your name in full…… Age……

Nationality…… Country of Origin……

Citizenship details ……
*Part 2 (b) – Partnership*

*Give details of partners as follows:*

| | *Name in full* | *Nationality* | *Citizenship Details* | *Shares* |
|---|---|---|---|---|
| 1 | …… | | | |
| 2 | …… | | | |
| 3 | …… | | | |

# DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any

heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet: ……

[i) Full name of Sub-contractor and address of head office: ……

……

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

……

……

(2) Portion of Works to sublet: ……

(i) Full name of sub-contractor and address of head office: ……

……

……

(ii) Sub-contractor's experience of similar works carried out in the last 3 years with contract value: ……

……

_____ _____

[Signature of Tenderer) Date

**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

**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 of ……20…….in the matter of Tender No……..…of ……..20…….

**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 of ……....20….……

SIGNED

Board Secretary