



**PROPOSED PARTITIONING OF KOTDA HEAD OFFICE ON PARCEL NO. 74 AT
KONZA TECHNOPOLIS**

TENDER NO: KoTDA/MC033/2021-2022

**TENDER DOCUMENT COMPRISING INSTRUCTIONS TO TENDER,
SPECIFICATIONS & BILLS OF QUANTITIES**

CLIENT

KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY
P.O. BOX 1 – 90150
KONZA TECHNOPOLIS
KENYA

PROJECT MANAGER / INTERIOR DESIGNER

CHEGE DESIGNERS LTD
Interior Designers and Landscaping
P.O. BOX 39228 – 00623
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MASTERBILL INTEGRATED PROJECTS
Construction Cost Planning & Management,
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NAIROBI, KENYA

FEBRUARY 2022

CONTENTS

Section	Description	Page
1	INVITATION TO TENDER	1 - 3
2	INSTRUCTIONS TO TENDERERS	4 - 19
3	TENDER DATA SHEET	20 - 26
4	EVALUATION & QUALIFICATION CRITERIA	27 - 29
5	TENDERING FORMS	30 - 64
6	SPECIFICATIONS	
	2.1 PARTICULAR SPECIFICATION	PP/2/37
	2.2 GENERAL SPECIFICATION	SP/1 – SP/3
7	PRELIMINARIES	109 - 140
8 - 11	BUILDERS WORK	141 - 204
12	ELECTRICAL & MECHANICAL SERVICES	205 - 216
13	DAYWORKS & CONTINGENCY	217
14	GRAND SUMMARY	218 – 219
	a. List of Drawings	220 – 221
	b. PC SUMS AND PROVISIONAL SUMS	222
15	GENERAL CONDITIONS OF CONTRACT	223 - 277
16	SPECIAL CONDITIONS OF CONTRACT	278 - 279
17	CONTRACT FORMS	280 - 293

SECTION 1

INVITATION TO TENDER



INVITATION TO TENDER

Konza Technopolis Development Authority (KoTDA) invites specialist Fit out Contractors and sub-contractors for the following Fit Out Works tenders for **THE PROPOSED PARTITIONING OF KOTDA HEAD OFFICE ON PARCEL NO. 74 AT KONZA TECHNOPOLIS**. The project broadly comprise fit out works of 6th floor, 5th floor ground and basement floors, associated external works as well as mechanical and electrical installations. Structural works have already been executed under a different package.

NO.	DESCRIPTION	TENDER NO.	NCA REG.	CATEGORY
Main Contractor				
1.	The Proposed Partitioning of KoTDA Head Office – Main Works	KoTDA/MC033/2021-2022	NCA 4	Special Group (AGPO Certified)
Nominated Sub Contractors				
1.	The Proposed Partitioning of KoTDA Head Office - Electrical Installations and Associated Services	KoTDA/NC034/2021-2022	NCA 4	Special Group (AGPO Certified)
2.	The Proposed Partitioning of KoTDA Head Office - Air Conditioning and Mechanical Ventilation Installations	KoTDA/NC035/2021-2022	NCA 6	Special Group (AGPO Certified)

Interested eligible services contractors who appear in the current Register with the National Construction Authority as tabulated above may obtain a set of tender documents (including Bills of Quantities) from the KoTDA website www.konza.go.ke from **Tuesday 15th February 2022** to **Wednesday 9th March 2022**. Bidders who download the tender document from the website will be required to email their detailed contact information to procurement@konza.go.ke for recording, further clarifications, addenda, and security clearance to facilitate site access. Due to COVID 19 pandemic, bidders who will need to conduct site survey/visit are required to submit in advance the name, ID number, intended day of site visit and contact of the person(s) nominated for security clearance by the relevant security administration. In addition, all addenda will also be posted on the website as they become available.

The bidders must submit the mandatory requirements, supported by relevant documents so as to be considered for further evaluation:

Mandatory Requirements

1. Be Registered with National Construction Authority Category 4 for Main Works and Electrical Works and Category 6 for HVAC and Mechanical ventilation works.
2. Have Completed minimum three projects of similar magnitude and complexity in the last six years
3. Provide evidence of financial, personnel and equipment capability necessary for carrying out the works
4. Provide a dully completed tender Securing Declaration Form
5. Provide Litigation History (both court and arbitration cases) and satisfactorily complete Confidential Business Questionnaire & Declaration form.
6. Meet all statutory requirements as per Public Procurement and Asset Disposal Act, 2015
7. Provide Copies of Company Registration, current valid Tax Compliance Certificate, Business Permit, PIN and VAT Registration Certificates
8. Provide all information requested in the Clause 11.1 (a-h) of instruction to Tenderers in the tender documents.
9. Submission of the bid document qualification information in a well bound, paginated and serialized and labelled “Technical Bid” comprising of one original and one copy and a soft copy of the whole bid in a compact disk or a flash disk
10. Submission of the issued document, properly serialized, well bound, and paginated document without loose pages

A Tenderer who:

- i). Has been served with a default notice in an on-going government contracts; or
- ii). Has had their contract with the Government of Kenya terminated in the past and has not been reinstated in the Register of Contractors

NEED NOT place their bid as they shall be treated as **NON-RESPONSIVE** and therefore subject to **AUTOMATIC DISQUALIFICATION**

A Tenderer who has previously worked with KoTDA or has current ongoing works should provide a completion certificate of the works to be eligible for this tender.

All questions/clarifications regarding the project or offer of submission including requests for site visit, should be sent by email to procurement@konza.go.ke and copied to ceo@konza.go.ke by Tuesday 1st March, 2022 at 1700hrs local Kenyan time.

No other email addresses shall be used for this tender and KoTDA shall not be liable if bidders choose to send their information and/or enquiries to other email addresses.

Tenderers shall submit **One Original** and **One Soft Copy** in a Flash disk or CD of all tender documents in plain sealed envelopes, with the Tender Number Clearly marked on the right-hand side corner and bearing no indication of the tenderer’s name and addressed to:

The Chief Executive Officer
Konza Technopolis Development Authority
P.O. Box 1 - 90150,
KONZA TECHNOPOLIS, KENYA.
E-Mail; procurement@konza.go.ke and ceo@konza.go.ke
Tel; +254-20-4343013/4

and placed in the KoTDA Tender Box on the **7th Floor of Konza Complex, KonzaTechnopolis, located along Nairobi-Mombasa Road near Malili Township** to reach the above address not later than **Wednesday 9th March 2022 at 1400hrs** local time.

Submitted bids will be opened publicly at the same venue shortly thereafter in the presence of the tenderers or their representatives who choose to attend.

Prices quoted must remain valid for One Hundred and Eighty (180) days from the date of Tender opening.

Any form of canvassing will lead to automatic disqualification.

SECTION 2

**INSTRUCTION TO
TENDERERS**

SECTION 2 - INSTRUCTIONS TO TENDERERS

A GENERAL PROVISIONS

10 **Scope of tender**

- 11 The Procuring Entity as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are specified in the TDS.
- 12 Throughout this tendering document:
- The term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the TDS, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
 - if the context so requires, “singular” means “plural” and vice versa;
 - “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes official public holidays.

20 **Fraud and corruption**

- 21 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 22 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 23 Tenderers shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.
- 24 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

30 **Eligible tenderers**

- 31 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.8, or an individual or any combination of such entities in the form of a joint venture (JV) under an existing agreement with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 32 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 33 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:

- a) Directly or indirectly controls, is controlled by or is under common control with another tenderer;
 - b) Receives or has received any direct or indirect subsidy from another tenderer;
 - c) Has the same legal representative as another tenderer;
 - d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process;
 - e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods or works that are the subject of the tender;
 - f) Any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as a consultant for Contract implementation;
 - g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document;
 - h) Has a close business or personal relationship with senior management or professional staff of the Procuring Entity who has the ability to influence the bidding process and:
 - i) Are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
 - ii) May be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.
- 34** A tenderer shall not be involved in corrupt, coercive, obstructive or fraudulent practice. A tenderer that is proven to have been involved in any of these practices shall be automatically disqualified
- 35** A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. Members of a joint venture may not also make an individual tender, be a sub-contractor in a separate tender or be part of another joint venture for the purposes of the same Tender. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender.
- 36** A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT3.9. Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 37** A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPR www.ppra.go.ke.
- 38** A Tenderer that is a state-owned enterprise or a public institution in Kenya may be eligible to tender and be awarded Contract(s) only if it is determined by the Procuring Entity to meet the following conditions, i.e. if it is:
- i) A legal public entity of Government and/or public administration,
 - ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and;
 - (iii) Operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 39** Firms and individuals shall be ineligible if their countries of origin are:
- (a) As a matter of law or official regulations, Kenya prohibits commercial relations with that country;
 - (b) By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.

A tenderer shall provide such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

- 3.10** Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, local sub-contracts and labor) from citizen suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided for this purpose in “*SECTION II - EVALUATION AND QUALIFICATION CRITERIA, Item 9*”.
- 3.11** Pursuant to the eligibility requirements of ITT 3.10, a tender is considered a foreign tenderer, if it is registered in Kenya and has less than 51 percent ownership by nationals of Kenya and if it does not subcontract to foreign firms or individuals more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms registered in Kenya have less 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12** The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website www.nca.go.ke.
- 3.13** The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke.
- 4.14 A Kenyan tenderer shall be eligible to tender if it provides evidence of having fulfilled his/her tax obligations by producing valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 40 Eligible goods, equipment, and services**
- 41** Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not ineligible under ITT 3.9. At the Procuring Entity's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 42** Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.
- 50 Tenderer's responsibilities**
- 51** The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and the Procuring Entity will in no case be responsible or liable for those costs.
- 52** The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine and inspect 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 the tenderer's own expense.
- 53** The Tenderer and any of its personnel or agents will be granted permission by the Procuring Entity to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify the Procuring Entity against liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the examination and inspection.

- 54 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

B. CONTENTS OF TENDER DOCUMENTS

60 Sections of Tender Document

- 61 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 10.

PART 1: Tendering Procedures

Section I – Instructions to Tenderers
 Section II – Tender Data Sheet (TDS)
 Section III- Evaluation and Qualification
 Criteria Section IV – Tendering Forms

PART 2: Works' Requirements

Section V - Bills of Quantities
 Section VI - Specifications
 Section VII - Drawings

PART 3: Conditions of Contract and Contract Forms

Section VIII - General Conditions (GCC)
 Section IX - Special Conditions of Contract
 Section X- Contract Forms

- 62 The Invitation to Tender Notice issued by the Procuring Entity is not part of the Contract documents. Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of a pre-arranged site visit and those of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 10. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 63 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.
- 70 Clarification of Tender Document, Site Visit, Pre-tender Meeting**
- 71 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.
- 72 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Site shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 73 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 74 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the

questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.

75 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

80 Amendment of Tender Documents

81 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tender Documents by issuing addenda.

82 Any addendum issued shall be part of the Tender Documents and shall be communicated in writing to all who have obtained the Tender Documents from the Procuring Entity. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's website in accordance with ITT 7.5.

83 To give Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity should extend the dead line for the submission of Tenders, pursuant to ITT 22.2.

C. PREPARATION OF TENDERS

9. Cost of Tendering

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

10.0 Language of Tender

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

11.0 Documents Comprising the Tender

11.1 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT 12;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITT 12 and ITT 14;
- c) Tender Security or Tender-Securing Declaration, in accordance with ITT 19.1;
- d) Alternative Tender, if permissible, in accordance with ITT 13;
- e) **Authorization**: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 20.3;
- f) **Qualifications**: documentary evidence in accordance with ITT 17 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Conformity**: a technical proposal in accordance with ITT 16;
- h) Any other document required in the **TDS**.

11.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed JV Agreement. Change of membership and conditions of the JV prior to contract signature will render the tender liable for disqualification.

12.0 Form of Tender and Schedules

- 12.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
- 12.2 The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

13. Alternative Tenders

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

14.0 Tender Prices and Discounts

- 14.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.
- 14.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately by the Procuring Entity. An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.
- 14.3 The price to be quoted in the Form of Tender, in accordance with ITT 12.1, shall be the total price of the Tender, including any discounts offered.
- 14.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 12.1.
- 14.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and the Procuring Entity may require the Tenderer to justify its proposed indices and weightings.
- 14.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 14.4, provided the Tenders for all lots (contracts) are opened at the same time.

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

150 Currencies of Tender and Payment

151 The currency (ies) of the Tender and the currency (ies) of payments shall be the same.

152 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings.

a) A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya (referred to as “the foreign currency requirements”) shall (if so allowed in the **TDS**) indicate in the Appendix to Tender the percentage(s) of the Tender Price (excluding Provisional Sums), needed by the Tenderer for the payment of such foreign currency requirements, limited to no more than two foreign currencies.

b) The rates of exchange to be used by the Tenderer in arriving at the local currency equivalent and the percentage(s) mentioned in (a) above shall be specified by the Tenderer in the Appendix to Tender and shall be based on the exchange rate provided by the Central Bank of Kenya on the date 30 days prior to the actual date of tender opening. Such exchange rate shall apply for all foreign payments under the Contract.

153 Tenderers may be required by the Procuring Entity to justify, to the Procuring Entity's satisfaction, their local and foreign currency requirements, and to substantiate that the amounts included in the unit rates and prices and shown in the Schedule of Adjustment Data in the Appendix to Tender are reasonable, in which case a detailed breakdown of the foreign currency requirements shall be provided by Tenderers.

16.0 Documents Comprising the Technical Proposal

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

170 Documents Establishing the Eligibility and Qualifications of the Tenderer

171 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.

172 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.

173 If a margin of preference applies as specified in accordance with ITT 33.1, national tenderers, individually or in joint ventures, applying for eligibility for national preference shall supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.

174 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.

175 The purpose of the information described in **ITT 17.4** above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

176 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.4. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

177 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate

as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

- 178** If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 179** If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
 - ii) if the contract has been awarded to that tenderer, the contract award will be set aside depending on the outcome of (iii),
 - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other person has committed any criminal offence.
- 17.10** If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences of ITT 17.8 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to a genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18.0 Period of Validity of Tenders

- 18.1.** Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by the Procuring Entity in accordance with ITT 22). A tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 18.2** In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 19, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request shall not be required or permitted to modify its Tender.

19.0 Tender Security

- 191** The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.
- 192** If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:
- i) cash;
 - ii) a bank guarantee;
 - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority;
 - (iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya, from a reputable source, and an eligible country.
- 193** If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 18.2.
- 194** If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by the Procuring Entity as non-responsive.
- 195** If a Tender Security is specified pursuant to ITT 19.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the Contract and furnishing the Performance Security and any other documents required in the **TDS**. The Procuring Entity shall also promptly

return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non-responsive or a bidder declines to extend tender validity period.

- 196** The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the TDS.
- 197** The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- a) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension there to provided by the Tenderer; or
 - b) if the successful Tenderer fails to: -
 - i) sign the Contract in accordance with ITT47; or
 - ii) Furnish a Performance Security and if required in the TDS, and any other documents required in the TDS.
- 198** Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA to debar the Tenderer from participating in public procurement as provided in the law.
- 199** The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.
- 1910** A tenderer shall not issue a tender security to guarantee itself.

200 Format and Signing of Tender

- 201** The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 11 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 13, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the TDS and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.
- 202** Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 203** The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the TDS and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.
- 204** In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 205** Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. SUBMISSION AND OPENING OF TENDERS

210 Sealing and Marking of Tenders

- 211** The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:
- a) in an envelope or package or container marked "ORIGINAL", all documents comprising the Tender, as described in ITT 11; and
 - b) in an envelope or package or container marked "COPIES", all required copies of the Tender; and
 - c) if alternative Tenders are permitted in accordance with ITT 13, and if relevant:

- i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
- ii) In the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) bear the name and address of the Procuring Entity,
- b) bear the name and address of the Tenderer; and
- c) Bear the name and Reference number of the Tender.

212 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders misplaced or opened prematurely will not be accepted.

220 Deadline for Submission of Tenders

221 Tenders must be received by the Procuring Entity at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.

222 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

23.0 Late Tenders

The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 22. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

240 Withdrawal, Substitution, and Modification of Tenders

241 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 20.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 20 and ITT 21 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 22.

242 Tenders requested to be withdrawn in accordance with ITT 24.1 shall be returned unopened to the Tenderers.

243 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

25 Tender Opening

251 Except in the cases specified in ITT 23 and ITT 24.2, the Procuring Entity shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 22.1, shall be as specified in the **TDS**.

252 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

253 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the

Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

- 254 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 255 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.
- 256 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bill of Quantities (to be decided on by the tender opening committee) are to be initialed by the members of the tender opening committee attending the opening.
- 257 At the Tender Opening, the Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 23.1).
- 258 The Procuring Entity shall prepare minutes of the Tender Opening that shall include, as a minimum: -
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) the Tender Price, per lot (contract) if applicable, including any discounts;
 - c) any alternative Tenders;
 - d) the presence or absence of a Tender Security, if new as required;
 - e) Number of pages of each tender document submitted.
- 259 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers.

E. EVALUATION AND COMPARISON OF TENDERS

26. Confidentiality

- 261 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 43.
- 262 Any effort by a Tenderer to influence the Procuring Entity in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.
- 263 Notwithstanding ITT 26.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact the Procuring Entity on any matter related to the tendering process, it shall do so in writing.

27.0 Clarification of Tenders

- 271 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, the Procuring Entity may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the tenders, in accordance with ITT 31.
- 272 If a tenderer does not provide clarifications of its tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

28.0 Deviations, Reservations, and Omissions

- 28.1 During the evaluation of tenders, the following definitions apply: -
- a) “*Deviation*” is a departure from the requirements specified in the tender document;

- b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
- c) “Omission” is the failure to submit part or all of the information or documentation required in the Tender document.

290 Determination of Responsiveness

291 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 11.

292 A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:

- a) Affecting any substantial way the scope, quality, or performance of the Works specified in the Contract;
- b) limit in any substantial way, inconsistent with the tender document, the Procuring Entity's rights or the tenderer's obligations under the proposed contract;
- c) If rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

293 The Procuring Entity shall examine the technical aspects of the tender submitted in accordance with ITT 16, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

294 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

300 Non-material Non-conformities

301 Provided that a tender is substantially responsive, the Procuring Entity may waive any non-conformities in the tender.

302 Provided that a Tender is substantially responsive, the Procuring Entity may request that the tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities in the tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.

303 Provided that a tender is substantially responsive, the Procuring Entity shall rectify quantifiable non-material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS.

31.0 Arithmetical Errors

311 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

312 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis: -

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail

313 Tenderers shall be notified of any error detected in their bid during the notification of award.

32.0 Conversion to Single Currency

For evaluation and comparison purposes, the currency (ies) of the Tender shall be converted in to a single

currency as specified in the **TDS**.

330 Margin of Preference and Reservations

331 A margin of preference may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.

332 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

333 Contracts procured on basis of international competitive tendering shall not be subject to reservations exclusive to specific groups as provided in ITT 33.4.

334 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case may be), and who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

340 Nominated Subcontractors

341 Unless otherwise stated in the **TDS**, the Procuring Entity does not intend to execute any specific elements of the Works by subcontractors selected/nominated by the Procuring Entity. In case the Procuring Entity nominates a subcontractor, the subcontract agreement shall be signed by the Subcontractor and the Procuring Entity. The main contract shall specify the working arrangements between the main contractor and the nominated subcontractor.

342 Tenderers may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the **TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.

343 Domestic subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated so by the Procuring Entity in the **TDS** a scan be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

35. Evaluation of Tenders

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies the Procuring Entity shall determine the Lowest Evaluated Tender in accordance with ITT 40.

35.2 To evaluate a Tender, the Procuring Entity shall consider the following:

- a) Price adjustment in accordance with ITT 31.1 (iii); excluding provisional sums and contingencies, if any, but including Daywork items, where priced competitively;
- b) price adjustment due to discounts offered in accordance with ITT 14.4;
- c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 32;
- d) price adjustment due to quantifiable non material non-conformities in accordance with ITT 30.3; and
- e) Any additional evaluation factors specified in the **TDS** and Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

35.4 Where the tender involves multiple lots or contracts, the tenderer will be allowed to tender for one or more lots (contracts). Each lot or contract will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers base done lot (contract) or based on a combination of lots (contracts), will be specified in Section III, Evaluation and Qualification Criteria. In the case of multiple lots or contracts, tenderer will be will be required to prepare the Eligibility and Qualification Criteria Form for each Lot.

36.0 Comparison of tenders

The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37.0 Abnormally low tenders and abnormally high tenders

Abnormally Low Tenders

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

Abnormally high tenders

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

38.0 Unbalanced and/ or front-loaded tenders

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

- d) reject the Tender,

390 Qualifications of the tenderer

391 The Procuring Entity shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

392 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 17. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Sub-contractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

393 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

400 Lowest evaluated tender

Having compared the evaluated prices of Tenders, the Procuring Entity shall determine the Lowest Evaluated Tender. The Lowest Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and who's Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) The lowest evaluated price.

41.0 Procuring entity's right to accept any tender, and to reject any or all tenders.

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

F. AWARD OF CONTRACT

42.0 Award criteria

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

430 Notice of Intention to Enter into a Contract/Notification of Award

Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instruction son how to request a debriefing and/ or submit a complaint during the stand still period;

440 Stand still Period

441 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

442 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

450 Debriefing by the Procuring Entity

451 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

452 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

46.0 Letter of Award

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

47.0 Signing of Contract

47.1 Upon the expiry of the fourteen days of the Notification of Intention to enter in to contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

47.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

47.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

48.0 Performance Security

48.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

48.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

48.3 Performance security shall not be required for contracts estimated to cost less than the amount specified in the Regulations.

49.0 Publication of Procurement Contract

Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) name and address of the Procuring Entity;
- b) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) the name of the successful Tenderer, the final total contract price, the contract duration;
- d) dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as readout at Tender opening.

50.0 Procurement related Complaints and Administrative Review

50.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

50.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION 3

TENDER DATA SHEET

Section 3 - Tender Data Sheet (TDS)

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

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
A. General	
ITT 1.1	The name of the contract is PROPOSED PARTITIONING OF KOTDA HEAD OFFICE ON PARCEL NO. 74 AT KONZA TECHNOLIS The reference number of the Contract is KoTDA/MC033/2021-2022
ITT 2.3	The Confidential Information to be submitted by competing firms in the tender is as follows: a. Bank Statements (2018, 2019, 2020) b. Audited Financial Statements (Past 3 consecutive accounting periods) c. Personnel Academic and Professional Qualifications
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: <hr/> CHEGE DESIGNERS LTD Interior Designers and Landscaping P.O. BOX 39228 – 00623 NAIROBI, KENYA <hr/> Masterbill Integrated Projects Construction Cost Planning & Management, Quantity Surveying P.O. BOX 22905 – 00400 NAIROBI, KENYA <hr/> Synchroconsult Associates Ltd Consulting Electrical & Mechanical Engineers P.O. BOX 79626 – 00200 NAIROBI, KENYA <hr/>
ITT 3.1	Maximum number of members in the Joint Venture (JV) shall be: NOT ALLOWED.
B. Contents of Tender Document	
ITT 7.1	(i) The Tenderer will submit any request for clarifications in writing at the Address KONZA TECHNOLIS DEVELOPMENT AUTHORITY P. O. Box 1 – 90150 KONZA TECHNOLIS, KENYA EMAIL: procurement@konza.go.ke TEL: +254204343013/4 Attention: Supply Chain Manager to reach the Procuring Entity not later than 5 DAYS TO DEADLINE FOR SUBMISSION OF TENDER DATE AS WRITTEN IN THE INVITATION TO TENDER (ii) The Procuring Entity shall publish its response at the website www.konza.go.ke
ITT 7.2	(A) A pre-arranged pretender site visit SHALL NOT take place. Instead the tenderers are advised to make arrangements with KoTDA for a site visit at the address quoted above. (B) Pre-Tender meeting SHALL NOT take place.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 7.3	For Clarification of Tender purposes, for obtaining further information and for purchasing tender documents, the Procuring Entity's address is: KONZA TECHNOPSIS DEVELOPMENT AUTHORITY P. O. Box 1 – 90150 KONZA TECHNOPSIS, KENYA EMAIL: procurement@konza.go.ke TEL: +254204343013/4
C. Preparation of Tenders	
ITT 13.1	Alternative Tenders <i>SHALL NOT BE</i> considered.
ITT 13.2	Alternative times for completion <i>SHALL NOT BE</i> permitted.
ITT 14.5	The prices quoted by the Tenderer shall be: Non fluctuating/Fixed Rates
ITT 15.2 (a)	Foreign currency requirements not allowed .
ITT 18.1	The Tender validity period shall be 150 days.
ITT 19.1	Tender shall provide a Tender Securing Declaration Form
ITT 20.1	In addition to the original Tender, the number of copies (soft in a FLASH DRIVE) is: One (1)
ITT 20.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <i>a. Power of attorney</i>
D. Submission and Opening of Tenders	
ITT 22.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is: THE CHIEF EXECUTIVE OFFICER KONZA TECHNOPSIS DEVELOPMENT AUTHORITY P. O. Box 1 – 90150 KONZA TECHNOPSIS, KENYA For physical delivery the tender should be placed in the KoTDA Tender Box on the 7TH Floor of KONZA COMPLEX, Konza Technopolis, located along Nairobi – Mombasa road near Malili Township (4) Date and time for submission of Tenders Wednesday 9th March 2022 at 1400hrs local time. (5) Tenders shall not submit tenders electronically.
ITT 25.1	The Tender opening shall take place at the time and the address for Opening of Tenders provided below: Name of Procuring Entity: KONZA TECHNOPSIS DEVELOPMENT AUTHORITY Physical address for the location: 7TH Floor of KONZA COMPLEX, Konza Technopolis, located along Nairobi – Mombasa road near Malili Township Date and time of tender opening: Wednesday 9th March 2022 at 1415hrs local time.
E. Evaluation, and Comparison of Tenders	
ITT 30.3	The adjustment shall be based on the <i>HIGHEST</i> price of the item or component as quoted in other substantially responsive Tenders. If the price of the item or component cannot be derived from the price of other substantially responsive Tenders, the Procuring Entity shall use its best estimate.
TT 33.2	A margin of preference <i>shall not</i> apply.
ITT 33.4	The Procuring Entity reserves this tender for Women Enterprises, Youth Enterprises and Enterprises of persons living with disability who have valid AGPO certification
ITT 34.1	At this time, the Procuring Entity <i>intends</i> to execute certain specific parts of the Works by subcontractors selected in advance. The MC will provide details and qualification of the intended Domestic subcontractor they intend to use for plumbing and drainage works . The proposed sub-contractor should be of NCA 7 and above
ITT 34.2	Contractor's may propose subcontracting; Maximum percentage of subcontracting permitted is: 10% of the total contract amount . Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																		
ITT 35.1	<p>Instead, the procuring entity will evaluate the tenders in 3 stages:</p> <ol style="list-style-type: none"> 1. Preliminary Evaluation - Mandatory Requirements 2. Technical Evaluation 3. Financial Evaluation 																		
	<p>Stage 1: Preliminary Evaluation</p> <p>This stage of evaluation shall involve examination of the pre-qualification conditions as set out in the Tender Advertisement Notice or Letter of Invitation to Tender and any other conditions stated in the tender document</p> <p>These conditions will include submission of the following mandatory documents:</p> <ol style="list-style-type: none"> 1. Be Registered with National Construction Authority Category 4 for Main Works and Electrical Works and Category 6 for HVAC and Mechanical ventilation works. 2. Have Completed minimum three projects of similar magnitude and complexity in the last six years 3. Provide evidence of financial, personnel and equipment capability necessary for carrying out the works 4. Provide a fully completed tender Securing Declaration Form 5. Provide Litigation History (both court and arbitration cases) and satisfactorily complete Confidential Business Questionnaire & Declaration form. 6. Meet all statutory requirements as per Public Procurement and Asset Disposal Act, 2015 7. Provide Copies of Company Registration, current valid Tax Compliance Certificate, Business Permit, PIN and VAT Registration Certificates 8. Provide all information requested in the Clause 11.1 (a-h) of instruction to Tenderers in the tender documents. 9. Submission of the bid document qualification information in a well bound, paginated and serialized and labelled “Technical Bid” comprising of one original and one copy and a soft copy of the whole bid in a compact disk or a flash disk 10. Submission of the issued document, properly serialized, well bound, and paginated document without loose pages <p>The tenderers who do not satisfy any of the above requirements and those set out in the Invitation to tender letter shall be considered non-Responsive and their tenders will not be evaluated further.</p>																		
	<p>Stage 2: Technical Evaluation</p> <p>Only tenderers who have satisfied the aforementioned mandatory requirements shall proceed to the technical evaluation.</p> <p>In the Technical evaluation stage, bidders who attain the pass mark of 75% and above shall proceed to the 3rd stage of financial evaluation.</p> <p>Table 1: The Award of points for this stage shall be as follows:</p> <table border="1" data-bbox="304 1532 1342 2101"> <thead> <tr> <th>NO</th> <th>ITEM</th> <th>MAX SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Key Personnel</td> <td>20</td> </tr> <tr> <td>2</td> <td>Registration of Domestic Sub- contractors (Plumbing Sub-contractor)</td> <td>10</td> </tr> <tr> <td>3</td> <td>Contracts completed in the last five (5) years (insert project value); a max of 3 No. projects</td> <td>15</td> </tr> <tr> <td>4</td> <td>On-going projects (A max of 3 No. projects)</td> <td>5</td> </tr> <tr> <td>5</td> <td>Schedules of contractor’s equipment</td> <td>10</td> </tr> </tbody> </table>	NO	ITEM	MAX SCORE	1	Key Personnel	20	2	Registration of Domestic Sub- contractors (Plumbing Sub-contractor)	10	3	Contracts completed in the last five (5) years (insert project value); a max of 3 No. projects	15	4	On-going projects (A max of 3 No. projects)	5	5	Schedules of contractor’s equipment	10
NO	ITEM	MAX SCORE																	
1	Key Personnel	20																	
2	Registration of Domestic Sub- contractors (Plumbing Sub-contractor)	10																	
3	Contracts completed in the last five (5) years (insert project value); a max of 3 No. projects	15																	
4	On-going projects (A max of 3 No. projects)	5																	
5	Schedules of contractor’s equipment	10																	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
	6	Financial report: Audited financial report last three [3] years (2018, 2019, 2020). Turnover (Kshs. 100,000,000)	10
	7	Evidence of financial resources (cash in hand, lines of credit, over draft facility etc.)	15
	8	Litigation History	2
	9	Presentation of the tender documents	3
	10	Detailed works program outlining the methodology of Implementing the project to completion including the defects liability period.	10
			100

Table 2: Distribution of scores for the technical evaluation:

	DESCRIPTION POINTS MAX. SCORED POINTS	POINTS SCORED	MAX. POINTS
1	Key Personnel (Provide; signed CVs, certified academic certificates, certified professional practicing certificates where applicable)		
	Director of the firm <ul style="list-style-type: none"> Holder of degree or diploma in a construction related field (3Mks) Holder of certificate in Construction related field (2Mks) Holder of trade test certificate in Construction related field (1Mks) No relevant certificate (0Mk)		3
	Project Manager/ Team leader, holder of degree in a construction related field with; <ul style="list-style-type: none"> Over 10 years" relevant experience (6Mks) Between 5 - 10-year relevant experience (4mks) Under 5 years" relevant experience (2Mk) 		6
	Site Agent degree/diploma of the key personnel in construction related field with; <ul style="list-style-type: none"> Over 10 years" relevant experience (6Mks) Over 5 years" relevant experience (4Mks) Under 5 years relevant experience (2Mk) 		6
	Foremen/ Inspectors of works /Technician at least 5 No. certificate holder of key personnel in construction related field <ul style="list-style-type: none"> With over 10 years" relevant experience (5Mks) With over 5 years relevant experience (3Mks) with under 5 years relevant experience (1Mk) 		5

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
			20
	2	Registration of Domestic sub- contractors Mechanical sub-contractor NCA 7 and above (Plumbing etc.) -5Mks	5
			5
	3	General Construction Experience General construction experience within the last five years prior to the bid submission deadline, and that are similar to the proposed works in terms of physical size, complexity, methods, technology; OR, Contractors completed in the last five (5) years (insert project value); a max of 3 No. projects (Provide; award letter, signed contracts, certificate of substantial completion and handover certificates)	20
		5 points for each project of similar nature, complexity and magnitude. <ul style="list-style-type: none"> • 3No. Project/s of similar nature, complexity and magnitude using conventional materials • 2No. Project/s of similar nature, complexity and magnitude • 1 No. Project/s of similar nature, complexity and magnitude • No Project of similar nature, complexity and magnitude 	15
	4	On-going projects (A max of 3 No. projects) (Provide; award letter, signed contracts, Summary of interim certificates, latest site meeting minutes, certificate of substantial completion) <ul style="list-style-type: none"> • 3 No. Projects of similar nature, complexity and magnitude. (5Mks) • 2 No. Projects of similar nature, complexity and magnitude (3Mks) • 1 No. Projects of similar nature, complexity and magnitude (2Mks) • No Project of similar nature, complexity and magnitude (0Mk) 	5
			5
	5	Schedules of contractor's equipment; For each specific equipment required in the construction work being tendered for (Maximum No. of different equipment to be considered – 5 No.; Each equipment 2 points) (Select based on the nature of works). Plant and Equipment to be supported by ownership documents or leasing agreements. <ul style="list-style-type: none"> • Straight edges 2 metres and 4 metres long for testing the accuracy. 2 (mks) • Vernier Callipers 2 (mks) • Micrometre Gauge 2 (mks) • 360 degrees Line Laser for Indoor Use (Levelling Machine) 2 (mks) • Laser Measuring Instrument 2 (mks) • Wood moisture metre 2 (mks) • Tipper Truck 15 tons 2 (mks) 	10

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS		
			10
	6	Financial report: Audited financial reports for the last three [3] years (2018, 2019, 2020). Turnover (Ksh. 100,000,000) <ul style="list-style-type: none"> • Turn over greater or equal to the given turnover (5Mks) • Turnover below the given turnover. (2Mks) • Audited financial reports not provided (0Mk) 	5
			5
	7	Evidence of financial resources (cash in hand, lines of credit, over draft facility etc.) <ul style="list-style-type: none"> • Undrawn lines of Credit Letters for the specific project from a reputable bank. • Bank statement from your bankers for the last 12 months. • Fixed deposits (As evidence of self-financing). 	5 5 5
			15
	8	Litigation History (Provide declaration on litigation history) <ul style="list-style-type: none"> • Litigation History provided • Litigation History not provided 	2 0
			2
	9	Completeness of the Tender documents <ul style="list-style-type: none"> • Pagination of documents • Declaration of anti-corruption requirement • Neatness of the tender document 	1 1 1
			3
	10	Detailed works program outlining the methodology of implementing the project to completion including the defects liability period. <ul style="list-style-type: none"> • Works program provided. • Work methodology provided. • No works program or methodology provided. 	5 5 0
			10
		TOTAL	100
	<p>Stage 3: Financial Evaluation</p> <p>Tenders that attain the pass mark of 75% and above in the Technical Evaluation shall proceed to the Financial Evaluation. These are bidders that have passed BOTH the Mandatory Requirements and the Technical Evaluation stage. The evaluation shall be in two sections</p> <ol style="list-style-type: none"> 1. Preliminary examinations and 2. Tender sum Comparisons <p>PRELIMINARY EXAMINATIONS</p> <p>The preliminary examination in the Financial Evaluation shall be in accordance with clause 26 of Instruction to Tenderers.</p> <p>The parameter to be considered under this section includes:</p> <ol style="list-style-type: none"> a) Arithmetic errors; b) Comparison of rates. <p>(1) Arithmetic Errors</p>		

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p>The bid shall be checked for arithmetic errors based on the rates and the total sums indicated in the bills of quantities. The errors shall be noted</p> <p>(2) Comparison of rates</p> <p>The Evaluation Committee will compare rates offered by different qualified bidders and note if there is inconsistency of rates or front loading.</p> <p>Bidders who pass the test of price consistency and reasonableness and those who accept their arithmetic errors (if any) shall finally be ranked in terms of their submitted tender sums from lowest to highest. The lowest bid ranked number one shall be recommended for award.</p>
ITT 35.2 (e)	Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.
ITT 48.1	Other documents required in addition to the Performance Security are insurance as per General Conditions of Contract (GCC) clause 18.2, 18.3 and 18.4
ITT 50.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>For the attention: CHIEF EXECUTIVE OFFICER</p> <p>Title/position: <i>CHIEF EXECUTIVE OFFICER</i></p> <p>Procuring Entity: <i>KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY</i></p> <p>Email address: procurement@konza.go.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following (among others):</p> <p>(i) the terms of the Tender Documents; and</p> <p>(ii) the Procuring Entity’s decision to award the contract.</p>

SECTION 4

EVALUATION &

QUALIFICATION CRITERIA

SECTION 4 - EVALUATION AND QUALIFICATION CRITERIA

10 GENERAL PROVISIONS

- 11** This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity shall use **the Standard Tender Evaluation Document for Goods and Works** for evaluating Tenders.
- 12** Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- a) For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
 - b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
 - (c) Exchange rates shall be taken from the publicly available source identified in the ITT 14.3. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

13 EVALUATION AND CONTRACT AWARD CRITERIA

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

2.0 PRELIMINARY EXAMINATION FOR DETERMINATION OF

RESPONSIVENESS Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. The Standard Tender Evaluation Report Document for Goods and Works for evaluating Tenders provides very clear guide on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered non- responsive and will not be considered further.

30 TENDER EVALUATION (ITT 35)

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

- (i) Alternative Completion Times, if permitted under ITT13.2, will be evaluated as follows:
N/A
- (ii) Alternative Technical Solutions for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows N/A
- (iii) Other Criteria; if permitted under ITT 35.2(j): N/A

40 MULTIPLE CONTRACTS

41 Multiple contracts **Shall Not Apply**

5.0 ALTERNATIVE TENDERS (ITT 13.1)

Alternative Tenders (ITT 13.1)

An alternative *shall not be permitted*

60 MARGIN OF PREFERENCE

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

- 62 Contractors shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.
- 63 After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
- i) *Group A*: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
 - ii) *Group B*: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- 64 All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award of contract. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 6.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

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

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of **Kenya Shillings Fifty Million (Kshs. 50,000,000)**
 - ii) Minimum average annual construction turnover of Kenya Shillings One Hundred Million (Kshs. 100,000,000), equivalent calculated as total certified payments received for contracts in progress and/or completed within the last **Two (2)** years.
- iii) At least **Three (3)** of contract(s) of a similar nature executed within Kenya, or the East African Community or a broad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value **Kenya Shillings Seventy Million (Kshs. 70,000,000)**.
- iv) Contractor's Representative and Key Personnel, which are specified as **Form PER - 1**
- v) Contractors key equipment listed on the table "Contractor's Equipment" below and more specifically listed as in the **Special Conditions**
- iv) Other conditions depending on their seriousness.

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

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

b) **Pending Litigation**

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

c) **Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last **Three (3) years**. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or on going under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

SECTION 5

TENDERING FORMS

QUALIFICATION FORM*

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

1 Item No.	2 Qualification Subject	3 Qualification Requirement	4 Document To be Completed by Tenderer	5 For Procuring Entity's Use (Qualification met or Not Met)
		<p>the Procuring Entity, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to the Procuring Entity, for the last <i>[insert number of years]</i> years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.</p>		
12	Average Annual Construction Turnover	Minimum average annual construction turnover of Kenya Shillings <i>[insert amount]</i> , equivalent calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert of year]</i> years, divided by <i>[insert number of years]</i> years	Form FIN – 3.2	
13	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last <i>[insert number of years]</i> years, starting 1 st January <i>[insert year]</i> .	Form EXP – 4.1	
14	Specific Construction & Contract Management Experience	<p>A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January <i>[insert year]</i> and tender submission deadline i.e. (Number) contracts, each of minimum value Kenya shillings..... equivalent.</p> <p><i>[In case the Works are to be tender as individual contracts under multiple contract procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITT 35.4]</i></p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of Works, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by specialized subcontractors, if permitted in accordance with ITT 34.3]</i></p>	Form EXP 4.2(a)	

SECTION IV - TENDERING FORMS

QUALIFICATION FORMS

1. FORMEQU: EQUIPMENT

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

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

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

2. FORM PER -1

Contractor's Representative and Key Personnel Schedule

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

Contractor' Representative and Key Personnel

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

3. FORM PER - 2:

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

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

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

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

Declaration

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

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

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

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

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

Name of Contractor's Representative or Key Personnel: [*insert name*]

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

4. TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

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

41 FORM ELI -1.1

Tenderer Information Form

Date: _____

ITT No. and title: _____

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information
Name: _____
Address: _____
Telephone/Fax numbers: _____
E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law <ol style="list-style-type: none"> 1. Establishing that the Tenderer is not under the supervision of the Procuring Entity 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

42 FORM ELI -1.2

Tenderer's JV Information Form
(to be completed for each member of Tenderer's JV)

Date: _____

ITT No. and title: _____

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
<p>1. Attached are copies of original documents of</p> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.6. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 3.5.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

43 FORM CON -2**Historical Contract Non-Performance, Pending Litigation and Litigation History**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January [insert year] specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January [insert year] specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
<input type="checkbox"/> Contract(s) withdrawn since 1 st January [insert year] specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.			
<input type="checkbox"/> Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.			

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

Include details relating to potential bid-rigging practices such as previous occasions where tenders were withdrawn, joint bids with competitors, subcontracting work to unsuccessful tenderers, etc.

5.4 FORM FIN – 3.1:

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

5.4.1. Financial Data

Type of Financial information in _____ (currency)	Historic information for previous _____ years, _____ (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITT 15 for the exchange rate

5.4.2 Sources of Finance

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

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

5.4.3 Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) Reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - (b) Be independently audited or certified in accordance with local legislation.
 - (c) Be complete, including all notes to the financial statements.
 - (d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the _____ years required above; and complying with the requirements

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

5.5 FORM FIN – 3.2:**Average Annual Construction Turnover**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

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

* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

5.6 FORM FIN – 3.3:**Financial Resources**

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

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

5.7 FORM FIN – 3.4:**Current Contract Commitments / Works in Progress**

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

Current Contract Commitments					
No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					

5.8 FORM EXP - 4.1

General Construction Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

5.9 FORM EXP - 4.2(a)**Specific Construction and Contract Management Experience**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

5.9 FORM EXP - 4.2(a)**Specific Construction and Contract Management Experience**

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	Kenya Shilling			
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

5.9 FORM EXP - 4.2 (a) (cont.)**Specific Construction and Contract Management Experience (cont.)**

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

5.10 FORM EXP - 4.2(b)**Construction Experience in Key Activities**

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name² (as per ITT 34): _____

ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: _

		Information		
Contract Identification				
Award date				
Completion date				
Role in Contract		Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>
Total Contract Amount		Sub-contractor <input type="checkbox"/>		
		Kenya Shilling		
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year		Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

² If applicable

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

- 2. Activity No. Two
- 3.

OTHER FORMS**6. FORM OF TENDER***INSTRUCTIONS TO TENDERERS*

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
- *Tenderer's Eligibility- Confidential Business Questionnaire*
 - *Certificate of Independent Tender Determination*
 - *Self-Declaration of the Tenderer*

Date of this Tender submission: *[insert date (as day, month and year) of Tender submission]* **Request for Tender No.:** *[insert identification]* **Name and description of Tender** *[Insert as per ITT]* **Alternative No.:** *[insert identification No if this is a Tender for an alternative]*

To: *[insert complete name of Procuring Entity]*

Dear Sirs,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct and complete the Works and remedy any defects therein for the sum³ of Kenya Shillings *[Amount in figures]* _____ Kenya Shillings *[amount in words]* _____

The above amount includes foreign currency⁴ amount (s) of *[state figure or a percentage and currency]* [figures] _____ [words] _____

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Architect notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Special Conditions of Contract.
3. We agree to adhere by this tender until _____ *[Insert date]*, and it shall remain binding upon us and may be accepted at any time before that date.
4. We understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the under signed, further declare that:
- i) **No reservations:** We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
 - ii) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
 - iii) **Tender - Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity

³ *This sum should be carried forward from the Summary of the Bills of Quantities.*

⁴ *The percentage quoted above should not include provisional sums, and not more than Two foreign currencies are allowed.*

based on execution of a Tender-Securing or Proposal-Securing Declaration in the Procuring Entity's Country in accordance with ITT 19.8;

- iv) Conformity: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: *[insert a brief description of the Works]*;
- v) Tender Price: The total price of our Tender, excluding any discounts offered in item 1 above is: *[Insert one of the options below as appropriate]*
- vi) Option 1, in case of one lot: Total price is: *[insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies]*; or
- Option2, in case of multiple lots:
- (a) Total price of each lot *[insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]*; and
- (b) Total price of all lots (sum of all lots) *[insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies]*;
- vii) Discounts: The discounts offered and the methodology for their application are:
- viii) The discounts offered are: *[Specify in detail each discount offered.]*
- ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- x) Tender Validity Period: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
- xii) One Tender Per Tender: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a sub-contractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
- xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
- xiv) State-owned enterprise or institution: *[select the appropriate option and delete the other]* *[We are not a state- owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT3.8]*;
- xv) Commissions, gratuities, fees: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*.

Name of Recipient	Address	Reason	Amount

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

- xvi) Binding Contract: We understand that this Tender, together with your written acceptance thereof included

in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

- xvii) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;
- xviii) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption; and
- xix) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from _____ (*specify website*) during the procurement process and the execution of any resulting contract.
- xxi) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
 - a) Tenderer's Eligibility; Confidential Business Questionnaire - to establish we are not in any conflict to interest.
 - (b) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
 - (a) Self-Declaration of the Tenderer - to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - (d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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

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

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

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

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

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

Date signed _____ day of _____, _____

Notes

- * In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer.*
- **Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender.*

(a) TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE**Instruction to Tenderer**

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

(a) Tenderer's details

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

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full _____ Age _____
 Nationality _____ Country of Origin _____
 Citizenship _____

(c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

(d) Registered Company, provide the following details.

I) Private or public Company _____

ii) State the nominal and issued capital of the Company_____

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

(e) DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

(i) Conflict of interest disclosure

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

b) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____
 _____ [Name of Procuring Entity] for:
 _____ [Name and number of tender] in
 response to the request for tenders made by: _____ [Name of Tenderer] do hereby
 make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____
 Title _____
 Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

(c) **SELF- DECLARATION FORMS****FORM SD1****SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I..... of Post Office Box being a resident of..... In the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Direct or of *(Insert name of the Company)* who is a Bidder in respect of **Tender No.** For *(Insert tender title/description)* for *(Insert name of the Procuring entity)* and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

FORM SD2

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

I,of P.O. Box being a resident of In the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of **Tender No.**..... for (*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the afore said Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*Insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*Name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I (Person) on behalf of (*Name of the Business/ Company/Firm*)
..... Declare that I have read and fully understood the contents of the
Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in
Public Procurement and Asset Disposal and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement
and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address..... Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

(d) APPENDIX 1 - FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

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

2. Requirements

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

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

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

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

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) “fraudulent practice” is any act or omission, including is representation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - iv) “obstructive practice” is:
 - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - Acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.

- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal processor the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring(i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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

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

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**Beneficiary:** _____**Request for Tenders No:**

Date: _____**TENDER GUARANTEE No.:** _____**Guarantor:** _____

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

[Signature]

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

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (Hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (Hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“The ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (Hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (Hereinafter called “the procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

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

FORM OF TENDER - SECURING DECLARATION

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date: *[Insert date (as day, month and year) of Tender Submission]*

Tender No.: *[Insert number of tendering process]*

To: *[Insert complete name of Purchaser]* I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we—(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am /we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:..... Capacity/title (director or partner or sole proprietor, etc.)

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

Dated on day of, *[Insert date of signing]* Seal or stamp

Appendix to Tender

Schedule of Currency requirements

Summary of currencies of the Tender for _____ [*insert name of Section of the Works*]

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

SECTION 6

SPECIFICATIONS

GENERAL SPECIFICATIONS

PART NO	TITLE	PAGE
1.	GENERAL	sp1
2.	DEMOLITIONS & ALTERATIONS	sp5
3.	CARPENTRY AND JOINERY	sp8
4.	STEELWORK & OTHER METAL	sp17
5.	ALUMINIUM	sp25
6.	IRONMONGERY	sp30
7.	GLAZING	sp31
8.	FINISHINGS	sp34
9.	PAINTING & DECORATING	sp42

For Services Installations

Refer to Services Installations Tender Documents

PART ONE:

GENERAL SPECIFICATIONS

A. MATERIAL GENERALLY

All materials used on the works shall be new and of the qualities and kinds specified herein and equal to approved samples. Deliveries shall be made sufficiently in advance to enable samples to be taken and tested if required. No materials shall be used until approved and all materials which are not approved or which are damaged, contaminated or have deteriorated in any way or do not comply in any way with the requirements of this specification shall be immediately removed from the site at the Contractor's expense.

B. MATERIALS FOR WHICH THERE IS A KENYA BUREAU OF STANDARDS SPECIFICATION

All materials used in the works for which a Kenya Bureau of Standard Specification has been published shall conform with the latest edition thereof in every way. The Architect reserves the right to demand that the Contractor shall obtain at his own expense a certificate in respect of any material to state that it is in accordance with the Kenya Bureau of Standard Specifications.

C. MATERIALS FOR WHICH THERE IS NO KENYA BUREAU OF STANDARDS SPECIFICATION

All materials used in the works for which no Kenya Bureau of Standard Specification has been published shall conform with the British Standard Specifications for such material. If there are no published standard as specified for any materials, the quality of such materials shall be generally of a Standard equal to those for which there is a Kenya Bureau of Standard or British Standard Specification.

D. ALTERNATIVES TO PROPRIETARY BRANDS

Where materials are specified by their proprietary names or where fittings are specified by catalogue numbers, or descriptions, the contractor may offer material or fittings of alternative manufacture which are of equal quality. Such alternatives must be approved before being used in the works and the Contractor shall allow for this, but prior to tendering he may submit to the Architect for approval the names of any suppliers or manufacturers whose products he intends to use, together with catalogue numbers and descriptions and/or samples but the decision of the Architect will be final.

E. SAMPLES

The Contractor shall furnish for approval, with reasonable promptness all samples of material and workmanship required by the Architect. The Architect shall check and approve such for conformance with the design concept of the works and for compliance with the information given in the Contract Documents. The work shall be in accordance with approved samples.

- (a) All material samples shall be delivered to the Architect's Office with all charges in connection therewith paid by the Contractor.
- (b) Duplicate final approved samples, in addition to any required for the Contractor's use, shall be furnished to the Architect, one for office use and one for the site.
- (c) Samples shall be furnished so as not to delay fabrication, allowing the Architect reasonable time for consideration of the sample submitted.
- (d) Each sample shall be properly labelled with the name and quality of the material, manufacturer's name, name of project, the Contractor's name and the date of submission and the specification number to which the sample refers.

GENERAL SPECIFICATIONS

A MEASUREMENT AND TESTING EQUIPMENT

The Contractor shall provide the following equipment for carrying out measuring and control tests on the site and maintain in full working order:

- (a) Straight edges 2 metres and 4 metres long for testing the accuracy.
- (b) Vernier Callipers
- (c) Micrometre Gauge
- (d) 360 degrees Line Laser for Indoor Use (Levelling Machine)
- (e) Laser Measuring Instrument
- (f) A glass graduated cylinder for use in the silt test of organic impurities in the sand.
- (g) Two 30 metre steel tapes
- (h) Five 5 metre steel tapes
- (i) Wood moisture metre

PART TWO

DEMOLITIONS & ALTERATIONS SPECIFICATIONS

DEMOLITIONS AND ALTERATIONS

A. DEMOLITIONS

Demolitions, taking out and cutting away shall be carefully performed and every precaution shall be taken to ensure the safety of the work. If damage should occur in the carrying out the demolitions or alterations the contractor shall reinstate and make good the same at his own expense.

B. PROTECTION

Supply, erect and maintain during the cutting of openings etc., all necessary protection to the existing premises against damage by weather or other cases.

C. MAKING GOOD

All making good of block work, building up of opening etc., shall be solid block work unless otherwise described, in cement mortar (1:4) properly cut, toothed and bonded and pinned up to existing work and pointed where necessary.

D. CREDIT FOR MATERIALS

Unless otherwise specified materials arising from the demolitions and alterations will become the property of the contractor. If the Contractor wishes to allow a credit for any such materials the appropriate allowance should be included in the credit column of the Bills of Quantities. In the event that the Employer wishes to take possession of any such materials the contractor will only be entitled to receive compensation to the amount of credit indicated.

E. DEFINITIONS OF TERMS

The following definitions explain and simplify the terms indicated in the description of the works.

Removal shall include:

Dismantling/pulling down/taking out/taking up/stripping etc., at the site of the works, getting from the site of the works to the outside of building by whatever means is necessary and disposal.

Disposal shall include:

Handling on site to store or to pick up point for loading
Loading into skips or lorries
Transporting away from site to yard, store or tip
Payment of all tip charges.

Making out shall include:

infilling to voids, openings, gaps and the like and matching materials and construction to existing work as last described consequent on the carrying out of other work.

DEMOLITIONS & ALTERATIONS SPECIFICATIONS

Definitions of Terms (cont'd)

Form opening in brick work or block work shall include:

Shoring up and needling as required, cutting the opening
Designing, providing and inserting required beam or lintol and providing any calculations if required and obtaining building regulation approval.
Providing and inserting cavity gutters and the like forming new arches and the like in face work to match existing.
quoining up jambs
Sealing cavity of hollow walls, at jambs and cill and providing and inserting damp proof course
Making good face work and features to match existing
Forming new external sub-cill or sub-thresholds to match existing
Making good the plasterwork or other applied finishes including making out into reveals and providing metal angle beads to arises where required.
Removing debris.

Block in/ Blank off/ Fill in opening in brick work or block work shall include:

Carefully cutting out any flooring in opening and levelling and preparing for raising new work
Cutting toothing for bonding in new work
Filling the opening with brickwork or block work to match existing
Making out face work including cutting out arches, cills or ornamentation around the opening and continuing any general face work pattern
Wedging and pining to existing soffits
Providing and inserting matching damp proof course
Making out plasterwork including and continuing any existing patterns of labours and making good between new and old work so that after decoration or weathering the original opening cannot be discerned.
Remove debris

Remove partition shall include:

Sorting up if required
Sizing, providing and inserting required timber beam if the partition is load bearing
Taking off skirting, picture rails and the like
Stripping off lath plaster or other finished and insulation quilts
Taking out doors, borrowed lights, hatches and the like, frames, linings and architraves and the like within any area of partitioning to be removed
Dismantling and taking studding or framed work
Making good plasterwork or other wall and ceiling finishes including cornices and other enrichments
Making good or making out floor boarding and any applied finishes
Taking out timber skirting, picture rails and the like and removing debris.

DEMOLITIONS & ALTERATIONS SPECIFICATIONS

Definitions of Terms (cont'd)

Ease and adjust shall include:

The term and adjust as applied to doors, cupboards doors, casement sashes and the like includes:

- Re-hanging on existing hinges
- Plaining edges as necessary
- Oiling locks and hinges and leaving in working order

Overhaul shall include:

The term overhaul applied to doors, cupboard doors, casement sashes and the like includes any or all of the following operations as are necessary:

- Cramp up loose tenon joints and wedge or re-wedge including gluing wedges
- Piercing in any existing hinges or renewing hinges if required
- Plane edges
- Plane off protruding tenons
- Re-fix ironmongery and locks or renew if required
- Oil locks and hinges
- Renew glass where cracked or broken
- Renew putties where loose, missing or defective

Strip existing installation shall include:

The term strip existing installation in relation to electrical installation includes:

- Disconnecting at mains and making safe
- Disconnecting and taking out all existing conduit, wiring and fittings (except where conduit is to be re-used)

Strip existing installations in relation to plumbing and engineering installations shall include:

- Turning off incoming supplies
- Disconnecting and taking out all existing appliances, fittings and pipe work
- Removing defunct pipe clips, fixing and the like
- Making good walls, floors, ceiling as required
- Removing debris

PART THREE

CARPENTRY & JOINERY SPECIFICATIONS

CARPENTRY & JOINERY

A. GENERALLY

All woodwork shall be carried out in accordance with the drawing and the principals of first class joinery construction. Unless specifically stated otherwise, sizes shown on drawings are finished sizes and the contractor must allow for wrot faces.

MATERIALS

B. QUALITIES OF TIMBER

- (a) The qualities of timber stated hereinafter are in accordance with the latest Kenya Government Grading Rules.
- (b) All timber described as prime Grade is to be first Grade (Grade 1)
- (c) All timber described as selected Grade is to be second Grade (Grade 11)
- (d) All hardwood is to be prime Grade (Grade 1)
- (e) All timber for permanent use in the building shall before use be approved by the Architect for quality in accordance with the foregoing specification for its respective grade. Any timber not so approved by the Architect shall be removed from the site forthwith.

C. INSECT DAMAGE

All timber, whether graded or un-graded, and including shuttering, scaffolding and the like shall be free of live borer beetle or other insect attached when brought upon the site. The contractor shall be responsible up to the end of the maintenance period for executing at his own cost all work necessary to eradicate insect attack of timber which becomes evident including the replacement of timbers attacked, or suspected of being attacked, notwithstanding that the timber concerned may have been inspected and passed as fit for use.

D. SEASONING OF TIMBER

All carpentry timbers are to be seasoned to an average moisture content of not more 20%. All joinery timbers are to be seasoned to an average moisture content of not more than 15%. The contractor is to make available on site a metre of testing moisture content of all timber delivered.

E. PREPARATION AND PROTECTION OF TIMBER

- (i) All timber necessary for the works is to be purchased immediately the contract is signed, and when delivered is to be open stacked for such further seasoning as may be necessary. Preparation of the timber is to be commenced simultaneously with the commencement of the works generally.
- (ii) All timber and assembled woodwork is to be protected from the weather and stored in such a way as to prevent attack by decay fungi, termites or other insects.

A. SPECIES OF TIMBER

Only those timbers specified are to be used for the works, unless alternatives are authorised by the Architect in writing.

CARPENTRY & JOINERY SPECIFICATIONS

B. PRESSURE IMPREGNATED TIMBER

- (i) All timber described as pressure impregnated shall be impregnated under vacuum and pressure with celcure. or Tanalith. Wood preservative with an average absorption of not less than 6.7 kg of dry salt per cubic metre. In case of resistant species where this retention cannot be obtained the timber shall be treated to refusal point. All treated timber shall not be exposed to wet conditions for at least 14 days after treatment has been carried out. All cut ends, drilling or fabrications on the site producing new surfaces shall be thoroughly brushed or soaked with celcure B. salts applied in accordance with the manufacturer's instructions.
- (ii) Any other method of timber impregnations will only be allowed at the Architect's approval.

C. HARDWOOD

All hardwood will comply with the requirement of BS 1186 part 1 BS 4047. It shall show a straight and regular grain throughout.

Hardwood shall be free from wooly texture, soft heart, sap wood, splits, shakes, all evidence of insect or fungi attack and rot and all faults caused by compression failure. There shall be no waney edges. Hardwood shall be free from knots on exposed faces. Any hardwood showing visible imperfections will be rejected.

Preservatives shall not be used without the Architect's permission. Where indicated on the drawings, internal hardwoods will be treated with clear sealants as specified elsewhere.

D. SOFTWOOD

Softwood timber for carcassing work shall be either podo carpus or cypress to the approval of the Architect and shall be dimensions specified on the drawings.

Timber shall be accordance with the Groups listed in this clause.

All softwood shall comply with the requirements of BS1186 part 1. Timber shall be free from wooly texture, soft heart, sap wood, splits, shakes, pith showing on the surface, sloping grain exceeding one in eight checks, knots exceeding 25mm of diameter, loose knot or knot holes and any evidence of insect or fungi attack. There shall be no waney edges.

Where indicated on the drawings, the softwood will be treated with clear sealer or painted with gloss paint. All softwood is to be pressure impregnated against insect attack before delivery to site. Any ends cut after treatment shall be given two liberal coats of preservative.

A. PLYWOOD

All plywood shall comply with the requirements of BS 1455, be obtained from a manufacturer to be approved by the Architect and be of the thickness shown on the drawings.

Plywood shall be Exterior Grade except where otherwise stated. Plies shall be bonded together with adhesives complying with the requirements of BS 1203 grade WBP. Plywood shall be free from end joints (including joints in veneers) overlaps in core veneers, dead knots, patches and plugs, open defects, depressions due to defects in cure, insect attack (except isolated pinworm holes through face veneers only), fungal attack and from discolouration differing from that normally associated with species.

CARPENTRY & JOINERY SPECIFICATIONS

Plywood (Cont'd)

Face veneers shall be hard and durable and shall be capable of being finished to a smooth surface. Face veneers shall closely match the general joinery timber supplied.

B. CHIP BOARD

Chipboard shall be medium density wood particle board complying with BS 2604 part 2, produced in factories by an approved process.

C. BLOCK BOARD

Block board shall be of approved local or imported manufacture to BS 3444 glued throughout and softwood or hardwood faced as hereinafter specified and equal to a sample to be deposited with the Architect for approval and which when so approved shall form the standard for the works.

D. FIBRE BOARD

Shall be insulating board to comply with BS 1142 of the types specified and of approved manufacture.

E. TEMPERED HARDBOARD

To be approved manufacture according in all respects with BS 1142 suitable for painting, prepared and fixed in accordance with the maker's instructions.

F. WOOD BLOCK FLOORS

- (i) To be supplied and laid in 460 mm x 460 mm panels by a specialist all to the approval of the Architect.
- (ii) On completion and immediately prior to applying the clear finish, the surface is to be twice machine sanded using first coarse and the fine sandpaper and brushed perfectly clean.

G. TIMBER DOORS

Doors are to be designed, manufactured and fixed in accordance with the relevant British standards summarised below:-

BS	476	part 8	1972	fire tests etc.
BS	4787	part 1	1972	Door dimensions etc.
BS	1186	part 1	1971	Quality of timber and workmanship.
BS	1227	part 1A		Hinges
BS	3827			Builder's hardware - glossary

A. FLUSH DOORS

Generally, the requirement for flush doors is that they have a minimum thickness of 40mm. They shall be faced both sides and there shall be hardwood lipping to all edges. Hollow core and semi-solid types shall contain adequate provision within the core for ironmongery (e.g. lock blocks etc).

All hollow and semi-solid doors shall be faced with WBP bonded Exterior grade plywood. Except where indicated doors shall have hardwood veneered faces.

Vision panels where required shall be 150mm wide 900mm deep.

CARPENTRY & JOINERY SPECIFICATIONS

Flush doors (cont'd)

Flush doors shall be obtained from a supplier to be approved by the Architect. Flush doors shall comply with the requirements of BS 459 parts 1,2 and 3. All edges shall be lipped with hardwood tongued into edge of the door.

Fire resistant flush doors are to be constructed in accordance with BS 459 part 3.

The core of solid core flush doors shall be constructed of longitudinal laminations of precision planed timber, butt joined and glued with resin based adhesive under hydraulic pressure, the whole forming a rigid fire resistant raft.

Where doors are indicated as fire resistant they shall be constructed so as to exceed the requirements stated when tested in accordance with BS 476 part (1972) section 7.

B. HARDWOOD VENEERS

- (a) Veneer facings shall be selected to the approval of the Architect.
- (b) No glass or synthetic fibre stitching will be permitted for jointing veneer leaves together.
- (c) Veneer shall be free from splits, dote, glue, stains insect or fungi attack and rot.
- (d) Filling or inlaying of any kind will not be accepted.
- (e) All wood veneers shall be bonded to the core material in such a way that no lifting and blistering shall occur.

C. LAMINATED PLASTIC VENEERS

Laminated plastic veneers shall be a decorative sheet 1.6mm thick complying with BS 3794 class 1. The pattern will be selected by the Architect. The laminate shall have decorative (pattern) finish on one face only. Patterns will be selected from the manufacturer's standard range.

D. MISCELLANEOUS MATERIAL

- (a) Tapered timber pellets for filling screw holes must be cut across the grain and shall be of the colour and grain being plugged.
- (b) Metal fixing devices must be fully rust-proofed cramps, brackets, plugs, bolts etc., must be of a type, make and pattern approved by the Architect.
- (c) Adhesives must be suitable for use in the local conditions and be compatible with the materials with which they are in contact.

E. NAILS AND SCREWS

Nails shall comply with BS 1201, screws shall comply with BS 1494 and bolts shall comply with BS 916.

WORKMANSHIP

A. TOLERANCES

The method of construction must accommodate tolerance as shown on the drawings and allow for ensuring that repetitive units can be accurately located in relation to grid lines and that tolerances do not accumulate. Reasonable tolerance shall be provided at all junctions between joinery and the building carcass, whether of masonry or frame construction, so that any irregularities or movement may be adequately compensated.

B. JOINTING

- (a) All joints must be made as specified or detailed and the execution of all jointing shall be to the satisfaction of the Architect.

CARPENTRY & JOINERY SPECIFICATIONS

Jointing (Cont'd)

- (b) Joining surfaces of all connections exposed to the weather are to be thickly primed except where gluing is specified. Surfaces are to be in good contact over the whole area of the joint before fastenings are applied.
- (c) No nails, screws or bolts are to be placed in any end split. If splitting is likely or is encountered in the course of the work, holes for nails are to be pre-bored at diameters not exceeding 4/5 of the diameter of the nails. Clenched nails must be bent at right angles to the grain. Lead holes are to be bored for all screws.
- (d) Where the use of bolts and washers is specified the holes are to be bored from both sides of the timber and to be a diameter $D+D/16$ where D is the diameter of the bolt nuts must be brought up tight but care is to be taken to avoid crushing of the timber under the washers.
- (e) Joints in joinery must be as specified or detailed and designed and secured as to resist or compensate for any stresses to which they may be subjected. All nails, springs etc., are to be punched and puttied.
- (f) Loose joints are to be made where provision must be made for shrinkage, glued joints where shrinkage need not be considered and where sealed joints are required. All glued joints shall be cross-tongued or otherwise reinforced.
- (g) Glues for load bearing joints or where conditions may be damp must be of the resin type. For non-load bearing joints, or where dry conditions can be guaranteed, resin or organic glues may be used.

C. FRAMED WORK

The word "framed" shall mean and include all the best known methods of jointing woodwork together by mortice and tenon, dovetail or other methods, and for forming all necessary stops, mitres or mason' mitres in members which are moulded, rebated etc.

A. PLUGGING

Plugging and fixing to wall in all trades shall be executed by "Rawl plugging" or similar approved proprietary methods all in accordance with the manufacturer's printed instructions. Hacking of holes and filling with timber plugs will not be permitted under any circumstances

B. CARPENTRY WORK

- (a) All carpentry shall be executed with workmanship of the best quality. Scantlings and board shall be accurately sawn and shall be uniform in width and thickness throughout and shall be as long as possible and practicable in order to eliminate joints
- (b) All work shall be left with a swan surface except where specified to be wrot.
- (c) All work shall be accurately set out and in strict accordance with the drawings, and shall be framed together and securely fixed in the best possible manner with properly made joints. Provide all braids, nails, screws etc., as necessary and as directed and approved.
- (d) Actual dimensions of scantling for carpentry shall not vary from the specified dimensions by more than +3mm or -1mm. Sizes and thickness of wrot carpentry timber are nominal, that is to say a variation of 3mm from the specified sizes will be allowed from each wrot surface unless the thickness or size is described as finished in which case no variation from the stated thickness or size will be permitted.

CARPENTRY & JOINERY SPECIFICATIONS

C. JOINERY WORK

All joinery work shall be wrot unless otherwise described.

- (a) Sizes and thickness of joinery are nominal that is to say a variation of 3mm from the specified sizes will be allowed from each wrot surface unless the thickness or size is described as finished in which case no variation from the stated thickness or size will be permitted.
- (b) No joinery to be put in hand until the details have been supplied or approved by the Architect and in all cases the details are to be worked to.
- (c) All joinery shall be executed with workmanship of the best quality in strict accordance with the detailed drawings, moulding shall be accurately and truly run on the solid and all work planed, sandpapered and finished to the approval of the Architect. All arises to be slightly rounded. All framed work shall be cut out, and framed together as soon after the commencement of the building as is practicable but should not be wedged up until the building is ready for fixing the same and any portions that warp, get in winding, develop shakes or other defects shall be replaced with new. In-door frames etc., the heart face of the timber shall be fixed away from the wall. As soon as required for fixing in the building the framing shall be glued together with glue as described and properly wedged or pinned etc., as directed.
- (d) All beads, fillets and small members shall be fixed with round or oval braids or nails well punched in and stopped. All larger members shall be fixed with screws, the screws let in and pelleted over with wood pellets to match the grain.
- (e) Cups and screws for fixing beads and fillets shall be spaced 150mm apart and 25mm from angles.
- (f) All joinery immediately upon delivery to the site is to be sorted and protected from the weather.
- (g) All joinery is to be primed before fixing but no work is to be primed until it has been approved by the Architect.
- (h) All fixed joinery which is liable to become bruised or damaged in any way, shall be properly cased and protected by the contractor until completion of the work.
- (i) When natural finish is specified, the timber in adjacent pieces shall be matched and uniform or symmetrical in colour and grain.

A. SOFTWOOD

Fixing shall be by means of non-rusting screws with counter sunk heads to proprietary plugs or ground. Nails will not be permitted.

Sections shall be neatly and accurately cut so as to avoid splitting of the wood.

B. HARDWOODS

Hardwoods are as described.

CARPENTRY & JOINERY SPECIFICATIONS

In jointed panels each piece shall be of the same species. Joinery for oiling shall have all surfaces of the same species and same character of grain.

Fixing shall be by means of brass screws with countersunk heads to proprietary plugs or grounds. Where work is face screwed heads of screws shall finish not less than 6mm below the surface and be covered with round teak pellets of appropriate thickness. Pellets shall be chosen and fixed so as to match colour and pattern of grain so far as is practical. Nailing will not be permitted. Sections shall be neatly and accurately cut with fine toothed saws.

C. PLYWOOD

Plywood of the required thickness shall be used. The Contractor will not be allowed to make up thickness by gluing together sheets of thinner plywood.

Where cutting is required, it shall be neatly and accurately performed with fine toothed saws so as to avoid splitting the face veneers and intermediate plies.

D. CHIP BOARD

Where cutting is necessary it shall be neatly and accurately performed with fine toothed saws so as to avoid splitting the face veneers. Where raw edges arise from cutting these shall be faced with a matching hardwood fillet cut pinned and glued to match factory produced edges.

A. BLOCK BOARD

Where cutting is necessary it shall be neatly and accurately performed with fine toothed saws so as to avoid splitting the face veneers. Where raw edges arise from cutting these shall be faced with a matching hardwood cut pinned and glued to match factory produced edges.

B. LAMINATED PLASTIC VENEER

Laminated plastic veneers are to be fixed with an approved adhesive, care being taken to eliminate all air from beneath the laminate on fixing. The laminate is to be free from chipped or cracked portions and work so disfigured is to be moved and replaced. When the adhesive is set the laminate is to be neatly bevelled off along all rises with a plane.

Where plastic laminate is fixed to doors or shelves etc., without a laminate to the outer edge, a raised lipping is to be provided and the laminate finished flush against the lipping.

C. FIXING DOORS AND FRAMES

Doors shall be properly fitted to give a uniform clearance of not more than 3mm all round and the hinges shall be let into doors.

Doors frames shall be properly framed at angles. Door stops shall be housed into grooves in frames. Architraves shall be provided to conceal finishes. Frames shall be fixed to grounds or plugs. Fixing shall be by means of non-rusting screws with countersunk heads. For hardwood frames screw heads shall be finished not less than 6mm below surface of the wood and shall be covered with matching round hardwood pellets of appropriate thickness. Pellets shall be chosen and fixed so as to match colours and pattern of grain so far as is practical. Nailing will not be permitted.

CARPENTRY & JOINERY SPECIFICATIONS

Fixing doors and frames (Cont'd)

Except where indicated doors shall be kept clean for clear polyurethane varnish.

Door frames shall be treated to match doors.

Glazing shall be wired glass 6mm thick with edges wrapped in wash leather and secured with hardwood glazing bead size 10mm x 15mm mitred at angles secured with brass screws and cups.

D. CONSTRUCTION OF DOORS

- (a) Flush doors specified as solid construction shall have a 100% solid core of vertical laminate Cedar or equal and approved.
- (b) Flush doors specified as semi-solid construction shall be constructed with timber stiles and rails, infill with horizontal intermediate rails spaced equally apart and tenoned into stiles.
- (c) Unless otherwise specified, doors scheduled to receive a clear or veneered finish shall be lipped on all edges.
- (d) Where panels over doors are specified, such panels shall be constructed in the same way and with the same materials as the doors above in which they are situated, and the panels shall match the doors in every respect.
- (e) For doors specified as plywood faced, the plywood shall not be less than 3mm thick, complying with the requirements of BS 1455, WBP type. Face veneers shall be Grade 1 for painted doors in every respect.
- (f) All doors shall be provided with lock blocks of minimum size 300mm x 75mm.
- (g) Glass beading strips shall be approved wash leather self adhesive tape turned up over both sides of the glass and glazing surfaces and turned to the straight line.
- (h) All screws shall be countersunk, and screwed and pelleted in un-painted work.
- (i) Timber pellets shall be glued and tapped into the hole, making sure the grains line up, and are carefully trimmed back flush with joinery to give a clear, smooth overall surface.

A. FITTINGS AND FIXTURES

The fittings, etc., are to be accurately constructed in accordance with the detailed drawings. The doors, drawers, etc., are all to fit and open and close smoothly and all work next to walls, floors and ceilings is to be soundly fixed and scribed to fit snugly against same.

B. MOULDINGS

Moulded work shall be accurately worked to the full size details supplied by the Architect. Mouldings shall be worked on the solid unless otherwise stated.

C. CIRCULAR WORK

When circular work is specified it shall be built up with an appropriate number of pieces cut to the required shapes. The pieces shall be put together in two (or three) thickness so that they break joint, and shall be secured with hardwood keys and wedges or with hardwood pins (whichever is more appropriate).

CARPENTRY & JOINERY SPECIFICATIONS

D. SCRIBING

Skirting, architraves, plates and other joinery works shall be accurately scribed to fit the contour of the irregular surface against which they will be required to form a close butt connection.

E. FINISH

All joinery which is to be oiled and painted shall be finished smooth and cleaned by rubbing down by hand with fine glass paper.

F. COMPLETION OF WORKS

Protection of all joinery and ironmongery must be maintained until completion of the contract as a whole. All joinery and glass is to be thoroughly cleaned before the building is handed over.

G. DEFECTIVE WORK

All work judged to be defective must be removed and replaced as directed by the Architect.

IRONMONGERY

H. GENERALLY

- (a) Ironmongery shall be fixed with suitable screws to match and prices shall include for this
- (b) All locks and ironmongery shall be fixed before the woodwork is painted, handles shall be removed before the painting commences carefully stored and re-fixed after completion of painting.
- (c) All locks, springs and other items of ironmongery with moveable parts shall be properly tested, cleaned and adjusted where necessary to ensure proper working order at the completion of the works and left in perfect working order by the contractor.
- (d) The keys of all locks shall have labels attached with door references marked on before handing to the Architect.
- (e) All locks shall be provided with a master key system and prices shall include for this as required by the client, and as instructed by the Architect. The client's requirements are to be obtained by the contractor before ordering.

PART FOUR

STEELWORK AND OTHER METAL WORK

A. STEEL QUALITY

Structural steel shall comply with the requirements of B.S.4360 and shall be new and unused. It shall be free of imperfections, distortion, rust, scales of other deterioration or contamination by grease, paint and similar items.

B. TESTING

The Engineer may, where he so desires call manufacturer's work test certificates in respect of all steel, which tests shall have been performed in accordance with B.S.18. The Engineer may also carry out such further tests as he may consider necessary.

C. SECTIONS

The dimensions and properties of hot rolled structural steel sections and hollow sections shall be in accordance with B.S.2, part 1 and 2, or B.S.4848 for metric sized sections.

D. MINIMUM THICKNESS

All steelwork sections other than gauge metal sections, including cleats, gusset plates, etc. shall be not less than 8mm thick unless specifically indicated on the Drawings.

E. FORGING

All steel for forging and all forgings shall comply with the requirements of B. S. 29, and shall be subject to inspection and approval of the Engineer.

F. CASTING

All material used in the manufacture of castings and all castings shall comply with the requirements of B.S. 309, 1452 and 3100 and shall be subject to inspection and approval of the Engineer.

G. GAUGE METAL SECTIONS

Sections shall be manufactured from continuously hot dipped galvanised steel coil to B.S.2989 using steel to B.S.1449, part 1A and 1B, classification CR4 with a guaranteed minimum yield stress of 280 N/mm².

The sections shall be cold formed to the basic shapes given in B.S 2994 with the design and details conforming to Addendum No. 1 to B.S.449 (PD4064).

Section shall be sawn and holes may be punched so as to produce a neat round hole with no distortion . Holes and cut ends shall be painted with zinc rich paint as soon as possible after cutting.

H. "Z" PURLINS

"Z" purlins shall be fabricated in the longest practicable lengths with staggered joints. All connections shall have a minimum of four bolts. Sag rods and apex ties shall be provided where indicated.

STEELWORK AND OTHER METAL WORK

A. TUBULAR SECTIONS

For tubular construction, due allowance is to be made for sealing the ends of all tubes and hollow square or rectangular sections with welding or welded plates. Where end make connections to other members, they shall be welded on true and square.

Shop joints required in tubular members shall be full penetration but welds on to split backing rings.

B. STORAGE

Steel shall be stored at least 150mm above the ground and protected against rust and corrosion.

C. FABRICATION

Structural steelwork shall be fabricated in accordance with B.S.449.

D. SHOP DRAWINGS

The contractor shall prepare fully detailed working drawings of the structural steelwork and obtain the Engineer's approval before commencing any fabrication. The drawing to be submitted at least one week before it is planned to start fabrication.

E. EDGE PREPARATION

The longitudinal edges of all plates and cover plates forming plate girders or built-up girders and columns and all edges of gusset plates over 12mm thick shall be machined. Edges which are subsequently wholly incorporated in weld may be machine flame cut. The abutting ends of the parts of all compression members including the caps and bases of stanchions, built-up columns and stiffeners transmitting load through direct contact shall be machined after the members have been fabricated so that all the parts shall be in close contact when the joint is made. The edges of the other members may be machine flame cut, sawn, sheared or cropped but hand flame cutting will not be permitted. All burrs shall be removed by grinding, and sheared and cropped edges shall be dressed.

F. STRAIGHTENING

All plates, bars and rolled sections shall be carefully trued, straightened and taken out of winding by pressure before they are drilled. Heating or hammering rolled sections and plates will not be permitted.

G. TEMPLATES

The templates throughout the work shall be mild steel. In cases where actual members have been used as templates for drilling similar pieces, the engineer will decide whether they are fit to be used in the finished structure.

H. HOLES

All holes in the steelwork shall be drilled out and not punched. Whenever holes are drilled in one operation through two or more separate parts the parts shall be separated after drilling and the burrs removed by grinding. All slotted holes shall be finished with sides of the holes straight and parallel.

A. JOINTS

No joints shall be made in any plate, bar or rolled sections except where shown on the Drawings or described in the specification.

STEELWORK AND OTHER METAL WORK

B. ASSEMBLING AND MARKING

All steelwork shall be inspected in the fabricator's yard by the Engineer and where directed the steelwork shall be assembled to check the accuracy and inter-changeability of the work. Before despatch from the fabricator's yard all steelwork shall be cleaned down and clearly marked in paint or stencilled and stamped to facilitate sorting at the site. The markings shall be in conformity with the approved working and erection drawings.

C. WELDING GENERALLY

No welds will be permitted in any part of the permanent work except where shown or described on the approved working Drawings.

All welding of steel shall be executed in accordance with the provisions of BS 5135 and the workmanship shall be of the highest quality in all respects throughout. All welds shall be of the appropriate dimensions, they shall be sound, free from porosity, slag inclusion, undercutting and other defects, and shall be of clean and regular appearance throughout, and the execution shall be such as to ensure that the parts connected are properly aligned and positioned, free from distortion and so fixed together as to produce a homogeneous section of the correct dimensions. As much of the welding as is practicable shall be executed by means of automatic or semi-automatic processes and manual welding shall be kept to a minimum.

All welders shall have completed the tests described in part 6 or B.S.449 and may be required to carry out any of those tests in the presence of the Engineer.

D. ELECTRODES

All covered electrodes for the manual metal arc welding of grades of steel to B.S.4360 shall comply with the requirements of B.S.639 and B.S.1719: part 1. All electrode wires and fluxes for the submerged arc welding of grades of steel to B.S.4360 shall comply with the requirements of B.S. 4164.

All electrodes shall be of a type, size and quality appropriate to the class of work for which they are intended and shall be supplied by approved manufacturers and shall be of the heaviest gauge consistent with obtaining adequate penetration. Each batch of electrodes shall be accompanied by the manufacturer's certificates stating the date of manufacture, together with certificates giving the results of the initial test and of the most recent periodic check tests.

All electrodes shall be stored in their original unbroken bundles or packages in a warm dry and well ventilated place to which the Engineer shall have access.

All electrodes for welding shall be used strictly in accordance with manufacturer's instructions and shall be so chosen that the properties of the deposited metal are in no way inferior to those of the parent metal. Under no circumstances shall electrodes be used in a damp condition and any electrodes which have parts of the flux covering broken away or damaged in any respect whatsoever shall be discarded.

A. WELDING TRIALS

Whenever so directed by the Engineer and prior to the commencement of fabrication, welding and flame cutting procedure trials shall be carried out on typical examples of the various types and categories of welded members and joints using representative samples of the materials to be employed in the work. These trials shall demonstrate to the satisfaction of the Engineer the suitability and adequacy of the methods and procedures to be adopted in the fabrication.

The samples of material to be used in the aforesaid trials shall be selected and marked by the Engineer when the materials are inspected at the rolling mills and the various types and categories of members and joints shall be

STEELWORK AND OTHER METAL WORK

Welding Trial (Cont'd)

welded in a manner simulating the most unfavourable conditions that will be experienced during fabrication or assembly. After completion of welding the various examples shall be sectioned for subsequent examination and testing.

Any approval by the Engineer of the welding methods and procedures shall in no way limit or restrict the right and authority of the Engineer to subsequently reject any welds or welded joints that in his opinion fall below the standard appropriate to the class of work.

B. WELD TESTING

The contractor, his subcontractor and/or his fabricator shall be responsible for the preparation of all welded test pieces as and when required by the Engineer and for the provision, maintenance and efficiency of all apparatus and equipment necessary to the conducting of such tests in accordance with the procedure laid down in B.S.709.

Non-destructive testing of welds on completed member and joints shall be carried out by the Engineer during the course of fabrication as required and any length of weld or any welded joints exhibiting any defects shall be rejected and all such defects shall be cut out and replaced with sound work. The entire cost of making good or replacing any such rejection shall be borne by the contractor.

The contractor, his sub-contractor and/or his fabricator, shall be responsible for all preparations necessary for the carrying out of non-destructive testing of welds on completed members and completed members and joints to the satisfaction of the Engineer and shall provide all assistance required for conducting such tests.

C. WELDING PLANT

All plant used for shop and site welding shall be capable of maintaining at the fusion face the voltage and current specified by the manufacturer of the electrodes and the contractor, his sub-contractor and/or his fabricator shall provide the necessary instruments for measuring the voltage and current as and when required by the engineer.

D. BOLTS

Black bolts and nuts shall be in accordance with B.S. 4190 and shall have their bearing faces machined. Close tolerance bolts and nuts shall be in accordance with B.S3692 and shall have their bearing faces machined, be turned on the shank and shall be screwed with unified coarse threads to B.S.1580. Flat and taper steel washers shall be in accordance with B.S4320. Washers shall be provided under the nuts of all black bolts and close tolerance bolts so that the nut, when screwed up tight, does not bear on the shank of the bolt.

Taper washers of correct angle of taper shall be provided under all bolt-heads and nuts that are required to bear on bevelled surfaces.

A. HIGH STRENGTH FRICTION GRIP BOLTS

High strength friction grip (H.S.F.) bolts, nuts and washers shall be of either high strength load indicating bolts and nuts of an approved pattern or shall be provided with load indicators of an approved pattern under the heads of the bolts. The dimension of high strength friction grip bolts and nuts shall be in accordance with B.S.4395 except only for the dimensions of the load indicating washers shall be supplied by manufacturers approved by the Engineer.

Non load indicating bolts or washers may be used with prior approval of the Engineer. The part-turn method of tightening shall be used with these bolts.

STEELWORK AND OTHER METAL WORK

High strength friction Grip Bolts (cont'd)

All bolts shall have clear distinctive marks to identify them. The bolts and washers shall be electro-zinc plated or zinc coated sheradizing and the nuts cadmium plated by the manufacturer to ensure that the nuts do not cease under tension. All components shall be stored carefully to ensure no deterioration of finish.

B. USE OF HIGH STRENGTH FRICTION GRIP BOLTS

The use of high Strength friction Grip Bolts shall be in accordance with B.S.4604.

C. SURFACES

Surfaces of plates in joints shall be free of paint or any other applied finish (except galvanising), oil, dirt, rust, loose scale, burrs or other defects which would prevent solid seating of the parts or would interfere with the development of friction between them.

D. MINIMUM PLY THICKNESS

General Grade Bolts - no outer ply, and wherever possible no inner ply, shall be smaller in thickness than half the bolt diameter or 10mm whichever is the less.

High Grade Bolts - no outer ply, and wherever possible no inner ply, shall be less than 10mm.

E. SPACING OF BOLTS

This shall be as shown on the Drawings or otherwise in accordance with B.S.449. The tool to be used for tightening should be taken into account when arranging the disposition of bolts in a joint.

F. ASSEMBLY OF JOINT

Holes shall be lined up with draft pins until bolts in the remaining holes are fully tightened. Driving of bolts will not be permitted. The ends of the bolts and nuts shall be clear and lightly lubricated. No lubricant shall come into contact with the ply faces. Each bolt and nut shall have a flat round washer and taper washer as necessary. Load indicating washers shall be fitted with the protrusions against the bolt head or against a special nut face washer when fitted at the nut end.

A. TIGHTENING

Tightening shall be in a staggered pattern agreed with the Engineer before hand, working from the centre of joint outwards. Each bolt tightening operation shall be carried out speedily until the required gap under the load indicating washer is reached. This shall be measured using a feeler gauge.

Appropriate allowance shall be made in the gap for the location of the indicating washer relative to the bolt. Tightening may be carried out using manual or power wrenches but not torque wrenches and must be carried out until the bolt reaches the minimum specified tension.

Full details must be obtained from the manufacturer regarding details of the installation, tightening and use of load indicating washer to confirm the correct tension has been developed in the bolts.

B. BOLT FAILURE

If after final tightening a nut or bolt is slackened off for any reason, or becomes slack, the nut, bolt and washer must be discarded and not used again.

STEELWORK AND OTHER METAL WORK

C. PAINTING

The gap under the load indicating device shall be filled with paint.

D. PART TURN TIGHTENING

In certain circumstances the part turn method may be permitted. The sequence of tightening bolts in a group shall be agreed before hand with the Engineer. The bolts shall be tightened initially with a standard podger spanner to bring the joint surfaces into close contact. This must be checked before the tightening process is completed.

A permanent mark shall be cut on the nut and protruding end of the bolt using a cold chisel and the nut finally tightened with an impact wrench to turn it relative to the bolt and specified amount to produce the required minimum tension.

E. SHOULDERED BOLTS AND NUTS

Shouldered bolts and nuts shall be black bolts and nuts in accordance with B.S.2078 and shall be screwed with unified coarse threads to B.S. 1580 and shall be of the dimensions shown on the Drawings. Shouldered bolts shall be provided at all expansion and other sliding joints and shall be supplied with all necessary washers.

F. ANCHOR BOLTS AND NUTS

Anchor bolts and nuts for setting in concrete shall be as shown on the Drawings or as approved by the Engineer and shall be fixed in accordance with the manufacturer's technical information sheets giving full particulars of the bolts including the mechanical properties of the bolts, the safe working loads and methods of fixing and usage.

A. PACKING FOR SHIPMENT

All cleats, gussets, stiffeners, brackets and other projecting material arising out of fabrication shall be protected from damage while being transported in such a manner as to prevent distortion. All machine surfaces shall be suitably protected. All straight bars, except small pieces, shall be shipped in bundles of convenient size and shall be temporarily bolted together or bound with annealed steel wire.

All bolts, nuts, washers, screws, small pieces and other small articles shall be adequately packed in crate or other suitable containers. Each piece, packing, bundle and crate shall be clearly marked with its weight and with the appropriate shipping marks before despatch from the fabricator's yard.

B. ERECTION OF STRUCTURAL STEELWORK

The erection of all structural steelwork at the site shall be in accordance with the provision of B.S.449. When lifting and fitting steelwork into position, care shall be taken that the members are not twisted, bent or damaged.

Suitable slings, blocks, tackles, shear legs, derrick, cranes and other types of lifting appliances and equipment shall be provided and every care and precaution shall be taken to ensure the safety of all persons engaged in such work.

The erection of the steelwork shall be carried out in such a manner as not to subject any of the members to overstressing, or reversal of loading, which the members are not designed to support. During erection the steelwork shall be securely braced, propped or otherwise temporarily supported until such time as the steelwork is lined, levelled and braced and bolted in its final position.

C. ERECTION BY OTHERS

Where the steelwork is to be erected by parties other than the fabricator, then the fabricator shall supply complete drawings of the steelwork with itemised and numbered pieces corresponding to the references stencilled on the actual pieces together with all necessary bolts, washers of all kinds required for the complete erection of the steelwork.

STEELWORK AND OTHER METAL WORK

Erection by others (Cont'd)

The fabricator shall also provide any special instructions on the method and sequence of erection and any notes maintaining stability, or pointing out any erection procedures which can cause overstress or collapse.

The erector, if in doubt of any methods proposed by himself or laid down by the fabricator shall consult with the Engineer and the fabricator before continuing.

Notwithstanding all instructions the responsibility for erection in a proper manner shall lie with the erector.

D. SETTING OUT

The steelwork shall be set out accurately to line and level and plumbed vertically (or such other angle as required) in accordance with the Drawings and no permanent fixing or final tightening up of the bolts or other connections or concreting in of steelwork shall be carried out until the steelwork has been approved by the Engineer.

A. HOLDING DOWN BOLTS

Holding down bolts shall normally be placed and concreted in by the main contractor. The steelwork erector shall check the accuracy of the position and level of the bolts before the bolts are concreted in.

Any pockets formed for adjustment or placing of the bolts after the main concrete base is cast shall be as shown on the Drawings or to the Engineer's approval.

B. BEDDING OF BASE PLATES

Steel stanchions with base plates shall be supported on steel shims or wedges to obtain the correct line and level of the stanchions and the holding down bolts tightened by hand. Prior to bedding the base plates, the space under the plates shall be cleaned out.

The base plates shall be bedded using cement/sand 1:2 mortar with sufficient water to make the mortar flow under pressure or by vibration or by rodding until the whole space under the base is completely filled. The steel shims or wedges shall be left in. After hardening of the mortar the holding down bolt shall be tightened by spanner as required.

C. CONCRETING IN OF MEMBERS

Where any portion of a steel member is designed to be cast into concrete, the surfaces in contact with concrete shall be thoroughly cleaned of paint or other adherent matter.

When members are to be concrete in, whether supplied with temporary positioning bolts or otherwise, they shall be lined and levelled and plumbed and firmly supported before concreting in.

If base plates are shown on the drawings, these shall be grouted in as above prior to concreting.

D. NAILS, SCREWS AND BOLTS

Nails, screws and bolts shall be of best quality mild steel of lengths and weights approved by the Architect. Nails shall be to B.S.1202 and bolts to B.S.916.

Bolts shall project at least two threads through nuts and all bolts passing through timber shall have washers under heads and nuts.

STEELWORKS AND OTHER METALWORK

D. FIXING METAL WINDOWS, DOORS, ETC

The contractor's prices for fixing metal windows, doors, etc., shall include for assembling and fixing, including screwing to wood frames and cutting mortice for lugs in concrete or walling and running with cement mortar (1:4), bedding frames in similar mortar and pointing in mastic, bedding sills, transomes, mullions in mastic, making good plaster around both sides, and fixing, oiling and adjusting all fittings and frames.

E. METAL WINDOWS

Metal windows shall be steel standard section windows supplied and installed by the contractor or an approved specialist, sub-contractor. In the case of a specialist sub-contractor, the contractor shall provide any general or special attendance as may be required by the sub-contractor.

OTHER METALWORK

MATERIALS

Generally

All materials shall be the best of their respective kinds free from defects and all work is to be carried out in the most workmanlike manner and as strictly as directed by the Architect. The materials in all stages of transportation, handling and stacking shall be kept clean and prevented from injury by breaking, bending or distortion and weather action.

Mild steel

Mild steel shall comply with BS 7668-1994.

Hollow section tubing

Square and rectangular hollow section tubing shall be hot rolled mild steel in accordance with Grade 43C of BS 4360 or the equivalent grade in BS 7668.

Bolts, nuts and washers

These shall be fabricated from materials, which comply with BS 7668, and each manufactured item shall comply with the appropriate BS.

Galvanized sheet steel

To be No. 24 S. W. G of approved manufacture to BS EN 10143-1993 of best quality mild steel sheets cold rolled close annealed patent flattened and hot dip galvanized.

Aluminium

Aluminium shall be extruded sections with an anodized or powder coated finish, either natural or colored, to give a 25 micron minimum depth to European norm EWAA.

The Contractor shall submit with each item or batch of items delivered, test certificates or such other documentary evidence as the Architect shall require that the depth of anodizing or powder coated finish specified has been achieved.

Stainless steel

Stainless steel shall be Austenitic steel BS 6323 comparable to BS 1449 type 316 S 16.

PART FIVE

ALUMINIUM WORKS

GENERAL

Scope of Work

The work generally comprises the design, fabrication and installation of fixed and opening glazing shop fronts, windows and doors.

The Contractor shall be responsible for the design, sourcing, fabrication, testing, delivery to the works, storage, setting out, installation, removal of any protection, cleaning down, inspection, supervision and co-ordination of the work, all in accordance with the requirements of the Drawings and bills of quantities.

Within the scope of the dimensions and general requirements shown on the Drawings, the Contractor is to propose the type and sections of all extrusions and provide typical Drawings of the sections.

The work includes but is not necessarily limited to the following:

- (a) Extruded aluminium frames to be fixed and opening glazing complete with glass units, and all associated plates, joint sleeves and decorative caps, etc, finished in polyester powder coating.
- (b) Fixing plates, brackets, minor framing, anchors, screws, bolts, butts and washers etc.
- (c) Windows complete with glass units, glazing gaskets and seatings and ancillary glazing components, metalwork finished in polyester powder coating.
- (d) External seals and flashings.
- (e) Finishings in polyester powder coating.

The Drawings are schematic and indicate requirements only. This specification sets out the minimum standards of performance to be achieved and the minimum standards of materials and workmanship required.

The Contractor shall be responsible for developing his design proposals as necessary to provide a detailed solution to the Architect's approval and for ensuring that the whole of the work meets or exceeds the minimum performance levels and materials and workmanship standards specified herein.

Dimensions: the dimensions shown on the Contract Drawings are structural opening dimensions. It will be the responsibility of the Contractor to check all sizes before manufacture commences.

Samples: before a firm order is placed, the Contractor will be required to provide, as required by the Architect, samples of extrusions, fittings, ironmongery and typical finished windows for approval.

The work shall comply with the Building Regulations and all current amendments thereto.

The Contractor will be deemed to have allowed in the Contract sum for full compliance with all current Building Regulations, Local Building By Laws, Safety Regulations and all statutory regulations.

British Standards with current amendments referred to in this specification shall be the latest edition.

Materials and components of foreign origin shall comply with the relevant national standard but shall not be inferior in any way to the quality specified in the most relevant British Standard.

Inspections Sample Approvals

The Contractor shall allow the Architect and his representative(s) unrestricted access to his office and factory and those of his Contractors or suppliers to inspect materials, components, assembled units, manufacturing methods and processes and all related quality control procedures etc. control samples of all materials to be incorporated in the Contractor's works must be submitted to the Architect for approval.

MATERIALS

Aluminium

Aluminium extrusions shall be from alloys designated 6060, 6063, 6261, 6282 and sheet alloys designated 1200 and 3004 or 5251. The extrusions shall comply with BS 1474.

Powder coated finishes

Certain references under this specification refer to the South African Bureau of Standards (SABS). Powder coating substrates is to be to SABS 1274 – 1979. no powder coating is to be carried out on a fabricated product. Coatings are to be applied by the Powder Coating Process.

All surfaces shall be coated with a nominal thickness of between 50 and 80 microns.

The powder type to be used in the coating process shall be either Interpon D or Vedoc HI-Q or other equal and approved and shall comply with the requirements of BSS 6426 of 1984 with particular reference to section 2, and moreover carry a manufacturers guarantee of a minimum of 10 years. This guarantee must be valid in the Republic of Kenya. The guarantee is to be provided by the Architect on completion of the work.

The applicator shall be on the approved list of applicators as published by the powder manufacturer and shall comply with the requirements as stated above.

Colours will be established from the FA2 standard published architectural range.

The gloss level shall be satin.

The process conditions must comply with the requirements of and as described in Section 3 of BS 6496 and where applicable SABS 1274 1979.

The Contractor shall immediately repair any damage that occurs by using the repair procedure as recommended by the powder manufacturer. These repair materials are to be confined to the repair of minor scuffmarks or small scratches.

Scratch and blemish inspection will be viewed at a distance of three metres under normal lighting conditions. Normal lighting conditions shall mean 'reasonable lighting conditions under which the product is normally viewed.'

Scratches in aluminium are defined as being a mark on the aluminium surface, which penetrates the painted surface thereby exposing the natural metal. If blemishes are visible when viewed from a distance of three metres under the lighting conditions described, the product will be rejected.

Prior to the installation of the work, a thorough check is to be made by the Contractor for compliance with this specification and he is to submit this in writing to the Architect. This is to include inter alia:

1. The production of relevant AAAMSA test certificates.
2. Proof that the powder coat finishes comply with this specification.

DESIGN AND PERFORMANCE

SPECIFICATIONS

General

The work provided shall exclude wind and rain from the building's interior and shall assist in maintaining the desired internal environment. All elements shall be strong enough to resist the forces that are likely to act upon them, but they should achieve this necessary strength and rigidity without adding undue load to the building structure. They shall be durable and perform their functions for the life of the building which will be in excess of 50 years.

Rainwater penetration

The shop fronts, windows and doors shall be designed, fabricated and installed to prevent leakage to the interior even during periods of heavy rain combined with high winds.

The cladding system in all elements shall incorporate two positive lines of defence against the passage of rainwater to the interior by way of a drained framing system. The space between the two lines of defence shall be drained and ventilated to the exterior.

The outer line of defence shall comprise neoprene, EPDM or silicone gaskets, which shall be designed, manufactured and installed to prevent rainwater penetrating into the aluminium framing members/glazing chambers.

General

The design and construction of the aluminium framing members shall be such that all corner, butt and angular joints which are intended to remain closed are sufficiently strong and rigid to remain completely and permanently water tight when the joints are subjected to the effects of repeated thermal movements, building movements, fluctuating wind forces, impact forces and the forces generated during transportation and handling.

Construction tolerances

Adequate allowances shall be made for all relevant construction tolerances associated with the building structure, which will be concrete framed.

All structural fixing brackets shall be designed to provide adequate three way adjustments which does not rely on the use of an excessive thickness of packing shims, the combined maximum thickness of which shall not exceed 10mm.

Manufacture of frames

Joints in frames and sashes shall be made by mechanical means (cleating, screwing, etc) or by welding. Joints may have flush, stepped or lapped surfaces to approval. Mitred joints shall only have flush surfaces. The windows, doors, etc shall be free from all sharp edges, burrs and the like. Welded joints shall be cleaned off smooth on surfaces abutting closing faces, i.e. glazing rebates, etc. hardware and fittings shall be removable without removing the aluminium frames from the structure. Sliding members shall be constructed so that no metal-to-metal sliding contact occurs.

Corners, joints and glazing beads are to be accurately mitred or notched and there must be no sharp edges or unsightly gaps when viewed from a distance of 3 metres under normal lighting conditions.

All corners and intersections vulnerable to water penetration should have adequate sealant applied to ensure weather tight installation.

Sealing of frames

The external perimeter of the frames is to be continuously sealed against the surrounding structure.

Weather sealing shall be of materials that are compatible with aluminium and shall be such that any degradation, shrinking, warping or adherence to sliding or closing surfaces does not impair the performance of the installation.

No contact of dissimilar metals is to be permitted. PVC or other approved separators are to be provided in all such conditions.

Glazing beads, gaskets and glazing compounds shall be of materials that are compatible with the aluminium, finishes, the glass and any other glazing materials.

Hardware, bearing devices and fittings in general must be made of materials resistant at atmospheric corrosion, and shall be of a design so as to be accessible for adjustment, repair and replacement after the windows etc have been installed.

Fastenings shall be of material, which is compatible with aluminium, and aluminium finishes.

Ancillary members

Ancillary members such as cills, flashings, infill panels and the like may be formed from flat sheet material shall be made from an appropriate alloy selected from alloy designations – 1200 or 3004 or 5251, of a temper suitable for the method of forming, and a composition suitable for anodizing or painting as required. Alloys shall comply with BS 1470.

Thermal movement

The design of all aluminium framing members shall take into account external surface temperature extremes in the range 10 degrees C to 80 degrees C and will permit any glazing panel to be partially shaded/partially exposed to sun, without any risk of cracking or damage to glazing due to 'thermal shock' and temperature differentials.

Greater surface temperature extremes shall be allowed for should the Contractor be of the opinion that it is necessary to do so in order to provide a problem-free installation which satisfied the minimum standard of performance specified therein.

Differences between these surface temperatures and the ambient temperatures at the time of fabrication and installation and shall be taken into account.

The design, fabrication and installation of the work shall be such that thermal and other movements and the effects of wind and air movements do not cause 'cracking', 'rattling', 'whistling' or any other noise.

Opening windows

All opening windows shall be gasket-glazed units fabricated from extruded aluminium sections. Opening windows other than central pivot windows, will be restricted to a maximum opening of 300mm. This restrictor will be key operable to allow window cleaning where required.

The windows shall be fully weather-stripped. The weather-stripping shall take the form of compressible neoprene, EPDM or silicone gaskets extruded complete with integral projections designed to engage in grooves in the aluminium framing components.

The windows shall be capable of adjustment to achieve adequate and uniform compression of the weather-stripping.

The windows shall be fitted with:

- i) Locking level handles to all ground floor opening lights. Level handles to upper floors.
- ii) Sliding friction stays restricted to limit the open angle of the lower window to 300mm.
- iii) Central pivoting hinges, reversible for cleaning.
- iv) Permanent ventilation slots with mosquito gauze to Nairobi City Council, or similar regulations.

All window ironmongery shall be finished in satin anodized aluminium.

Cleaning and hand-over

Prior to hand-over of any sections of the work, such sections inclusive of any adjacent areas dirtied by the Contractor shall be thoroughly cleaned by him.

The Contractor shall remove any protective material and clean down and hand over reasonably sized sections of the work at such times as are mutually agreed upon between the Contractor and his sub-Contractor, subject to approval. Provided further that the removal of protection and cleaning down and the subsequent hand over shall be done as soon as is possible.

Testing

One sample of each fully finished element shall be submitted to the Architect for testing for weathertightness. This is to be done in due time for detailed modification of the units and any retesting necessary, so as to allow for the whole of the work to be manufactured and installed in accordance with the Contractors programme.

The test is to include for a procedure that will establish whether the system will produce any audible 'whistling' noises above 25 db, measured 200 from the work, in winds of a velocity of more than 26 kph. Wind noise in excess of this is not acceptable.

Damaged work

All aluminium damaged prior to the date of hand-over of the work shall be timeously replaced at the cost of the Contractor.

Protection of aluminium

All aluminium delivered to site shall be protected by tightly wrapping all members in plastic strip and/or by robust self-adhesive material, to approval.

PART SIX

IRONMONGERY

Generally

- (a) Ironmongery shall be fixed with suitable screws in matching finish and prices shall include for this.
- (b) All locks and ironmongery shall be fixed before the woodwork is painted, handles shall be removed before the painting commences, carefully stored and re-fixed after completion of painting.
- (c) All locks, springs and other items of ironmongery with moveable parts shall be properly tested, cleaned and adjusted where necessary to ensure proper working order at the completion of the works and left in perfect working order by the Contractor.
- (d) The keys of all locks shall have labels attached with door references marked on before handing to the Architect.
- (e) All locks shall be provided with a master key system and prices shall include for this as required by the Client and as instructed by the Architect. The client's requirements are to be obtained by the Contractor before ordering.

All locks are to be provided with two keys and no key is to operate any but its own lock except for master keys. All keys are to be provided with a key ring and plastic tag on which is to be firmly written the door reference number.

- (f) Ironmongery for doors and for aluminium windows to be stainless steel brushed finish or satin anodized aluminium finish.
- (g) Where items of ironmongery are not specified by manufacturers' catalogue reference, the Contractor shall submit proposals for the Architect's approval within one month of the date of commencement of the works. Specifications including manufacturers catalogue reference numbers of the items he proposes to purchase.
- (h) Prior to fixing any item of ironmongery, the Contractor shall obtain the Architects approval of a sample.

PART SEVEN

GLAZING

MATERIALS

A GENERAL

Glass used in glazing and for mirrors shall be best quality clear glass free from visible defects so as to afford uninterrupted vision or reflection as appropriate, and without obvious distortion.

B STANDARDS

Glass for glazing and mirrors shall be of approved manufacture and is to comply with B.S.952 in all respects free from flaws, bubbles, specks and other imperfections.

C CLEAR SHEET GLASS ETC.

The clear sheet glass shall be ordinary glazing (OG) quality.

D PLATE GLASS

To be of type described and as approved by the Architect.

E OBSCURED GLASS

To be of type described and as approved by the Architect.

I Putty

- (a) The putty for glazing to wood sashes is to be linseed oil putty all as B.S.544.
- (b) The putty for glazing to metal windows is to be gold size metal window putty specially designed for tropical use, or patent mastic putty if approved by the Architect.
- (c) All putty shall be delivered on site in the original manufacturer's sealed cans or drums and used direct therefrom, with the addition only of pure linseed oil if necessary. No mineral or other oils may be used in the putty except genuine linseed oil.

A MIRRORS

Mirrors shall be polished float glass silvering quality, protected at back with electro-copper backing coated with shellac varnish and paint. The mirrors are to be fixed with chromium plated dome headed mirror screws with plastic or rubber distance pieces and washers unless otherwise stated and rates shall include for this.

WORKMANSHIP

B GENERAL

Glazing of all types and in all locations shall be carefully executed by artisans skilled in this type of work and in conformance with recommendations of C.P.152. Glazing shall be carefully fitted so that it is not subject to pressure and stress imposed by being an over tight fit within the framing.

GLAZING SPECIFICATIONS

C MEASUREMENTS

Each element (door, window etc.) to receive glass shall be accurately measured to ensure a perfect fit subsequently.

D SINGLE GLAZING

Single glazing shall be executed with glass of the various types described herein. Ordinary (non –safety) glass may be pre-cut or cut on site.

E WIRED GLASS

Wired glass shall be cut so that the wires embedded are truly vertical and horizontal (i.e. at right angles to the cut edges).

F SAFETY GLASS

Safety glass shall be factory cut before delivery to site. Site cutting will not be permitted.

G STORAGE AND HANDLING

Glass shall be delivered to site in stout containers and clearly marked. The containers shall incorporate sling attachment points for lifting bridles. Glass shall be stored under cover so that the panes are truly vertical.

H PROTECTION

After fixing glass shall be boldly marked with paper or whitewash so that it is clearly visible. In positions where damage due to construction traffic or activity is likely to occur stout screens composed of hardboard or fibre board on battens shall be arranged to protect the glass.

A DAMAGE

Should any glass delivered to site be found to be damaged it shall not be incorporated into the works without the express permission of the Architect. Should glazing installed be damaged for any reason it shall be removed and replaced free of charge to the satisfaction of the Architect. Should any adjacent works be damaged this shall equally be reinstated free of charge to the satisfaction of the Architect.

B DEFECT WORK

All glass shall be checked before installation to ensure that defective glass is not installed. Notwithstanding this, if in the opinion of the Architect, any installed glazing is defective it shall be removed and replaced free of charge to the satisfaction of the Architect.

C GLAZING TO WOOD

Glazing shall be secured to wood framing with hardwood beads. Edges shall be wrapped in wash leather so that the wash leather finishes just below the surface of the bead. No adhesives shall be used.

D GLAZING TO METAL

Glazing shall be secured to metal framing with clip in butyl rubber gaskets.

GLAZING SPECIFICATIONS

E GLASS THICKNESS

Glass thickness shall conform to the recommendations of C.P.152 and the manufacturer's recommendations for sizes of panes relative to the position in the building and the effects of wind pressure (both negative and positive).

F CLEANING

All window glazed panels and mirrors shall be cleaned both inside and out immediately prior to the handing over of the building to satisfaction of the Architect.

PART EIGHT

FINISHINGS SPECIFICATIONS

FINISHINGS

GENERAL

A. OTHER SPECIFICATIONS

All other specifications of this contract where applicable are deemed to apply equally to the finishing specifications.

B SAMPLES

The contractor shall prepare at his own cost sample areas of the paving, plastering and rendering as directed until the quality, texture and finish required is obtained and approved by the Architect after which all work executed shall conform with the respective approved samples.

C FINISHED THICKNESSES

The thicknesses of floor finishes quoted in this section of the specification shall be the minimum requirements.

Suspended floors shall have a constant structural thickness and have level top surfaces. The finished floor surface will equally have constant level and any adjustment needed to achieve this effect with the varying floor finish materials is to be made in the screeds beneath the same.

Slabs bearing on the ground may be cast to varying levels, and be of constant thickness with varying formation levels, or have varying thicknesses at the option of the contractor. This stipulation in no way relieves the contractor of the requirements of the specifications for the structural work.

D MATERIALS GENERALLY

All materials shall be of high quality, obtained from manufacturer's to be approved by the Architect. Cement, sand and water shall be as described under concrete work and Block work.

E BONDING

Bonding compounds, etc., for use in applying plaster and similar finishes direct to surfaces without the use of backings or screeds are only to be used if approved by the architect and are to be used strictly in accordance with the manufacturer's printed instructions.

F. CHASES, OPENINGS AND HOLES

All chases, holes and the like which were not formed in the concrete or walling shall be cut, and all service pipes shall be fixed and all holes and chases filled with mortar before paving and plaster work is commenced. In no circumstances will the contractor be permitted to cut chases, holes and the like in finishes paving or plasterwork.

INSITU FINISHINGS

A GENERALLY

The term plastering refers to the operation internally and rendering to the same operation externally but for ease of reference the term plastering has generally been used in this specification to describe both operations.

FINISHINGS SPECIFICATIONS

B MIXES

The methods of measuring and mixing plaster shall be as laid down under concrete work and the proportions and minimum thickness of finished plaster shall be in accordance with the following:-

Item of work	Mix	Minimum Thickness and finish
Internal Plaster	1 part cement ¼ part lime 4 parts sand	16mm finish to walls and ceilings. wood float finish unless otherwise specified.
External Render	1 part cement 4 parts sand	12mm finish in two coats
Tyrolean finish	Ditto	6mm finished thickness in two coats on 10mm plastered backing

To obtain greater plasticity a small quantity of lime may be added to the mixes for external plastering at the Architect's discretion but in any case this is not to exceed ¼ part lime to 1 part cement.

With regard to the lime mortars gauged with cement, of the cement to small quantities of the lime/sand mix shall preferably take place in a mechanical mixer and mixing shall continue for such time as will ensure uniform distribution of materials and uniform colour and consistency. It is important to note that the quality of water used shall be carefully controlled. Plaster may be mixed either in a mechanical mixing machine or by hand.

Hand mixed plaster shall first be mixed in the dry state being turned over at least three times. The required amount of water should then be added and the mix again turned over three times or until such time as the mass is uniform in colour and homogeneous.

The plaster shall be completely used within thirty minutes of mixing and hardened plaster shall not be remixed but removed from the site.

C PREPARATION OF SURFACES FOR PLASTER ETC.

Irregularities in the surfaces to be plastered or rendered shall be filled with mortar, without lime, twenty four hours before plastering is commenced. Joints in block work etc., are to be well raked out before plastering to form a good key. Smooth concrete surfaces to be plastered shall be treated with an approved proprietary bonding agent or hacked to provide an adequate key for the plaster.

All surfaces to be plastered or rendered shall be clean and free from dust, loose mortar and all traces of salts. All surfaces shall be thoroughly sprayed with water and all free water allowed to disappear before plaster is applied.

As far as practical plastering shall not be commenced until all mechanical and electrical services, conduits, pipes and fixtures have been installed.

Before plastering is commenced all junctions between differing materials shall be reinforced. This shall apply where walls join columns and beams, particularly where flush and similar situations where cracks are likely to develop and as directed by the Architect. The reinforcement shall consist of a strip of galvanised wire mesh. Expansion or equal approved 15cm wide which shall be plugged, nailed or stapled as required at intervals not exceeding 45mm at both edges. The surfaces to which such mesh shall be applied shall be painted with one coat bituminous paint prior to fixing the mesh.

FINISHINGS SPECIFICATIONS

A APPLICATION OF PLASTER AND RENDER

After preparation of the surfaces a key coat of cement slurry shall be applied to the wetted surface to be plastered. When this coat is dry the plaster coat shall be applied, by means of a trowel between screeds laid, ruled and plumbed as necessary. This coat which shall be to the required thickness shall be allowed to be so hard and then cured as described. Surfaces are to be finished with a wood or steel float to a smooth flat surface free from all marks.

Tyrolean finish shall be applied with an approved machine to give a finish of even texture and thickness. The sprayed finish shall be applied in two separate coats allowing time for drying between coats.

Application in one continuous operation to build up a thick layer will not be permitted. The total finished thickness of the two sprayed coats shall be not less than 6mm.. the sprayed finish shall not be applied until all repairs and making good to the undercoat are completed. any plaster which adheres to pipes, doors, windows and the like shall be carefully removed before it has set. Curing shall take place after the application of the second coat. The pressed finish as directed by the Architect. Where coloured tyrolean is required this shall be obtained by the addition to the mix of any approved colour pigment.

All plastering and rendering shall be executed in a neat workman like manner. All faces except circular work shall be true and flat and angles shall be straight and level or plumb. Plastering shall be neatly made good around pipes or fittings. Angles shall be rounded to 6 mm radius.

All tools, implements, vessels and surfaces shall be at all times kept scrupulously clean and strict precautions shall be taken to prevent the plaster or other materials from being contaminated by pieces of partially set material which would tend to retard or accelerate the setting time.

B CURING OF PLASTER

Each coat of plaster is to be maintained in a moist condition for at least three days after it has developed enough strength not to be damaged by water.

They shall be securely plugged, nailed or stapled as required at intervals not exceeding 450mm at both edges.

C ANGLE BEADS

Where required by the Architect, salient external angles of plastered walls shall be protected with galvanised mild steel angle beads complying with BS 1246 Fig.7 profile C3.

They shall be securely plugged, nailed or stapled as required at intervals not exceeding 450mm at both edges.

D PLASTER STOPS

Where shown on details, plasterwork shall be stopped against "expamet" galvanized steel plaster stop reference 565 which shall be securely nailed to wall in the positions indicated on the drawings.

E CEMENT AND SAND SCREEDS

Screed shall be mixed and formed as described.

F SURFACE HARDENERS

Floor hardeners shall comprise an approved type guaranteed by the makers to produce a hard dense concrete with high abrasive resistance, impervious to the penetration of heavy oils, acid or alkali solutions and to be used strictly in accordance with the maker's instructions.

The first dressing of sodium silicate for granolithic flooring shall be one part of sodium silicate to six parts of water by volume. Subsequent dressing shall be composed of one part of sodium silicate to four parts of water by volume, for all surfaces. The two liquids shall be well mixed together, sprayed over the

flooring and spread evenly with a mop or soft brush, any excess being wiped off and the flooring allowed to dry at least 24 hours after dressing. After final drying, floors shall be washed with clean water.

A RATES OF IN-SITU WORK

The rates for in-situ work shall include for raking out joints of block work, bonding coat or spraying cement slurry on new concrete surfaces to form key, for work in narrow widths, small and isolated areas round arises, fair and chamfered edges, for making good up to boundaries of other work for making good working around pipes, brackets etc., and for all other incidental labours.

Rates shall also include for masking before the application of spray finishes work executed overhead, temporary rules, supports, screeds and templates.

TILES, SLAB AND BLOCK FINISHINGS

B VINYL ASBESTOS TILES

Vinyl asbestos floor tiles shall comply with B.S 3260 of an approved manufacturer to patterns as directed by the Architect. Adhesives are to be recommended by the manufacturer in writing and approved by the Architect.

The tiles are to be laid and bedded direct in adhesive on to a cement and sand bed to make up the total paving thickness.

The cement and sand screed is to be finished with a steel trowel to a perfectly smooth surface before the application of the mastic and tiling.

On completion, vinyl asbestos tiles are to be sealed and polished with wax all in accordance with the manufacturer's printed instructions.

C CLAY TILE PAVING

Clay tile paving are to be in 150mm x 150mm tiles obtained from an approved manufacturer, and are to be laid on prepared screeds. The tiles are to be bedded in cement and sand (1:4) with straight joints in each direction. Upon completion grout in cement and wash and clean down. Tiles are to be cut with an electric tile cutting saw.

D GLAZED WALL TILES

Glazed wall tiles shall be in accordance with B.S1281 and shall be 150mm x 150mm x 6mm tiles from the standard colour range with cushion edges. Wall tiling shall be carried out in accordance with C. P.212.

E PRECAST CONCRETE PAVING SLAB

To be all in accordance with B.S.368. The slabs are to be of the sizes given herein and bedded, jointed and pointed in cement lime mortar. (1:2:9).

F RATES

The rates for tile, slab and block finishing shall include for rounded edge tiles and angles, cutting and fitting up to boundaries and around pipes, brackets, etc., and waste; for work in narrow widths, small and isolated areas and for all other incidental labours.

PART NINE

SPECIFICATIONS PAINTING & DECORATING

PAINTING AND DECORATING

MATERIALS

A MANUFACTURERS

Except where stated all materials shall be obtained from approved manufacturers. The contractor shall state the name and address of the manufacturer whose materials he proposes to use. Once approval has been given the contractor shall not obtain materials from other sources without the prior written agreement of the Architect.

B GENERAL

Each succeeding coat of priming, undercoating and finishing (pigment) or clear coating shall be sufficiently different in color as to be readily distinguishable.

All primers and paints in one system upon a particular surface shall be obtained from the same manufacturer.

The mixing of paints, etc, of difference brands before or during application will not be permitted.

C EMULSION PAINTS

Emulsion paints shall be matt to satin finish vinyl emulsion paint. The first (mist) coat shall be thinned in accordance with the manufacturer's instructions.

D GLOSS PAINT

Gloss paint shall be hard gloss finish oil paint.

E LEAD BASED PAINT

The use of lead based paints will not be permitted.

F CLEAR FINISHES

Clear finishes internally shall be clear polyurethane varnish (one pack).

G PRIMERS AND UNDERCOATS

Unless otherwise specified, primers and undercoats shall be the type recommended by the manufacture of the finishing coats specified for a particular surface. Primer for external bare metalwork surfaces shall comply with B.S 2523.

H KNOTTING

Shellac knotting shall comply with B.S 1336

PAINTING DECORATION SPECIFICATIONS

A WHITE SPIRIT

The white spirit shall comply with B.S. 245.

B TIMBER STAIN

Timber stain shall be oil based pigmented stain. The application of these materials shall be strictly in accordance with the manufacturers written instructions. Tint and degree of application shall be to the approval of the Architect.

C STOPPING

The stopping shall be as follows:-

- (a) Plasterwork shall be plaster based filler.
- (b) Concrete and brick work shall be similar material to the background and finished in a similar texture.
- (c) Internal woodwork, plywood and block board shall be putty complying with B.S.544.
- (d) External woodwork shall be white lead paste complying with B.S 2029.
- (e) Internal clear wood finishes: the stopping shall be that recommended by the clear lacquer manufacturer.

D FILLERS

The fillers for internal joinery shall be the type recommended by the paint manufacturer for use with his type of paint or lacquer.

Stopper and fillers shall be tinted to match the under coat, and shall be compatible with both undercoats and primers.

All materials shall be used strictly in accordance with manufacturer's instructions.

E TEXTURED COATING

Textured coating is to be of proprietary manufacture approved by the architect and of an approved color.

Technical information concerning the coating is to be submitted to the Architect before ordering, but the minimum qualities of the coating are to as follows:-

- (a) Suitable for application internally and externally, plastered, rendered, concrete, block stone, brick, asbestos and timber surfaces.
- (b) Minimum durability of 10 years even in exposed conditions
- (c) Maintenance free
- (d) Built- in mould resistant fungicide.

WORKMANSHIP

A GENERAL

Workmanship generally shall be carried out in accordance with B.S.C.P 231, unless otherwise specified. Before painting is commenced floors shall be swept and washed over; surfaces to be painted shall be cleaned before

PAINTING AND DECORATING SPECIFICATIONS

General (Cont'd)

applying paint as specified, and all precautions taken to keep down dust whilst work is in progress. No paint shall be applied to surfaces structurally or superficially damp and all surfaces must be ascertained to be free from condensation, efflorescence, etc., before the application of each coat. No painting shall be carried out externally during humid, rainy, damp, foggy or freezing conditions or conditions where surfaces have attained excessively high temperatures or during dust storms. No new primed or undercoated woodwork and metal work shall be left in an exposed or unsuitable situation for an undue period before completing the process.

No dilution of paint materials shall be allowed except strictly as detailed by the manufacturer's own direction, either on the containers, or their literature, and with special permission of the Architect. For external work dilution of paints will not be allowed whatsoever. For internal work, where permitted by the Architect, undercoats may be thinned by the addition of not more than 5% thinners. Gloss finish shall not be thinned at all.

Metal fittings such as ironmongery etc., not required to be painted shall first be fitted and then removed before the preparatory processes are commenced. When all painting is completed the fittings shall be cleaned as necessary and re-fixed in position.

B BRUSHWORK

Unless otherwise specified, all primers and paints shall be brush applied. Written permission must be obtained from the Architect's if an alternative method of application is to be used.

C STOPPING AND FILLING

Unless otherwise specified by the manufacturer all primers and undercoats shall be stopped flush and rubbed down to a smooth surface with an abrasive paper and all dust removed before each succeeding coat is applied. Care shall be taken to prevent burnishing of the surface.

D STIRRING

Unless otherwise specified by the paint manufacturer all paint materials shall be thoroughly mixed and/or stirred before and during use, and suitably strained as and when necessary.

E INSPECTION

No priming coats shall be applied until the surfaces have been inspected and the preparatory work has been approved by the Architect. No undercoats of finishing coats shall be applied until the previous coat has been similarly inspected and approved.

A. PAINT APPLICATION

Each coat of paint shall be so applied as to produce a film of uniform thickness. All paint shall be applied in accordance with the manufacturer's instructions. Special attention shall be given to ensure that all surfaces including edges, corners, crevices, welds and rivets receive a film thickness equivalent to that of adjacent painted surfaces.

B DRYING

All coats shall be thoroughly dried before succeeding coats are applied. Allow a minimum of 24 hours between applications on any one surface, unless otherwise specified by the manufacturer.

PAINTING AND DECORATING SPECIFICATIONS

C UNPRIMED WOODWORKS

Unprimed woodwork scheduled to be painted shall be rubbed down with abrasive paper and dusted off. Care shall be taken to prevent 'burnishing' of the surface. All knots and resinous areas shall be coated with two coats of knotting. Pitch on large, open unseasoned knots and all other beads or streaks of pitch shall be scrapped off, or if still soft, shall be removed with white spirit before applying the knotting.

Apply one coat of priming to all surface, two coats to all end grain, to be subsequently painted. Backs of all wood frames in contact with concrete, brick work, block work, and metalwork or similar materials shall be primed before fixing. After priming all joints, holes, cracks shall be stopped and filled, rubbed down and dusted off.

D PRIMED WOODWORK

Woodwork delivered primed shall be lightly rubbed down with abrasive paper, and dusted off. Touch up bare areas with similar priming including open grained ends. After touch priming all joints holes, cracks and open grained ends shall be stopped and filled, rubbed down and dusted off.

E PLYWOOD AND BLOCKBOARD

Edges of exterior plywood and block board shall be sealed with two coats of aluminium primer and the backs treated with a lead primer.

F CLEAR FINISHED WOODWORK

All woodwork scheduled to receive a clear finish shall be well sanded with the grain removing all dirt etc., to give as smooth a surface as possible. Resinous timber shall be swabbed down with white spirit and dried thoroughly.

Split or end grain shall be filled with suitable filler recommended by the clear lacquer manufacturer in accordance with their instructions, and of the appropriate shade.

G BARE METALWORK

Bare metalwork shall be thoroughly cleaned off all dirt, grease, rust and scale by means of chipping, scrapping and wire brushing; particular attentions should be given to the cleaning of welded, brazed and soldered joints. Wash down with white spirit and wipe dry with clean rags. Apply a coat of metal primer immediately the cleaned surfaces have been approved by the Architect.

A GALVANIZED METALWORK

Galvanized metalwork scheduled for painting shall be thoroughly cleaned of dirt, grease dusted and washed down with white spirit and wiped dry with clean rags. Any minor areas of rust shall be removed by wire brushing and spot primed with a zinc rich primer. Apply at least one coat of calcium plumbate primer at all surfaces subsequently to be painted.

B PRIMED METALWORK

If the priming coat of pre-primed metalwork has suffered damage in transit, or during erection on site, the affected areas shall be cleaned off by wire brushing abrading and dusting off, the bared patches touched up with a primer of a similar type to that already applied.

C COPPER

Copper scheduled for painting shall be lightly abraded with emery cloth, washed with white spirit and wiped dry with clean rags. Apply a coat of each primer immediately the cleaned surfaces have been approved.

PAINTING AND DECORATING SPECIFICATIONS

D BRICKWORK, CONCRETE ETC.

All brickwork, block work, concrete, rendered and plaster surfaces scheduled to be painted shall be brushed down, all holes and cracks filled, all projections such as plaster or mortar splashes etc., removed to leave a suitable dust free surface. All traces of mould oil shall be removed from concrete surfaces by scrubbing with water, detergent and rinsing with clean water. All these surfaces shall be thoroughly dry before any primer or paints are applied. Apply a coat of alkali resisting primer where surfaces are to be finished with oil paints or alkyd type emulsion.

Asbestos cement surfaces scheduled for painting shall be brushed down to remove powdery deposits, and a coat of alkali resisting primer applied where such surfaces are to be finished with oil paints or alkyd resin type emulsion.

E COLOURS

The color will, be selected by the Architect from the paint manufacturer's standard color range.

F TOXIC WASH

Concrete, block work, plaster and timber surfaces which are to be painted shall be washed down prior to painting with a toxic wash applied by brush or spray. A second wash shall be applied two days after the first wash. The surfaces shall be then allowed to dry out completely before application of paint.

G PROTECTION

Proper care must be taken to protect surfaces while still wet by use of screens and 'wet paint' signs where necessary.

A DAMAGE

Care must be taken when preparing surfaces, or painting etc., not to stain or damage other work. Dust sheets and covers to the satisfaction of the Architects shall be used to protect adjacent work. Any such stains or damage shall be removed and made good at the Contractor's expense.

B CLEANLINESS

All brushes, tools, pails, kettles and equipment shall be clean and free from foreign matter. They shall be thoroughly cleaned after use and before being used for different colors, types of classes of material. Painting shall not be carried out in the vicinity of other operations that may cause dust. Waste liquids, oil soaked rag etc., shall be removed from the building each day. Waste liquids shall not be thrown down in any sanitary fittings or drains.

C PERFORMANCE

If, while the work is in progress, the paint appears to be faulty, such as consistency of color, drying time, or quality of finish, the work shall be stopped at once and the manufacturer consulted.

The manufacturer's of the materials shall be given every facility for inspecting the work during progress in order to ascertain that the materials are being used in accordance to their directions, and to take samples of their products from the site if they so desire for tests.

The finishing coats of the various paints or surface finishing shall be free from sags, brush marks, runs, wrinkling, dust, bare or 'starved patches, variations in color and texture, and other blemishes.

When the work has been completed, the finished surfaces shall not be inferior in quality, color and finish to the samples approved by the Architect, and imperfections in manufacture shall not be apparent through these finished surfaces.

PAINTING AND DECORATING SPECIFICATIONS

Performance (Cont'd)

D Packaging, Delivery and Storage

All paints and surface coatings shall be delivered in sound sealed containers, labeled clearly by the manufacturers, the label or decorated container must state the following:-

- (a) The type of product
- (b) The brand name and color
- (c) The use for which it is intended
- (d) The manufacturer's batch number
- (e) The B.S number if applicable
- (f) All labels shall be printed – containers bearing type written labels will not be acceptable

Materials shall be stored under cover in accordance with the manufacturer's instructions, and with local fire and safety regulations. The store itself must be maintained at temperature of not less than 50 degrees f (10 degrees C) and must not be subjected to extreme changes of temperature.

A VINYL EMULSION PAINT

Surfaces to be painted shall receive one mist coat followed by two full coats of vinyl emulsion paint. Application may be by means of rollers or brushes.

B GLOSS FINISH PAINT

Surfaces to be painted shall be primed then painted with two undercoats followed by one coat gloss finish paint.

C CLEAR POLYURETHANE VARNISH

Surface to be clear varnished shall be treated with two coats polyurethane varnish

D TEXTURED COATING

All surfaces to receive textured coatings are to be clean and dry with surfaces scrapped and brushed before application of the coating.

Application of the coating is to be with textured roller or fibre brush as directed by the Architect with a minimum spreading capacity of 1 kilogramme per square metre. Under no circumstances is the coating to be thinned.

E. ENVIRONMENTAL CONSIDERATIONS

All paint to used on the project should as much as possible be of low VOC unless approved by the Interior Designer.

VOCs. Volatile organic compounds, or VOCs, are carbon-containing substances that easily become vapors or gases. Paints labeled "low-VOC" should contain fewer than 50 grams per liter of volatile compounds, if they meet the Green Seal standards. Low-VOC paints should contain fewer than 50 grams per liter of volatile compounds, if they meet the Green Seal standards. Since there is no one regulatory standard, the low-VOC designation means different things depending on which body is certifying it, but 50 grams is the common bar for architectural flat paints. You can compare standards for other types of coatings in the influential South Coast Air Quality Management District Rule 1113. Most low-VOC paints are latex-based. Adding pigment to a paint base may also increase its VOC levels up to an additional 10 grams per liter. Paints labeled "zero-VOC" may actually contain a small amount of VOCs—usually fewer than 5 grams per liter.

SECTION 7

PRELIMINARIES

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 7</p> <p>PRELIMINARIES</p> <p>BILL NO. 1</p> <p>PARTICULAR MATTERS</p> <p><i>IMPORTANT PRICING NOTES The contractor is required to price all items of preliminaries with monetary implications to the contract. Where the contractor indicates a lumpsum for all the preliminaries or where the contractor has priced some items and not others, the total preliminaries priced shall be deemed to include prices for all the items</i></p> <p>PARTIES</p> <p>The Employer is:</p> <p>KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY</p> <p>The Project Managers / Interior Designers shall be deemed to mean:</p> <p>CHEGE DESIGNERS LTD Interior Designers and Landscaping P. O. Box 39228 - 00623 Nairobi, Kenya</p> <p>The Quantity Surveyor shall be deemed to mean:</p> <p>MASTERBILL INTEGRATED PROJECTS Construction Cost Planning & Management, Quantity Surveying P.O. Box 22905 - 00400, Nairobi, Kenya</p> <p>The Services Engineers shall be deemed to mean:</p> <p>SYNCHROCONSULT ASSOCIATES LTD Consulting Engineers P.O. Box 79626 - 00200, Nairobi, Kenya</p> <p style="text-align: center;">Carried to Collection</p> <p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i></p>			Ksh

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.								
	<p>LOCATION OF SITE</p> <p>The site of the proposed work is in the Konza Headquarters office block basement 1, Ground floor, 5th floor and 6th floor in Konza, Machakos.</p> <p>SCOPE OF CONTRACT AND DESCRIPTION OF THE WORKS</p> <p>The works under this contract comprise the Construction and completion of office partitions and associated Services.</p> <p>The construction generally comprises Partitioning works, Walls & Floor finishes, Doors, Plumbing, Drainage, and Fire protection.</p> <p>Specialist works generally consist of Electrical Installations, Air conditioning & Mechanical ventilation, Structured cabling & ICT installations, Access control installations, Conferencing system installation.</p> <p>The detached scope and specification of the works is shown and described in the bills of quantities and in the architectural and engineering drawings listed in the appendix.</p> <p>The drawings are available for inspection at the Interior designers or engineers offices.</p> <p>FLOOR AREAS</p> <p>The gross floor area for the Office fit out works on Konza Headquarters Office Block:</p> <table border="0" data-bbox="188 1261 762 1352"> <tr> <td>1. 5th Floor</td> <td style="text-align: right;">215 SM</td> </tr> <tr> <td>2. 6th Floor</td> <td style="text-align: right;">910 SM</td> </tr> <tr> <td>3. Registry</td> <td style="text-align: right;">102 SM</td> </tr> <tr> <td>TOTAL AREA</td> <td style="text-align: right;">1227 SM</td> </tr> </table> <p>The above is given without warranty but is only meant for the contractor's guidance</p> <p>All measured provisional works will be subject to re-measurement on completion of the same. Such remeasurements can be extended to any other works that the consultants may deem necessary</p> <p style="text-align: center;">Carried to Collection</p> <p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>	1. 5th Floor	215 SM	2. 6th Floor	910 SM	3. Registry	102 SM	TOTAL AREA	1227 SM			Ksh
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2. 6th Floor	910 SM											
3. Registry	102 SM											
TOTAL AREA	1227 SM											

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	TEMPORARY STRUCTURES			
A	<p>a) The contractor shall allow for providing and clearing away on completion of the works rubbish chutes, gates, planked walkways, guard rails etc. as may be necessary for the protection of the workers, the general public, and for the proper execution of the works.</p> <p>b) As such, temporary structures shall be constructed with the approval of the Lead Consultant/Interior Designer and to his full satisfaction and in such a manner as to cause minimum inconvenience and disturbance to occupants of adjacent buildings and users of the adjacent roads.</p> <p>c) All such temporary structures shall comply in all aspects with the national laws, rules, and regulations currently in force and applicable to such structures.</p> <p>d) All temporary structures shall be erected in a manner so that the unloading of materials causes minimum obstruction to the use of adjacent roads and other facilities</p> <p>e) All temporary structures shall be kept properly lighted throughout the periods of darkness and any corners or projections shall be painted white.</p> <p>f) Temporary structures shall not be used or permitted to be used for advertisement purposes except with the consent of the Lead Consultant/Interior Designer .</p> <p>g) All temporary structures shall be maintained at all times in good order and good condition to the satisfaction of the Lead Consultant/Interior Designer.</p> <p>h) All temporary structures shall be removed when so required by the Lead Consultant/Interior Designer or at the end of the period for which it is required</p> <p>i) The Contractor shall indemnify and shall keep the employer indemnified against any expenses, loss, claim or suits arising out of or in connection with the temporary structures.</p> <p>j) The Contractor shall pay all local authority or other charges payable in connection with temporary structures.</p> <p>k)The contractor shall allow for any necessary relocation of position of the temporary structures as directed or as may be</p>			
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	Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	necessary.	Item		
	GENERAL SPECIFICATION			
A	<p>The Contractor is referred to the General Specifications for building Works given with the tender and must allow for all costs in complying with these clauses.</p> <p>For the full description of materials, workmanship and method of execution of the works, the Contractor is referred to the General Specifications and which shall be followed in all respects unless it conflicts with the General and Particular Preliminaries, Trade Preambles or other items in this Bills of Quantities.</p> <p>In the event of such conflict, then the provision of the General and Particular Preliminaries, Trade Preambles and these Bills of Quantities shall take precedence</p>	Item		
	EXISTING SERVICES TO BE RETAINED			
B	<p>Special precaution shall be required throughout the contract period to avoid damage to existing structures, roads, lawns, cables, drains and other services. The Contractor shall allow for making good any damage arising from his actions during execution of this contract at his own expense</p>	Item		
	LABOUR CAMPS			
C	<p>The Contractor will generally NOT be permitted to house labour on site except on written request and subsequent express written authority from the Architect.</p>	Item		
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<p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	SITE OFFICES			
A	<p>a) The Contractor shall erect and maintain temporary offices accommodation for his own use and the use of Nominated Sub-contractors and a team of six (6) consultants.</p> <p>Each site office shall be constructed to the approval and full satisfaction of the Architect and shall provide new necessary furniture, new equipment such as projector and display screen and the like. The Contractor shall insure the office and furniture against fire theft, and natural calamities and provide day and night security.</p> <p>The Contractor will specifically provide a minimum of</p> <ol style="list-style-type: none"> 1) A meeting room with a sitting capacity of not less than 20 persons 2) Clean sanitation facilities 3) One office for the Clerk of Works and 4) One Office for the Resident Project Design Team <p>Each office must have a reliable working laptop computer which must be kept in working order throughout the period of the contract including all the necessary basic computer application programmes such as the MS Office suite, AutoCAD, MS Project, a reliable email connection, a laser printer A4 and ink printer A3, with all necessary stationery and accessories. Appropriate power and lighting shall be provided.</p>	Item		
	CONTRACT COMPLETION PERIOD			
B	<p>The contract completion period in accordance with the Agreement and Conditions of Contract for Building Works must be strictly adhered to. The Architect shall strictly monitor the Contractor's progress in relation to the progress chart and should it be found necessary, the Architect shall inform the Contractor in writing that his actual performance on site is not satisfactory.</p> <p>In all such cases, the Contractor shall accelerate his rate of performance, production and progress by all means such as additional labour, plant etc. and working overtime all at his cost.</p>	Item		
	Carried to Collection			Ksh
	<p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	MONTHLY DOCUMENTED REPORTS			
A	The contractor will be required to prepare and circulate projects reports on a monthly basis clearly indicating the status of the project in terms of work done/progress in relation to the master program given, work projections, number of labourers on site, equipment on site, materials on site, site instruction with cost and time implication issued, information/instruction requirited and any other item as shall be directed by the architect.	Item		
	TEMPORARY STRUCTURES AND HOARDING			
B	<p>a) The contractor shall allow for providing and clearing away on completion of the works temporary hoarding around the entire site, planked walkways, guard rails etc. as may be necessary for the protection of the workers, the general public, and for the proper execution of the works.</p> <p>b) As such, temporary structures shall be constructed with the approval of the Architect and to his full satisfaction and in such a manner as to cause minimum inconvenience and disturbance to occupants of adjacent buildings and users of the adjacent roads.</p> <p>c) All such temporary structures shall comply in all aspects with the national laws, rules and regulations currently in force and applicable to such structures.</p> <p>d) All temporary structures shall be erected in a manner so that the unloading of materials causes minimum obstruction to the use of adjacent roads and other facilities</p> <p>e) All temporary structures shall be kept properly lighted throughout the periods of darkness and any corners or projections shall be painted white.</p> <p>f) Temporary structures shall not be used or permitted to be used for advertisement purposes except with the consent of the Architect.</p> <p>g) All temporary structures shall be maintained at all times in good order and good condition to the satisfaction of the Architect.</p> <p>h) All temporary structures shall be removed when so required by the Architect or at the end of the period for which</p>			
	Carried to Collection		Ksh	
	Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>			

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	<p>it is required</p> <p>i) The Contractor shall indemnify and shall keep the employer indemnified against any expenses, loss, claim or suits arising out of or in connection with the temporary structures.</p> <p>j) The Contractor shall pay all County Authority or other charges payable in connection with temporary structures.</p> <p>k)The contractor shall allow for any necessary relocation of position of the temporary structures as directed or as may be necessary.</p> <p>l) The cost per linear metre of hoarding shall be Kshs..../=. *Contractor to insert rate.</p> <p>m) Should the contractor decide to construct a permanent boundary wall in the place of hoarding, then a deduction based on the rate in item (l) above shall be applied to the total preliminaries amount.</p> <p>PROGRESS SCHEDULE</p> <p>A Immediately after signing the contract the Contractor is to prepare a Time progress Chart, using MS Project Software, showing the time and order in which he proposes to carry out the works within the total construction time stated in the contract. The chart will show in detail the construction time and order in which each section of the work is to be carried out and be sub-divided into trades and tasks. If the Contractor proposes sectional completion of the project he must plan this in detail including access roads, and services and this shall be reflected on the chart</p> <p>Upon the letting of the Sub-contractors work, the Contractor is to incorporate times and details of each separate sub-contractor work which information is to be agreed by the Sub-contractor and the chart will be so designed to accommodate this information.</p> <p>At the end of each week the Contractor is to mark on the chart in a different colour the actual time taken to complete the respective stages and sections of the work. The Contractor shall obtain the Architect's approval on the chart and then shall supply copies to the Architect and Quantity Surveyor</p> <p>If at any time it should appear to the Architect that the actual</p>			
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	SIGN BOARD			
A	The Contractor shall provide and erect where directed and maintain during the whole period of the building operation and remove at completion, one approved temporary notice board to the Architect's standard design giving a brief description of the works and showing the names of the employer and the consultants, with sufficient space to append the names of the sub-contractors and suppliers when known. The lettering concerning the Architect, Quantity Surveyor and Engineer is not to be more than 50mm high. The contractor shall allow for any necessary relocation of position as directed or as may be necessary.	Item		
	SUFFICIENCY OF TENDER			
B	The contractor shall be deemed to have satisfied themselves before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices stated in the priced Bills of Approximate Quantities. Rates and prices quoted shall cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works. No claim arising from his failure to comply with this recommendation will be considered.	Item		
C	The contract completion period in accordance with the Agreement and Conditions of Contract for Building Works must be strictly adhered to. The Interior designer shall strictly monitor the contractor's progress in relation to the progress chart and should it be found necessary, the architect shall inform the contractor in writing that his actual performance on site is not satisfactory. In all such cases, the contractor shall accelerate his rate of performance, production and progress by all means such as additional labour, plant e.t.c. and working overtime all at his cost.	Item		
Carried to Collection			Ksh	
Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	STANDARDS LEVY			
A	The contractor's attention is drawn to legal Notice No 267 of June 22, 1990 which requires payment by the contractor to a standard levy to the Kenya Bureau of Standards. The contractor shall allow in his preliminaries of the contract for all costs arising or resulting therefrom.	Item		
	VALUE ADDED TAX (V.A.T.)			
B	The Contractor's attention is drawn to Finance Act 2021 on V.A.T. The Contractor shall familiarise himself with the said notice and allow in all his Bills of Quantities rates (Excluding P.C. and Provisional Sums) for the net tax. (i.e less input tax where applicable) as required by law. Any additional information and assistance concerning the application of the said Act should be directed to the office of the Commissioner of Value Added Tax	Item		
	WITHHOLDING TAX			
C	The contractor's attention is drawn to the Finance Act 2021. The contractor shall ensure that he has full knowledge of the workings of withholding tax. Withholding tax shall be deducted from all payments as applicable.	Item		
	Carried to Collection		Ksh	
	Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	<p><i>DOWNTAKINGS</i></p> <p>All materials arising from demolitions and dountakings are deemed to be the property of the employer unless stated otherwise in this contract document. No claim will be entertained on account of employer excising this right to retain the materials</p> <p>All dountakings shall be carefully removed, taken down, dismantled and stored on site until instructed by the Architect to remove from the site. Such materials shall only be incorporated in the new works if required by the Architect in which case appropriate adjustments will be made in the final account for the cost of labour, screws etc for fixing such dountakings in the new works.</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	Variations and Adjustments Clause No.13	Item		
B	Contract Price & Payment Clause No.14	Item		
C	Termination by procuring entity Clause No.15	Item		
D	Suspension and termination by contractor Clause no. 16	Item		
E	Risk and responsibility Clause No. 17	Item		
F	Insurance Clause No. 18	Item		
G	Force majeure Clause No. 19	Item		
H	Settlement of claims & disputes Clause No. 20	Item		
Carried to Collection			Ksh	
Section: 7 PRELIMINARIES Bill No. 1 Particular matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	APPENDIX TO THE CONDITION OF CONTRACT			
A	The Appendix to the Conditions of Contract will be filled as follows:-			
	APPENDIX			
	Percentage to cover professional fees for insurance purposes only		15 %	
	Name of Contractor's surety			
	Amount of surety		10 % of contract sum	
	Period of submission of programme		2 weeks after contract commencement	
	commencement			
	Date for possession of site		- to be agreed	
	Contract period		- to be agreed	
	Date for commencement of works		- to be agreed	
	Date for practical completion		- to be agreed	
	Name of bank for purposes of interest calculation			
	CBK			
	Interval for application of payment certificate -		monthly	
	Minimum amount of payment - to be agreed			
	Percentage of certified value retained -		10% of contract sum	
	Limit of retention fund - 5% of contract sum			
	Periods for release of retention money to contractor shall be as follows:			
	i) 50% on practical completion			
	ii) balance of 50% on expiry of defects liability period (after practical completion and issuance of Certificate of Making Good Defects)			
	Carried to Collection			
				Ksh
	Section: 7			
	PRELIMINARIES			
	Bill No. 1			
	Particular matters			
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>			
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Section: 7

PRELIMINARIES

Bill No. 1

Particular matters

COLLECTION

	Page No	Amount Kshs.
Total Brought Forward from Page No	109	
Total Brought Forward from Page No	110	
Total Brought Forward from Page No	111	
Total Brought Forward from Page No	112	
Total Brought Forward from Page No	113	
Total Brought Forward from Page No	114	
Total Brought Forward from Page No	115	
Total Brought Forward from Page No	116	
Total Brought Forward from Page No	117	
Total Brought Forward from Page No	118	
Total Brought Forward from Page No	119	
Total Brought Forward from Page No	120	
Total Brought Forward from Page No	121	
Total Brought Forward from Page No	122	
Total Brought Forward from Page No	123	
Total Brought Forward from Page No	124	

Carried Forward to Summary of Section No: 7

Ksh

Section: 7

PRELIMINARIES

Bill No. 1

Particular matters

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 7</p> <p>PRELIMINIARIES</p> <p>BILL NO. 2</p> <p>GENERAL MATTERS</p> <p><i>IMPORTANT PRICING NOTEThe contractor is required to price all items of preliminaries with monetary implications to the contract. Where the contractor indicates a lumpsum for all the preliminaries or where the contractor has priced some items and not others, the total preliminaries priced shall be deemed to include prices for all the items</i></p> <p><i>SUFFICIENCY OF TENDER</i></p> <p>A The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices stated in the priced Bills of Quantities. Rates and prices quoted shall cover all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.</p> <p><i>DEFINITIONS AND ABBREVIATIONS</i></p> <p>B Abbreviations used in the Bills of Quantities shall be interpreted as follows:-</p>			
	Carried to Collection		Ksh	
	<p>Section: 7</p> <p>PRELIMINARIES</p> <p>Bill No. 2</p> <p>General matters</p> <p><i>Tender No: KoTDA/MC033/2021 - 2022</i></p> <p><i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	<p>"Approved" shall mean: approved by the Interior designer</p> <p>"as described" shall mean: as described in the Section No.3 (Specifications)</p> <p>"as directed" shall mean: as directed by the Interior designer</p> <p>"B.S." shall mean: the current British Standard Specifications published by the British Standards Institution, 2 Park Street, London, W.I, England</p> <p>KBS Standards shall mean: The Kenya Bureau of Specification</p>	Item		
Carried to Collection				Ksh
<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
DEFINITIONS AND ABBREVIATIONS (cont'd)				
A	<p>"KG" shall mean: Kilogrammes</p> <p>"No" shall mean: Number</p> <p>"M" shall mean: Linear Metres</p> <p>"M2" shall mean: Square Metres</p> <p>"M3" shall mean: Cubic Metres</p> <p>"Ditto" shall mean: the whole of the description except as qualified in the section in which it occurs in brackets it shall mean the whole preceding description which is contained within the appropriate brackets.</p> <p>M/S shall mean: Measured separately</p> <p>"B.M.S" shall mean: Both sides measured separately</p>	Item		
SAMPLES				
B	<p>The contractor shall submit a sample boards accompanied with the relevant specifications during submission of their tenders. All unsuccessful bidders will called to collect their sample boards.</p> <p>The contractor shall furnish additional samples at the earliest possible opportunity before work commences and at his own cost any samples of materials or workmanship that may be called for by the Architect for his approval or rejection until such samples are approved to be the minimum standard for the work to which they apply</p>	Item		
Carried to Collection			Ksh	
<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	EXISTING PROPERTY			
A	The contractor shall take every precaution to avoid damage to all existing facilities and other services and he will be held responsible for all damages hereto arising from the execution of his contract and he shall make good all such damages when directed at his own expense.	Item		
	EXISTING SERVICES			
B	Prior to commencement of any work the contractor is to ascertain from the relevant Authorities the exact position of services in the area and he shall make whatever provisions may be required by the authorities concerned for the support and protection of such services. Any damage or disturbances caused to any service shall be reported immediately to the Architect and the relevant Authority and shall be made good to their satisfaction at the contractor's expense.	Item		
	MATERIALS, TOOLS, PLANT AND SCAFFOLDINGS			
C	All materials and workmanship used in the execution of the works shall be of the best quality and description. Any materials for the works condemned by the Architect shall immediately be removed from the site at the Contractor's expense. The contractor shall be responsible for the provision of all materials, scaffolding, tools, plant, transport and workmen required for the works except in so far as may be stated otherwise herein and he shall allow for the provision of the foregoing except for such items specifically and only required for the use of Nominated Sub-contractors as described herein. No timber used for scaffolding, formwork or similar purpose shall be used afterwards in the permanent works. All such plant, tools and scaffolding shall comply with all regulations whether general or local in force throughout the period of the contract and shall be required as may be necessary to comply with any amendments in or additions to such regulations	Item		
	Carried to Collection		Ksh	
	Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	<p>GOVERNMENT ACTS REGARDING WORK ,PEOPLE ETC.</p> <p>The contractor is to comply with all local regulations and by-laws of the County Authority including serving notices and paying of fees.</p> <p>In addition to complying with the Occupational Safety and Health Act, 2007 (Cap 514), the contractor shall comply in all aspects with the above mentioned rules.</p> <p>The contractor will be held responsible for serving on the Director of Occupational Safety and Health Services a written notice not later than seven days after the beginning of the building operations included in this contract stating the particulars required.</p> <p>It is most important that the contractor ,before tendering shall obtain from the relevant authority the fullest information regarding all such regulations and /or restrictions which may affect the organisation of the works ,supply and control of labour etc., and allow accordingly in his tender. No claim in respect of want of knowledge in this connection will be entertained.</p>	Item		
B	<p>SUPERVISION</p> <p>The said works shall be excuted under the direction and to the entire satisfaction of the Architect and clerk of works who shall have the Architect's specifically delegated authority and shall at all times have access to the works, to the yards and workshops of the contractor or other places where goods are being prepared for the building</p>	Item		
C	<p>TRANSPORT TO AND FROM THE SITE</p> <p>The contractor shall include in his prices for the transport of materials, workmen etc to and from the site of the proposed works at such hours and by such routes as are permitted by the Authorities.All unit rates for local or imported goods areto include freight, insurance, handling and delivery costs to the project site together with import duties, sale tax, port charges etc and all other charges of whatever nature.</p>	Item		
Carried to Collection			Ksh	
<p>Section: 7 PRELIMINARIES Bill No. 2 General matters Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	FAIR WAGES			
A	The contractor shall pay rates of wages and observe hours and conditions of labour not less favourable than the minimum conditions of employment applicable in the district in which the work is carried out. The relevant notice must be posted up and kept posted upon the site where it can be conveniently read by the employees concerned in languages they can understand. The contractor is to comply with the Regulations of Wages and Conditions of Employment Act, Building and Construction Industry Wages Council and is to be responsible for compliance of the sub-contractors employed in the execution of the contract. If required he is to notify the Architect of the names and addresses of all such sub-contractors. Any Contractor or Sub-contractors not complying will not be permitted to tender for other work for such a period as the Architect may determine. Should a claim be made to the Architect alleging the Contractor's default in payment of Fair Wages to any workman employed on the contract and if proof thereof satisfactory to the Architect, may failing payment by the contractor, pay the claim out of any monies due or which may become due to the contractor under this contract. The Contractor is to furnish to the Architect, if called upon to do so, such particulars of the rates of wages, hours and conditions of labour referred to above as the Architect may direct	Item		
	PROJECT MANAGEMENT EXPENSES			
B	Allow a provisional sum of Kenya shillings Seven Hundred and Thirty Six Thousand and Twenty (Ksh736,020.00) only for project management expenses for the consultants		SUM	
	CLERK OF WORKS WAGES			
C	Allow a provisional sum of Kenya Shillings Six Hundred Thousand (Ksh600,000.00) for clerk of works remuneration over the period of the project.		SUM	
	PRODUCTION OF AS-BUILT DRAWING, PRINTING AND OTHER EXPENSES			
D	Allow a provisional sum of Kenya Shillings Four Hundred and Forty One Thousand (Ksh441,000.00) only to be executed by the consultants for production of as built drawings and printing documents		SUM	
	Carried to Collection		Ksh	
	Section: 7 PRELIMINARIES Bill No. 2 General matters Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	<p>PROGRAMME OF WORKS</p> <p>Immediately after signing the contract the contractor is to prepare a Time progress Chart showing the time and order in which he proposes to carry out the works within the total construction time stated in the contract. The chart will show in detail the construction time and order in which each section of the work is to be carried out and be sub-divided into trades and tasks. If the contractor proposes sectional completion of the project he must plan this in detail including access roads, and services and this shall be reflected on the chart</p> <p>Upon the letting of the sub-contractors work the contractor is to incorporate times and details of each separate sub-contractor work which information is to be agreed by the sub-contractor and the chart will be so designed to accomodate this infomation.</p> <p>At the end of each week the contractor is to mark on the chart in a different colour the actual time taken to complete the respective stages and sections of the work. The contractor shall obtain the Architect's approval on the chart and then shall supply copies to the Architect and Quantity Surveyor</p> <p>If at any time it should appear to the Architect that the actual progress of the works does not conform to the approved programme progress schedule the contractor shall produce at the request of the Architect a revised programme showing the modifications and accelerations to the approved programme necessary to ensure completion of the works within the agreed contract period.</p> <p>The submission of and approval by the Architect of such revisions and accelerations shall not entitle the Contractor to any extra payment or extension of time and shall not relieve the contractor of any duties or obligations or responsibilities under thecontract</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	<p>OVERTIME</p> <p>A OWING THE NATURE WORKS THE CONTRACTOR MAY REQUIRED TO UNDERTAKE CERTAIN WORKS AN NIGHT OR DURING OFF PEEK OR NON OFFICE HOUR TO MINIMIZE DISTURBANCE FROM NOISY OPERATIONS.</p> <p>The contractor shall be responsible for any extra costs for overtime working he considers will be necessary in order to complete the works within the contract period or time for completion apart from overtime working which may be authorised by the Architect</p> <p>If overtime is worked out the contractor should allow for cost in respect of such overtime over and above the basic hourly rates as laid down bythe Regulation of wages and Conditions of employment Act, Building and Construction Industry Wages Council and excluding any bonuses, profits and overheads.</p>			
	<p>WATER</p> <p>B The contractor shall provide at his own risk and cost all water for use in connection with the works including the work of sub-contractors make arrangements with the local authority for the installation of a separate meter for all water used by him throughout the contract and pay all costs and fees in connection therewith. He shall also provide temporary storage tanks and tubing etc as he may consider necessary and clear away at completion.</p> <p>All water shall be fresh, clean and pure, free from earthly vegetable or organic matter, acid or alkaline substance in solution or suspension.</p>	Item		
	<p>LIGHTING AND POWER</p> <p>C The contractor shall provide at his own risk and cost all temporary artificial lighting and power for use on the works including all sub-contractors and specialists requirements and including all temporary connections, wiring, fittings etc and clearing away on completion. The Contractor shall pay all fees and obtain all permits in connection therewith.</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	PRIME COST SUMS			
A	<p>i) The words "Prime Cost" (or the initials "P.C") appearing in the contract documents shall mean net costs exclusive of any trade, cash or other discount what soever but inclusive of the costs of the packing, carriage and delivery. Such costs shall be the same due to the sub-contract or supplier after adjustments where applicable in respect of measurements of rates.</p> <p>ii) Any increase or decrease in the prime costs sums resulting from the adjustments and properly paid by the contractor shall be added or deducted from the contract sum in the final account. In substantiation the contractor will require to produce to the Quantity Surveyor all quotations, invoices and receipted accounts as shall be necessary to show the details of the sums actually paid.</p> <p>iii) Any sum added by the contractor in these Bills of Quantities in respect of profits upon any prime costs will be deducted at the final settlement of accounts and the sum will be added to the amount of which will bear the same proportion to the sum added as the net amount properly expended to the original P.C sum.</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	NOMINATED SUB-CONTRACTORS			
A	<p>The contractor shall accept responsibility for providing the following services for nominated sub-contractors.</p> <p>i) GENERAL ATTENDANCE: The following services are described as "allow for general attendance"</p> <p>a) Use for the purpose of the sub-contract works of any scaffolding belonging to or provided by the contractor while it remains so erected upon site, provided that no warranty or other liability on the part of the contractor or of his other sub-contractors shall be created or implied in regard to the fitness, condition or suitability of the said scaffolding</p> <p>b) Provision of water, lighting, watching and attendance for the purpose of the sub-contract works.</p> <p>c) Use of sanitary accommodation, mess-rooms and welfare facilities.</p> <p>d) Provision of space for erecting of offices or stores or space for storage of plant and materials.</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	<i>PROTECTION OF THE WORK</i>			
A	<p>The Contractor shall cover up and protect all finished work liable to damage until the completion of the works.</p> <p>In the event of any damages occurring to the works, materials, on site in temporary possession of the contractor for the purpose of this contract either from weather, want of proper protection, defects, or insufficiency of the works or any other causes or whatsoever during the progress of the works, the contractor shall be responsible and without extra charge, make good all damage and pay all costs which may be levied.</p>	Item		
	<i>PREVENTION OF NUISANCE</i>			
B	<p>The works and such sections of the site necessary thereafter shall be under the entire care and control of the contractor during the whole period of the contract and shall take all possible precautions to prevent any nuisance, inconvenience or injury to the holder or occupiers of the existing or surrounding properties and to the public generally, and shall at all times keep all paths and roads affected by the works in a safe and clear state, and shall use proper precautions to ensure the safety of all wheeled traffic and pedestrians.</p>	Item		
	<i>REMOVAL OF PLANT AND RUBBISH ETC</i>			
C	<p>The Contractor shall upon completion of the works remove and clear away all temporary buildings, plant, rubbish and unused materials, and shall leave the whole of the site of the works in a clean and tidy state to the satisfaction of the Architect. He shall also remove all rubbish and dirt from the site at weekly intervals or as directed by the Architect.</p> <p>Particular care shall be taken in leaving windows, floors and fittings clean and the removal of all paint and cement stains therefrom.</p>	Item		
	<i>COPYRIGHT</i>			
D	<p>The copyright of these documents is vested in Masterbill Integrated Projects. No part of this document may be reproduced in any form or by any means without their prior permission.</p>	Item		
	Carried to Collection		Ksh	
	<p>Section: 7 PRELIMINARIES Bill No. 2 General matters <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			

Section: 7

PRELIMINARIES

Bill No. 2

General matters

COLLECTION

Total Brought Forward from Page No

**Page
No**

**Amount
Kshs.**

126

Total Brought Forward from Page No

127

Total Brought Forward from Page No

128

Total Brought Forward from Page No

129

Total Brought Forward from Page No

130

Total Brought Forward from Page No

131

Total Brought Forward from Page No

132

Total Brought Forward from Page No

133

Total Brought Forward from Page No

134

Total Brought Forward from Page No

135

Total Brought Forward from Page No

136

Total Brought Forward from Page No

137

Total Brought Forward from Page No

138

Carried Forward to Summary of Section No: 7

Ksh

Section: 7

PRELIMINARIES

Bill No. 2

General matters

Tender No: KoTDA/MC033/2021 - 2022

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SECTION SUMMARY - PRELIMINARIES

Bill No		Page No		Amount Kshs.
1	Particular matters	125		
2	General matters	139		
CARRIED TO GRAND SUMMARY			Ksh	

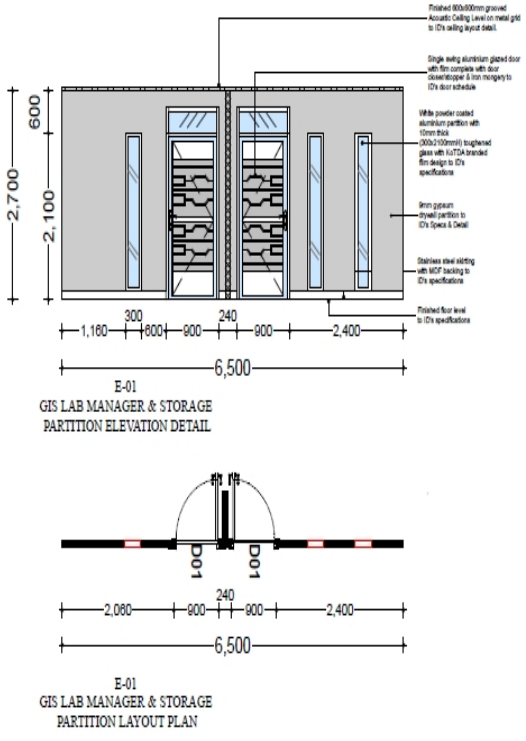
Section: 7
 PRELIMINARIES
 Tender No: KoTDA/MC033/2021 - 2022
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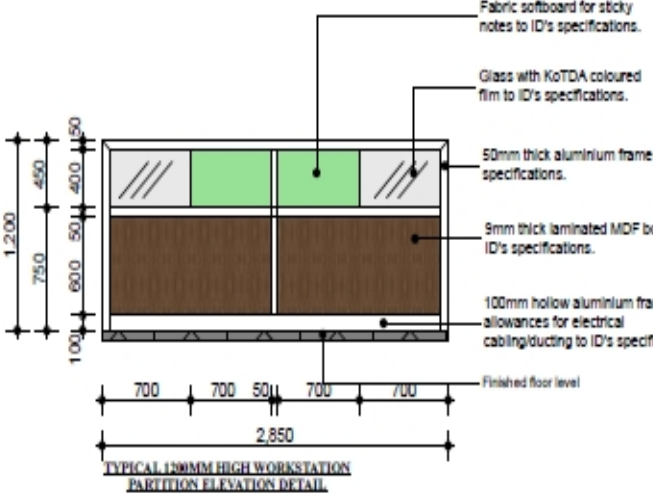
SECTION 8

BUILDERS WORK – 5TH

FLOOR

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 1				
	INTERNAL WALLING AND PARTITIONS				
	GYPSUM DRYWALL PARTITIONS				
	<i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions with styrofoam or jumbolene soundproofing infill comprising appropriate aluminium channel framework (allowance to be made for 3200mm high floor to ceiling height framework), 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i>				
A	100mm thick drywall partition walling from floor to ceiling 2400mm high with fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material	m2	97		
	<i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions comprising 19mm blockboard infill, appropriate natural anodized aluminium channel framework minimum 2mm thick (allowance to be made for 3200mm high floor to ceiling height framework), 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i>				
B	100mm thick drywall partition walling from floor to ceiling 2400mm high with 19mm blockboard and fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material	m2	14		
	Carried to Collection				
	Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 1 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p><i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions with styrofoam or jumbolene soundproofing infill comprising appropriate aluminium channel framework (allowance to be made for 3200mm high floor to ceiling height framework), 12mm gypsum board, with 6mm thick 300 x 2100mm high KoTDA branded filmed glass including its framework secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i></p>  <p>E-01 GIS LAB MANAGER & STORAGE PARTITION ELEVATION DETAIL</p> <p>E-01 GIS LAB MANAGER & STORAGE PARTITION LAYOUT PLAN</p>				
A	<p>100mm thick drywall partition walling from floor to ceiling 2400mm high with 24 No. 300 x 2100mm high 6mm thick KoTDA branded toughened glass, fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material</p>	m ²	47		
Carried to Collection					Ksh
<p>Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 1 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions to work stations, comprising 100mm hollow aluminium frame to the bottom of the partition, with allowance for electrical cabling/ducting, appropriate aluminium channel framework , 9mm laminated mdf board secured to both sides of framework and 400mm high 8mm laminated glass (4mm clear + 0.38mm PVB + 4mm clear glass) clear silicon joints and vertical mullion at 1400mm c/c where necessary including all accessories such as tape, filler, beadings and the like with KoTDA coloured film, with 400mm x 1400mm fabric soft board for sticky notes on aluminium frame work : all as per Interior Designer's details.</p>  <p>TYPICAL 1200MM HIGH WORKSTATION PARTITION ELEVATION DETAIL</p>	m2	22	Ksh	
	Carried to Collection				
	<p>Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 1 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>50mm thick approved natural anodized powder coated aluminium framed(2mm minimum thick aluminium) partitions (allowance to be made for 3200mm high floor to ceiling height framework) infilled with 10mm toughened glass (5mm clear + 0.38mm PVB + 5mm clear glass) clear silicon joints and vertical mullion at 2500mm c/c where necessary all subject to approval as follows</i>				
A	Full height glazing 3600 mm long x 2700 mm high allow for door opening size 1800 x 2400mm high (m/s) - <i>appx area 4.86sm</i>	No	1		
	ENCASEMENT OF EXPOSED SERVICE DUCTS ON COLUMNS				
	<i>Supply assemble and erect the following purpose made gypsum dry wall encasement comprising appropriate galvanised steel channel framework, 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i>				
B	50mm thick drywall gypsum encasement from floor to ceiling 3000mm high	m2	1		
	TIMBER PANELS				
C	2100mm high mahogany veneered mdf screen wall at wash room area all to Interior Designer's details	m2	9		
	Carried to Collection				
	Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 1 Partitions and walling <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i>			Ksh	

Section: 8

BUILDERS WORKS - 5TH FLOOR

Bill No. 1

Partitions and walling

COLLECTION

Total Brought Forward from Page No

**Page
No**

141

**Amount
Kshs.**

Total Brought Forward from Page No

142

Total Brought Forward from Page No

143

Total Brought Forward from Page No

144

Carried Forward to Summary of Section No: 8

Ksh

Section: 8

BUILDERS WORKS - 5TH FLOOR

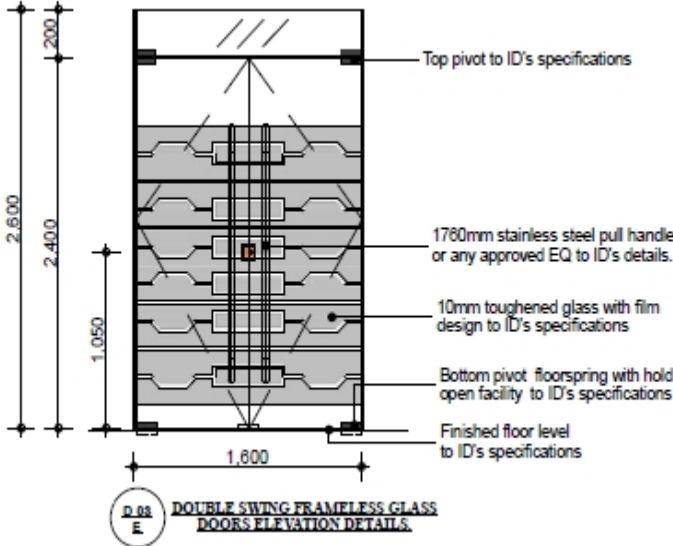
Bill No. 1

Partitions and walling

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 2				
	WINDOWS				
	<i>VERTICAL WINDOW BLINDS</i>				
	<i>Supply & install WindowPlus or equal and equivalent vertical fabric blinds system with 89mm wide vertical slats with opening and closing mechanism. Fabric sample to be fire retardant, washable and wipe able.</i>				
A	Manager's Office	<i>m2</i>	7		
	BLACKOUT ROLLER BLINDS				
	<i>Winter Plain 6800 FR Blackout fabric Composition of PU 529/ Polyester 47.1. Breaking strength Ware 152.9/ Weft 125.7 Fire retardant, washable & wipe able. Including 38mm tube with mounting rail, side brackets, plugs, clutch and metallic chain with stoppers and aluminium rail galvanized and resistance to rust and discolouration.</i>				
B	Meeting Room & Resource centre	<i>m2</i>	28		
	WINDOW SILLS				
C	200mm wide x 18mm thick natural granite window sills with rounded edge and 15mm thick quadrant: all surfaces finished in accordance with the Interior designer's detail	<i>m</i>	27		
	FIRE AND SMOKE STOP				
	<i>Vertical separations where the façade runs between floors in accordance with NFPA for commercial buildings with sprinklers; inclusive of 1.2mm min galvanized steel sheets sealed with fire sealant at top and bottom</i>				
D	Where façade runs between, slabs of 6th floor and 5th floor		Item		
	Carried Forward to Summary of Section No: 8			Ksh	
	Section: 8				
	BUILDERS WORKS - 5TH FLOOR				
	Bill No. 2				
	Works to Windows				
	Tender No: KoTDA/MC033/2021 - 2022				
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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>Double swing frameless glass door in 10mm toughened glass with film including all fixing/pivoting accessories and approved ironmongery such as locks, BRASS finish medium duty double action floor spring and top pin, no. 1760mm high BRASS finish on stainless steel pull handles and the like all as per Interior designer's details</p>  <p>D.03 E DOUBLE SWING FRAMELESS GLASS DOORS ELEVATION DETAILS.</p>				
A	<p>Double leaf door overall size 1600mm x 2600mm high</p> <p>IRON MONGERY</p> <p>Supply and fix the following ironmongery with matching screws as per HAFELE, DORMA catalogues or other equal and approved.</p>	<i>No</i>	2		
B	<p>Stainless steel double washered butterfly hinges size 100 x 76 x 2 mm thick Union or equal and approved all to interior designers approval</p>	<i>Pairs</i>	14		
C	<p>Overhead Door closers "briton 2003"</p>	<i>No</i>	7		
D	<p>3-Lever mortice lock Union Cat. no complete with approved lever handles - or other equal and approved</p>	<i>No</i>	7		
Carried to Collection				Ksh	
<p>Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 3 Doors & Iron mongery Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	Rubber door stop as Union Catalogue or other equal and approved	<i>No</i>	9		
	STRUCTURAL STEEL - DOOR SUPPORT				
	<i>Structural steel : Fabricate the following steel work in grade 43/43B steel including all accessories, bolts, nuts, sheer connectors, bracing, cleats etc, including shop/site welding, grinding & filling & priming of surfaces with zinc chromate red lead oxide primer; transport to site, hoist, assembling on site & erect/fixing on site; touch up surfaces with zinc chromate red lead oxide primer all to Structural Engineers Details</i>				
B	50 x 50 x 4mm x 6.03kg/m RHS members all according to structural engineers details	<i>kg</i>	18		
	Carried to Collection			Ksh	
	Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 3 Doors & Iron mongery Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects				

Section: 8

BUILDERS WORKS - 5TH FLOOR

Bill No. 3

Doors & Iron mongery

COLLECTION

Total Brought Forward from Page No

**Page
No**

147

**Amount
Kshs.**

Total Brought Forward from Page No

148

Total Brought Forward from Page No

149

Carried Forward to Summary of Section No: 8

Ksh

Section: 8

BUILDERS WORKS - 5TH FLOOR

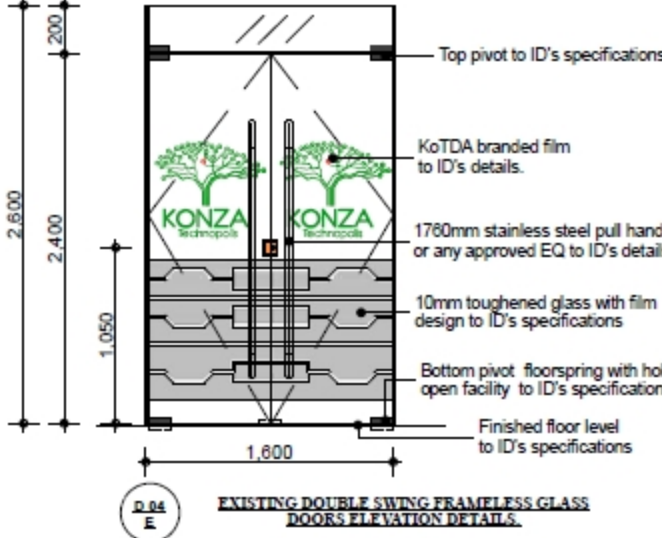
Bill No. 3

Doors & Iron mongery

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDER'S WORKS				
	BILL NO. 4				
	<i>STAINLESS STEEL BALUSTRADING</i>				
A	1100mm high horizontal stainless steel balustrades comprising vertical 25 x 25 mm square bars balusters at 600mm centres, with top ends jointed to and 50mm diameter handrail, 25mm diameter intermediate rails bolted to stainless steel anchorages comprising stainless steel plates, bolts, nuts, washers and all necessary accessories including workshop and onsite surface finishing all as per Interior designer's details and design.	<i>m</i>	2		
B	Extra over rail for bends	<i>No</i>	2		
	Carried Forward to Summary of Section No: 8				
	Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 4 Balustrading and railings <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 8</p> <p>BUILDING WORKS - Office Fit Out</p> <p>BILL NO. 5</p> <p>INTERNAL WALL FINISHES</p> <p>PAINTING AND DECORATING</p> <p><i>Prepare surface by filling in any cracks, skimming and apply one undercoat and two finishing coats of approved vinyl matt emulsion paint from approved paint manufacturer all as per Interior designer's details on :-</i></p>				
A	To gypsum wall	m2	286		
	<p>FILM</p>				
B	Branded film screen on glass panels & frameless doors				
					
		m2	33		
	<p>WALL PANELLING TO EXPOSED COLUMNS</p>				
C	Decorative lattice/motif finish to Interior Designer's specification and approval	m2	24		
	<p>Carried Forward to Summary of Section No: 8</p>				Ksh
	<p>Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 5 Wall finishes Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 6				
	INTERNAL CEILING FINISHES				
	<i>ACOUSTIC CEILING</i>				
A	Supply and fix approved 600 x 600 suspended acoustic ceiling "Armstrong Tegular Cortega" or other equal and approved ceiling including all grid suspended with approved galvanised wire necessary battens, cornices, beadings, gauze wire and accessories	<i>m2</i>	175		
	<i>GYPSUM CEILING</i>				
B	12mm thick gypsum ceiling fixed to and including galvanised metal grid stud at 600mm centres both directions fixed with self tapping screws including filler tape and all accessories allowance for forming levels recesses and bulk head all to Architect's details	<i>m2</i>	43		
C	Extra over ceiling for trap door/access panel size 600 x 600mm	<i>No</i>	4		
	<i>PAINTING AND DECORATING</i>				
	<i>Prepare and apply one undercoat and two coats of matt emulsion paint from approved manufacturer</i>				
D	Surfaces of gypsum ceiling	<i>m2</i>	43		
	Carried Forward to Summary of Section No: 8				
	Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 6 Ceiling finishes <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 7				
	FLOOR FINISHES				
	SCREED FOR FLOOR LEVEL BALANCING - PROVISIONAL				
	<i>In situ cement and sand (1:3) screeded beds with necessary balancing for different floor finishes</i>				
A	28mm thick steel trowelled screed finished to receive carpet tiles.	<i>m2</i>	25		
B	32mm thick wood float screed finished to receive granito tiles.	<i>m2</i>	190		
	CARPET TILES				
C	Carpet tiles size 400 x 900 x 12mm with integral bitumen backing laid with approved adhesive on every 4th tile .	<i>m2</i>	25		
	SKIRTING				
D	100mm high stainless steel skirting with 100 x 20mm mdf backing including cutting, jointing and all necessary adhesive to Interior designers detail and specification	<i>m</i>	117		
	GRANITO TILES				
	<i>Supply and fix 8mm thick approved polished granito floor tiles (Prime Cost Rate Ksh 2500/= per sm) including bedding, bonding, jointing with cement grout pointing in stained cement laying to falls where necessary</i>				
E	600 x 600 x 8mm Granito floor tiles	<i>m2</i>	142		
F	300 x 1200 x 8mm Granito floor tiles	<i>m2</i>	49		
	Carried to Collection				
	Section: 8				
	BUILDERS WORKS - 5TH FLOOR				
	Bill No. 7				
	Floor finishes				
	Tender No: KoTDA/MC033/2021 - 2022				
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				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p><i>Expansion/ Construction joint finish</i></p> <p>1mm profiled sheet stainless steel including appropriate adhesive to Interior designers detail</p>	<i>m</i>	15		
Carried to Collection				Ksh	
<p>Section: 8 BUILDERS WORKS - 5TH FLOOR Bill No. 7 Floor finishes <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>					

Section: 8

BUILDERS WORKS - 5TH FLOOR

Bill No. 7

Floor finishes

COLLECTION

Total Brought Forward from Page No

Total Brought Forward from Page No

**Page
No**

154

155

**Amount
Kshs.**

Carried Forward to Summary of Section No: 8

Ksh

Section: 8

BUILDERS WORKS - 5TH FLOOR

Bill No. 7

Floor finishes

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 8				
	SIGNAGE				
A	Provide a Prime-cost sum of Kenya Shillings One Hundred and Fifty Thousand (Ksh150,000.00) only for Signage to be executed complete by a Nominated sub-contractor all to Interior Designer's Approval.		Item		
B	Add for profit			%	
C	Allow for general and special attendance		Item		
	Carried Forward to Summary of Section No: 8				
	Section: 8				
	BUILDERS WORKS - 5TH FLOOR				
	Bill No. 8				
	Signage				
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>				
	<i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 8				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 9				
	FIXTURES & FITTINGS				
	PLINTHS				
	<i>Plinths for wardrobes</i>				
A	100 mm thick plain concrete(1:3:6-38mm aggregates) benching including formwork to sides of plinths	<i>m2</i>	2		
	<i>Screed</i>				
	<i>In situ cement and sand (1:3) screeded beds, with steel trowelled finish on concrete</i>				
B	12mm thick cement and sand (1:3) screed with smooth finish	<i>m2</i>	2		
	SHELVING UNITS				
	<i>Timber shelves</i>				
C	Open shelving overall size 3600 mm x 600mm deep x 2100 mm high comprising 75 x 50 mm thick frame,20 mm thick MDF sides and bottom hardwood lipped on exposed surface,25mm thick MDF partitions and top, all necessary bearers, beading and painting to Interior designers details to be provided	<i>No</i>	1		
	JOINERY & DECORATIVE ELEMENTS				
D	Provide a Prime-cost sum of Kenya shillings One Million(Ksh1,000,000.00) only for book shelves and Decorative Elements (Artwork, potted plants e.t.c) to be executed complete by a Nominated sub-contractor all to Interior Designer's Approval.		Item		
E	Add for profit			%	
F	Allow for general and special attendance		Item		
	Carried Forward to Summary of Section No: 8			Ksh	
	Section: 8				
	BUILDERS WORKS - 5TH FLOOR				
	Bill No. 9				
	Fixtures & Fittings				
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>				
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SECTION SUMMARY - BUILDERS WORKS - 5TH FLOOR

Bill No		Page No		Amount Kshs.
1	Partitions and walling	145		
2	Works to Windows	146		
3	Doors & Iron mongery	150		
4	Balustrading and railings	151		
5	Wall finishes	152		
6	Ceiling finishes	153		
7	Floor finishes	156		
8	Signage	157		
9	Fixtures & Fittings	158		
	CARRIED TO GRAND SUMMARY		Ksh	
	Section: 8			
	BUILDERS WORKS - 5TH FLOOR			
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>			
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SECTION 9

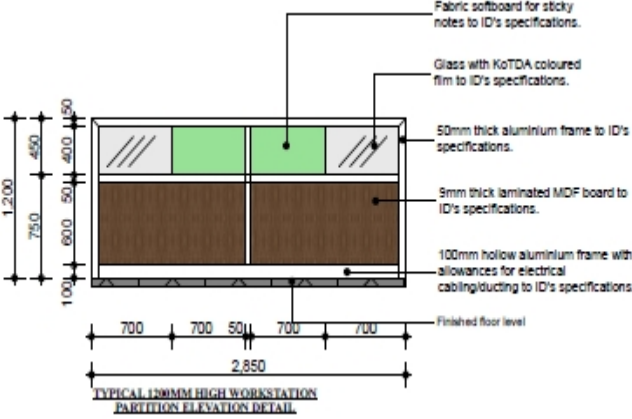
BUILDERS WORK – 6TH

FLOOR

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 1				
	DEMOLITIONS & DOWNTAKINGS				
	<i>(ALL PROVISIONAL)</i>				
	<i>The quantities and nature of work indicated are provisional. The actual work done shall be ascertained, valued and adjustments made accordingly. The contractor shall take note of the items / materials that have been identified by the employer for retention.</i>				
A	Carefully demolish existing masonry walling setting aside and properly storing salvaged stones; exposed surfaces to be left ready to receive new works and disposal of all resultant debris to an approved dumping site. The contractor to maintain an inventory of all salvaged materials and verify the same with the Clerk of Works. (Area of the wall: 22.44sm).				
	ALTERATION WORKS				
B	Block existing kitchen door and introduce new 700mm canteen entry with 1100mm high granite counter top with MDF laminate al to Interior designers detail				
	EXISTING FLOOR FINISH PROTECTION				
	<i>Supply and fix 6mm thick approved plywood for protection of existing floor tiles on staircase and reception area. Rates to include all the necessary accessories for fixing on the ground and necessary labour. Contractor to allow in their rate the cost of removing the protection and making good surfaces by cleaning where necessary</i>				
C	Stair case steps and landings	m2	81		
D	Reception Area	m2	15		
	Carried Forward to Summary of Section No: 9				
	Section: 9				
	BUILDING WORKS - 6TH FLOOR				
	Bill No. 1				
	Enabling works				
	Tender No: KoTDA/MC033/2021 - 2022				
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				Ksh	

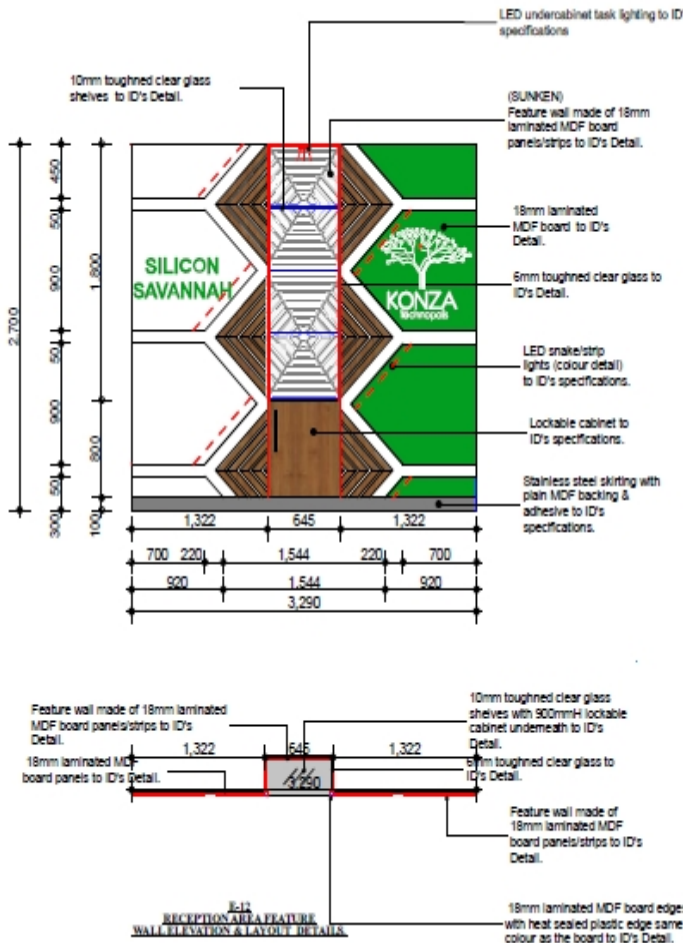
Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 2				
	INTERNAL WALLING AND PARTITIONS				
	MASONRY WALLING				
	<i>Machine cut approved quarry stone walling bedded, bonded and jointed in cement, sand (1:3) mortar reinforced as necessary with hoop iron at every alternate course.</i>				
A	200mm Thick walling	m2	4		
	GYPSUM DRYWALL PARTITIONS				
	<i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions comprising appropriate aluminium channel framework (allowance to be made for 3200mm high floor to ceiling height framework), 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i>				
B	100mm thick drywall partition walling from floor to ceiling 2400mm high with fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material	m2	111		
	Carried to Collection				
	Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p><i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions comprising 19mm blockboard infill, appropriate natural anodized aluminium channel framework minimum 2mm thick (allowance to be made for 3200mm high floor to ceiling height framework), 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i></p> <p>100mm thick drywall partition walling from floor to ceiling 2400mm high with 19mm blockboard and fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material</p>	m2	30		
	Carried to Collection			Ksh	
	<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p><i>Supply assemble and erect the following purpose made double panelled gypsum dry wall partitions to work stations, comprising 100mm hollow aluminium frame to the bottom of the partition, with allowance for electrical cabling/ducting, appropriate aluminium channel framework , 9mm laminated mdf board secured to both sides of framework and 400mm high 8mm laminated glass (4mm clear + 0.38mm PVB + 4mm clear glass) clear silicon joints and vertical mullion at 1400mm c/c where necessary including all accessories such as tape, filler, beadings and the like with KoTDA coloured film, with 400mm x 1400mm fabric soft board for sticky notes on aluminium frame work : all as per Interior Designer's details.</i></p>				
					
A	<p>50mm thick drywall partition walling from floor to 1200mm high with fibre infill, styrofoam, jumbolene or other equal and approved sound proofing material</p>	m2	82		
	<p>ALUMINIUM FRAMED GLASS PARTITIONS</p>				
	<p><i>50mm thick approved natural anodized powder coated aluminium framed(2mm minimum thick aluminium) partitions (allowance to be made for 3200mm high floor to ceiling height framework) infilled with 10mm toughened glass (5mm clear + 0.38mm PVB + 5mm clear glass) clear silicon joints and vertical mullion at 2500mm c/c where necessary all subject to approval as follows</i></p>				
B	<p>Full height glazing 4171 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - appx area 7.850sm</p>	No	1		
	<p style="text-align: right;">Carried to Collection</p>			Ksh	
	<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	Full height glazing 4908 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 9.619 sm</i>	No	1		
B	Full height glazing 3522 mm long x 2400 mm high allow for door opening size 900 x 2400 mm high (m/s) - <i>appx area 6.293 sm</i>	No	1		
C	Full height glazing 3497 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 6.233sm</i>	No	1		
D	Full height glazing 1864 mm long x 2400 mm high - <i>appx area 4.474 sm</i>	No	1		
E	Full height glazing 4457mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s)- <i>appx area 8.537sm</i>	No	1		
F	Full height glazing 3623 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 6.535 sm</i>	No	1		
G	Full height glazing 4784 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 9.322 sm</i>	No	1		
H	Full height glazing 2657 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 4.217 sm</i>	No	1		
J	Full height glazing 4656 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s)- <i>appx area 9.014 sm</i>	No	1		
K	Full height glazing 3815 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s)- <i>appx area 6.996 sm</i>	No	1		
Carried to Collection					
				Ksh	
Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	Full height glazing 5163 mm long x 2400 mm high allow for door opening size 900 x 2400 mm high (m/s) - <i>appx area 10.231 sm</i>	No	1		
B	Full height glazing 4240 mm long x 2400 mm high allow for door opening size 1500 x 2400mm high (m/s) - <i>appx area 6.576 sm</i>	No	1		
C	Full height glazing 5551 mm long x 2400 mm high allow for door opening size 900 x 2400mm high (m/s) - <i>appx area 11.162 sm</i>	No	1		
TOUGHENED GLASS PARTITIONS					
<i>Double panel 6mm thick toughened glass with 10mm acoustic vacuum KoTDA branded film, butt jointed with silicone sealant glazing to and including 75mm x 100mm mahogany timber frame all to Interior designers detail and specification</i>					
D	Full height glazing 3000 mm long x 2400 mm high - <i>appx area 7.200 sm</i>	No	1		
ENCASEMENT OF EXPOSED SERVICE DUCTS ON COLUMNS					
<i>Supply assemble and erect the following purpose made gypsum dry wall encasement comprising appropriate galvanised steel channel framework, 12mm gypsum board secured to both sides of framework including all accessories such as tape, filler, beadings and the like: all as per Interior Designer's details.</i>					
E	50mm thick drywall gypsum encasement from floor to ceiling 3000mm high	m ²	4		
Carried to Collection					
				Ksh	
Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p>FEATURE WALL</p> <p>6th floor reception feature wall overall size 3290 x 2700mm high made of 18mm laminated MDF board with sunken display shelves made of 18mm laminated MDF board back wall, 6mm thick toughed clear glass sides and 3No. 10mm thick toughened glass shelves with 645mm x 900mm high lockable cabinet underneath and stainless steel skirting including all necessary fixing accessories all to the Interior designers details and specifications</p>  <p>Carried to Collection</p>	Item		Ksh	
<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
TIMBER PANELS					
A	2100mm high mahogany veneer mdf panels partition to canteen area all to Interior Designer's details	<i>m2</i>	13		
B	2100mm high mahogany veneered mdf screen wall at wash room area all to Interior Designer's details	<i>m2</i>	13		
Carried to Collection				Ksh	
Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 2 Partitions and walling <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>					

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 2

Partitions and walling

COLLECTION

Total Brought Forward from Page No

**Page
No**

161

**Amount
Kshs.**

Total Brought Forward from Page No

162

Total Brought Forward from Page No

163

Total Brought Forward from Page No

164

Total Brought Forward from Page No

165

Total Brought Forward from Page No

166

Total Brought Forward from Page No

167

Carried Forward to Summary of Section No: 9

Ksh

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 2

Partitions and walling

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 3				
	WINDOWS				
	VERTICAL WINDOW BLINDS				
	<i>Supply & install WindowPlus or equal and equivalent vertical fabric blinds system with 89mm wide vertical slats with opening and closing mechanism. Fabric sample to be fire retardant, washable and wipe able.</i>				
A	Nursing room	<i>m2</i>	9		
	BLACKOUT ROLLER BLINDS				
	<i>Winter Plain 6800 FR Blackout fabric Composition of PU 529/ Polyester 47.1. Breaking strength Ware 152.9/ Weft 125.7 Fire retardant, washable & wipe able. Including 38mm tube with mounting rail, side brackets, plugs, clutch and metallic chain with stoppers and aluminium rail galvanized and resistance to rust and discolouration.</i>				
B	Executive Boardroom & Meeting room	<i>m2</i>	53		
	WINDOW SILLS				
C	200mm wide x 18mm thick natural granite window sills with rounded edge and 15mm thick quadrant: all surfaces finished in accordance with the Interior designer's detail	<i>m</i>	102		
	FIRE AND SMOKE STOP				
	<i>Vertical separations where the façade runs between floors in accordance with NFPA for commercial buildings with sprinklers; inclusive of 1.2mm min galvanized steel sheets sealed with fire sealant at top and bottom</i>				
D	Where façade runs between, slabs of 7th floor and 6th floor		Item		
	Carried Forward to Summary of Section No: 9			Ksh	
	Section: 9				
	BUILDING WORKS - 6TH FLOOR				
	Bill No. 3				
	Works to Windows				
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>				
	<i>Copyright - Masterbill Integrated Projects</i>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p><i>Semi-solid post formed laminated MDF panel pocket sliding door comprising of 45mm thick 1000mm x 2400mm high 9mm thick mdf laminate both sides, 12mm thick mahogany lipping with 25mm styrofoam sound proofing as appropriate , 1200mm stainless steel pull handle on both sides railing and runners to manufacturers specification. Pocket made of mild steel support with foam at the edge for door protection and gypsum dry wall covering painted to ID's specification . Frame to be fixed on steel support hanging from the ceiling(m/s) complete with polishing and appropriate three (3) coats clear lacquer all to Interior designers specification & approval</i></p>	No	1	Ksh	
	<p>TYPICAL POCKETED (SLIDING) DOOR LAYOUT</p>				
	<p>Folding door overall size 2100mm wide x 2400mm high with and including 1000mm wide x 2400mm high panels and 1000mm wide x 2400mm high pocket</p>				
	<p>ALUMINIUM GLAZED DOOR</p>				
	<p>Carried to Collection</p>				
	<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 4 Doors & Iron mongery Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>50mm thick approved natural anodized powder coated aluminium framed(2mm minimum thick aluminium) door infilled with 10mm toughened glass (5mm filmed glass + 0.38mm PVB + 5mm filmed glass) clear silicon joints, with hinges as approved and all other necessary fixing accessories all to the interior designers specification and detail</i>				
A	Single leaf door overall size 900mm wide x 2500mm high including 900mm wide x 400 mm high fanlight	<i>No</i>	11		
	FRAMELESS GLASS DOORS				
	<i>Double swing frameless glass door in 10mm toughened glass with film including all fixing/pivoting accessories and approved ironmongery such as locks, BRASS finish medium duty double action floor spring and top pin, no. 1760mm high BRASS finish on stainless steel pull handles and the like all as per Interior designer's details</i>				
B	Double leaf door overall size 1600mm x 2400mm high	<i>No</i>	2		
	IRON MONGERY				
	<i>Supply and fix the following ironmongery with matching screws as per HAFELE, DORMA catalogues or other equal and approved.</i>				
C	Stainless steel double washered butterfly hinges size 100 x 76 x 2 mm thick Union or equal and approved all to interior designers approval	<i>Pairs</i>	26		
D	Overhead Door closers "briton 2003"	<i>No</i>	15		
E	3-Lever mortice lock Union Cat. no complete with approved lever handles - or other equal and approved	<i>No</i>	2		
F	2-Lever mortice lock Union Cat. no complete with approved lever handles - or other equal and approved	<i>No</i>	11		
G	Rubber door stop as Union Catalogue or other equal and approved	<i>No</i>	15		
	STRUCTURAL STEEL - DOOR SUPPORT				
	Carried to Collection				
	Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 4 Doors & Iron mongery Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			Ksh	

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 4

Doors & Iron mongery

COLLECTION

Total Brought Forward from Page No

**Page
No**

170

**Amount
Kshs.**

Total Brought Forward from Page No

171

Total Brought Forward from Page No

172

Total Brought Forward from Page No

173

Carried Forward to Summary of Section No: 9

Ksh

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 4

Doors & Iron mongery

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDER'S WORKS				
	BILL NO. 5				
	<i>STAINLESS STEEL BALUSTRADING</i>				
A	1100mm high horizontal stainless steel balustrades comprising vertical 25 x 25 mm square bars balusters at 600mm centres, with top ends jointed to and 50mm diameter handrail, 25mm diameter intermediate rails bolted to stainless steel anchorages comprising stainless steel plates, bolts, nuts, washers and all necessary accessories including workshop and onsite surface finishing all as per Interior designer's details and design.	<i>m</i>	7		
B	Extra over rail for bends	<i>No</i>	2		
	Carried Forward to Summary of Section No: 9				
	Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 5 Balustrading and railings <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 6				
	INTERNAL WALL FINISHES				
	PLASTER WORK				
	<i>12mm (minimum) 1:3 render, with wood float finish, to receive brick cladding as described to:-</i>				
A	Stone walls	m2	19		
	<i>12mm (minimum) 1: 3 plaster, with wood float finish to receive wall tiles as described to:-</i>				
B	Masonry walls	m2	16		
	CERAMIC WALL TILING				
	<i>Supply and fix 6mm thick coloured ceramic wall tiles (prime cost rate Kshs 1,800/= per sm) including bedding in tile grout and pointing with matching grout complete with stainless steel corner pieces</i>				
C	Walls in Kitchen	m2	16		
	BRICK WALL CLADDING				
	<i>Supply and fix 50mm thick Burnt and scratched clay building bricks cladding, Dipped in silicon sealant or applied before fixing bedded and joints with cement grout or approved adhesive (shade of brick to be approved by interior designer for consistency)</i>				
D	Stone walls	m2	19		
	PAINTING AND DECORATING				
	Carried to Collection				
	Section: 9				
	BUILDING WORKS - 6TH FLOOR				
	Bill No. 6				
	Wall finishes				
	Tender No: KoTDA/MC033/2021 - 2022				
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				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>Prepare surface by filling in any cracks, skimming and apply one undercoat and two finishing coats of approved vinyl matt emulsion paint from approved paint manufacturer all as per Interior designer's details on :-</i>				
A	To gypsum wall WALL FABRIC CLADDING <i>Prepare surface by filling in any cracks, skimming and Supply & install modular patterned artificial suede fabric OR equivalent wall panelling comprising of 6 ply plain plywood; glue with conta glue 1 inch industrial (for soft furnishing) foam and cover with the suede fabric to Interior Design specification</i>	m2	230		
B	To gypsum wall - Executive boardroom SPECIAL APPLICATION PAINTING AND DECORATING <i>Prepare surface by filling in any cracks, skimming and apply one undercoat and two finishing coats of special application paint as BASCO Mac Apollo or equivalent by special application equipment all as per Interior designer's details on :-</i>	m2	14		
C	To gypsum wall - Meeting rooms WALL PAPER <i>Supply & install patterned cleanable wall paper Vinyl covering; installed with wall paper anti fungal and antibacterial glue all as per Interior designer's details on :-</i>	m2	16		
D	To gypsum wall - Nursing room FILM	m2	16		
E	Branded film screen on glass panels & frameless doors WALL PANELLING TO EXPOSED COLUMNS	m2	135		
F	Decorative lattice/motif finish to Interior Designer's specification and approval	m2	98		
Carried to Collection				Ksh	
Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 6 Wall finishes Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 6

Wall finishes

COLLECTION

Total Brought Forward from Page No

Total Brought Forward from Page No

**Page
No**

176

177

**Amount
Kshs.**

Carried Forward to Summary of Section No: 9

Ksh

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 6

Wall finishes

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 7				
	INTERNAL CEILING FINISHES				
	<i>ACOUSTIC CEILING</i>				
A	Supply and fix approved 600 x 600 suspended acoustic ceiling "Armstrong Tegular Cortega" or other equal and approved ceiling including all grid suspended with approved galvanised wire necessary battens, cornices, beadings, gauze wire and accessories	<i>m2</i>	312		
	<i>GYP SUM CEILING</i>				
B	12mm thick gypsum ceiling fixed to and including galvanised metal grid stud at 600mm centres both directions fixed with self tapping screws including filler tape and all accessories allowance for forming levels recesses and bulk head all to Architect's details	<i>m2</i>	386		
C	Extra over ceiling for trap door/access panel size 600 x 600mm	<i>No</i>	4		
	<i>DECORATIVE LAMINATE MDF STRIPS</i>				
D	Supply and fix laminate MDF strips placed at 200mm centres including all necessary support battens and brackets, surfaces sanded and finished with three coats approved varnish and stain all to I.D's approval	<i>m2</i>	36		
	<i>PAINTING AND DECORATING</i>				
	<i>Prepare and apply one undercoat and two coats of matt emulsion paint from approved manufacturer</i>				
E	Surfaces of gypsum ceiling	<i>m2</i>	386		
	Carried Forward to Summary of Section No: 9				
	Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 7 Ceiling finishes <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 9				
	BUILDING WORKS - Office Fit Out				
	BILL NO. 8				
	FLOOR FINISHES				
	SCREED FOR FLOOR LEVEL BALANCING - PROVISIONAL				
	<i>In situ cement and sand (1:3) screeded beds with necessary balancing for different floor finishes</i>				
A	28mm thick steel trowelled screed finished to receive carpet tiles.	<i>m2</i>	73		
B	32mm thick wood float screed finished to receive granito tiles.	<i>m2</i>	664		
	CARPET TILES				
C	Carpet tiles size 600 x 600 x 12mm with integral bitumen backing laid with approved adhesive on every 4th tile .	<i>m2</i>	73		
	SKIRTING				
D	100mm high stainless steel skirting with 100 x 20mm mdf backing including cutting, jointing and all necessary adhesive to Interior designers detail and specification	<i>m</i>	199		
	GRANITO TILES				
	<i>Supply and fix 8mm thick approved polished granito floor tiles (Prime Cost Rate Ksh 2500/= per sm) including bedding, bonding, jointing with cement grout pointing in stained cement laying to falls where necessary</i>				
E	600 x 600 x 8mm Granito floor tiles	<i>m2</i>	540		
F	400 x 600 x 8mm Granito floor tiles	<i>m2</i>	124		
	Carried to Collection				
	Section: 9				
	BUILDING WORKS - 6TH FLOOR				
	Bill No. 8				
	Floor finishes				
	Tender No: KoTDA/MC033/2021 - 2022				
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				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	<p><i>Expansion/ Construction joint finish</i></p> <p>1mm profiled sheet stainless steel including appropriate adhesive to Interior designers detail</p>	<i>m</i>	30		
Carried to Collection				Ksh	
<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 8 Floor finishes <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>					

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 8

Floor finishes

COLLECTION

Total Brought Forward from Page No

Total Brought Forward from Page No

**Page
No**

180

181

**Amount
Kshs.**

Carried Forward to Summary of Section No: 9

Ksh

Section: 9

BUILDING WORKS - 6TH FLOOR

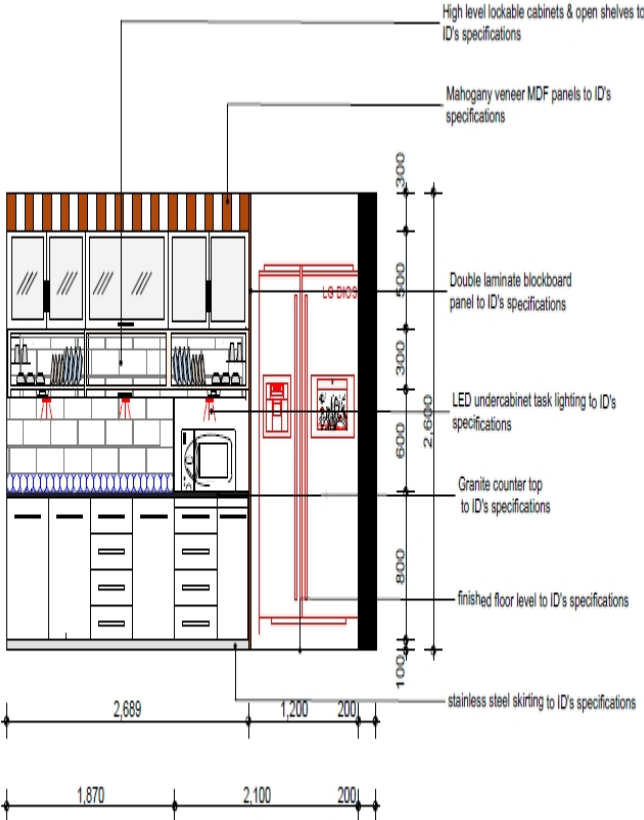
Bill No. 8

Floor finishes

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.	
	SECTION NO. 9					
	BUILDING WORKS - Office Fit Out					
	BILL NO. 9					
	SIGNAGE					
A	Provide a Prime-cost sum of Kenya Shillings Four hundred thousand (Ksh 400,000/=) only for Signage to be executed complete by a Nominated sub-contractor all to Interior Designer's Approval.		Item			
B	Add for profit			%		
C	Allow for general and special attendance		Item			
	Carried Forward to Summary of Section No: 9				Ksh	
	Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 9 Signage <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p><i>Supply and fix the following kitchen cabinets consisting of 20mm thick Laminated MDF doors and blockboard carcase, complete with approved granite top (20mm thick), divisions, shelves, drawers and the like, ironmongery, all assembled in accordance with the manufacturer's instructions.</i></p>  <p style="text-align: center;">KITCHEN/CANTEEN ELEVATION 10</p>				
A	Low level cabinets size 2689mm long x 600 mm deep x 900 mm high	No	1		
B	High level cupboard overall size 2689 mm long x 300mm deep x 800 mm high	No	1		
Carried to Collection				Ksh	
<p>Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 10 Fixtures & Fittings Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
JOINERY & DECORATIVE ELEMENTS					
A	Provide a Prime-cost sum of Kenya shillings Two Million(Ksh2,000,000.00) only for low level counter and high level counter including fixed seats and Decorative Elements (Artwork, potted plants e.t.c) to be executed complete by a Nominated sub-contractor all to Interior Designer's Approval.		Item		
B	Add for profit			%	
C	Allow for general and special attendance		Item		
Carried to Collection				Ksh	
Section: 9 BUILDING WORKS - 6TH FLOOR Bill No. 10 Fixtures & Fittings <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>					

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 10

Fixtures & Fittings

COLLECTION

Total Brought Forward from Page No

**Page
No**

184

Total Brought Forward from Page No

185

Total Brought Forward from Page No

186

**Amount
Kshs.**

Carried Forward to Summary of Section No: 9

Ksh

Section: 9

BUILDING WORKS - 6TH FLOOR

Bill No. 10

Fixtures & Fittings

Tender No: KoTDA/MC033/2021 - 2022

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SECTION SUMMARY - BUILDING WORKS - 6TH FLOOR

Bill No		Page No	Amount Kshs.
1	Enabling works	160	
2	Partitions and walling	168	
3	Works to Windows	169	
4	Doors & Iron mongery	174	
5	Balustrading and railings	175	
6	Wall finishes	178	
7	Ceiling finishes	179	
8	Floor finishes	182	
9	Signage	183	
10	Fixtures & Fittings	187	
CARRIED TO GRAND SUMMARY			Ksh
Section: 9 BUILDING WORKS - 6TH FLOOR Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			

SECTION 10

BUILDERS WORK – REGISTRY

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 1				
	EXTERNAL WALLING AND INTERNAL WALLING				
	<i>EXTERNAL WALLING</i>				
	<i>Machine cut natural stone walling laid in regular pattern including wall ties and reinforced with hoop iron gauge 20 in every alternate course, bedding, jointing and pointing in cement sand mortar (1:4)</i>				
A	200mm thick walling	m2	102		
	<i>INTERNAL WALLING</i>				
	<i>Machine cut natural stone walling laid in regular pattern including wall ties and reinforced with hoop iron gauge 20 in every alternate course, bedding, jointing and pointing in cement sand mortar (1:4)</i>				
B	200mm thick walling	m2	52		
	Carried Forward to Summary of Section No: 10				
	Section: 10 REGISTRY Bill No. 1 External and internal walling Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 2				
	WINDOWS				
	WINDOWS ALL PROVISIONAL				
	<i>The quantities and nature of work indicated are provisional .The actual work done shall be ascertained , valued and adjustments made accordingly.</i>				
	<i>Steel louvred windows</i>				
	<i>Supply and fix the following purpose made mild steel louvre windows comprising of 2mm thick louvres infill including insect gauze and 50 x 50 x 4mm SHS framing fixing lugs and all necessary ironmongery such as a locking mechanism, hinges, factory primed with zinc chromate red oxide primer including cutting and pinning fixing lugs to concrete or masonry work jambs; bedding in cement and sand (1:3) mortar, pointing all round frames in mastic, easing, oiling , all in accordance with the Interior designers specification.</i>				
A	Framed mild steel louvre window overall size 30730 x 300mm high (Area: 9.22sm)	<i>No</i>	1		
	PAINTING AND DECORATING				
	<i>Provision for Galvanising of metal surfaces</i>				
B	To metal surfaces of window prior to delivery to site	<i>m2</i>	18		
	<i>Prepare metal surfaces and apply two undercoats and one finishing coat gloss paint on metal work</i>				
C	General surfaces of metal windows (both sides)	<i>m2</i>	18		
	Carried to Collection				
	Section: 10 REGISTRY Bill No. 2 Windows <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i>			Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	WINDOW CILL 250 x 75 mm thick precast concrete window cill, once rebated and throated laid and jointed in cement sand (1:3) mortar	<i>m</i>	31		
Carried to Collection				Ksh	

Section: 10
 REGISTRY
 Bill No. 2
 Windows
Tender No: KoTDA/MC033/2021 - 2022
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Section: 10

REGISTRY

Bill No. 2

Windows

COLLECTION

Total Brought Forward from Page No

**Page
No**

190

**Amount
Kshs.**

Total Brought Forward from Page No

191

Carried Forward to Summary of Section No: 10

Ksh

Section: 10

REGISTRY

Bill No. 2

Windows

Tender No: KoTDA/MC033/2021 - 2022

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 3				
	DOORS				
	MILD STEEL DOORS				
	<i>Supply and fix the following purpose made mild steel casement small panes of 4mm thick clear sheet glass fixed with approved putty (maximum pane size 425 x 375mm) doors, with standard "Z" section framing including all coupling mullions etc factory primed with zinc chromate red oxide primer including cutting and pinning fixing lugs to concrete or masonry work jambs; bedding in cement and sand (1:3) mortar, pointing all round frames in mastic, easing, oiling and adjusting opening light on completion including buglar proofing comprising 25mm wide x 3mm thick mild steel flat, cut, jointed and welded and set to match frame, minimum 2mm thick steel sheet botom infill panel rolled steel section frames including framing, fixing lugs and all necessary ironmongery such as 3 lever steel casement door lock, hinges, handles and all other necessary operating accessories all in accordance with the Interior designer's specification</i>				
A	Framed mild steel door overall size 900 x 2400mm high	<i>No</i>	1		
	PAINTING AND DECORATING				
	<i>Provision for Galvanising of metal surfaces</i>				
B	To metal surfaces of door prior to delivery to site	<i>m2</i>	2		
	<i>Prepare metal surfaces and apply two undercoats and one finishing coat gloss paint on metal work</i>				
C	General surfaces of metal doors (both sides)	<i>m2</i>	2		
	FLUSH DOORS & FRAMES				
	Carried to Collection				
	Section: 10 REGISTRY Bill No. 3 Doors <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i>			Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>45mm thick solid core flush doors faced both sides with mahogany wood veneer, lipped all round with 12mm mahogany; 250 x 75mm rebated light stained mahogany timber frame, 25mm quadrant beading, 50 x 15mm architraves with surface primed back, complete with polishing and appropriate three (3) coats clear lacquer all done to the satisfaction of the Interior designer</i>				
A	Single leaf solid core flush door overall size 900 x 2100mm high	No	3		
	IRON MONGERY				
	<i>Brass coated heavy duty polished ironmongery as per "Union" Catalogue or other equal and approved, complete with matching screws and accessories, including preparation of sample board and catalogue to be delivered to the Interior designer's office for inspection and collection of the sample board thereafter.</i>				
B	2-Lever mortice lock Union Cat. no complete with approved lever handles - or other equal and approved	No	3		
C	100mm steel butt hinges with screws Union Catalogue or other equal and approved	Pairs	8		
D	Rubber door stop fixed to concrete floor, or masonry walling with and including rawl bolt - Union Catalogue or other equal and approved	No	4		
	Carried to Collection				
	Section: 10 REGISTRY Bill No. 3 Doors <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i>			Ksh	

Section: 10

REGISTRY

Bill No. 3

Doors

COLLECTION

Total Brought Forward from Page No

Total Brought Forward from Page No

**Page
No**

193

194

**Amount
Kshs.**

Carried Forward to Summary of Section No: 10

Ksh

Section: 10

REGISTRY

Bill No. 3

Doors

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Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 4				
	EXTERNAL WALL FINISHES				
	<i>PLASTER AND SCREED</i>				
	<i>12mm Cement and sand (1:3) render on stone or concrete work to:-</i>				
A	Masonry walls, beams and columns	m2	102		
	<i>PAINTING AND DECORATING</i>				
	<i>Prepare and apply exterior quality granular finish as "Wall master" (from Athi River Mining), or "Ruff n Tuff" (from Crown paints) or "Marmoran" (from Galaxy Paints) or "Real Roc" (from Basco Paints) or other equal and approved external surface finish on :-</i>				
B	External walls, beam & columns	m2	102		
	Carried Forward to Summary of Section No: 10				
	Section: 10				
	REGISTRY				
	Bill No. 4				
	External wall finishes				
	<i>Tender No: KoTDA/MC033/2021 - 2022</i>				
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				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 5				
	INTERNAL WALL FINISHES				
	<i>Plaster</i>				
	<i>12mm (minimum) Two-coat lime plaster, steel trowel finish, as described to:-</i>				
A	Concrete or stone walls : steel trowelled	m2	244		
	<i>Painting and decorating</i>				
	<i>Prepare and apply three (3) coats of silk vinyl matt emulsion paint or other and approved</i>				
B	Plastered walls	m2	244		
	FILM				
C	Film screen on Aluminium window glass panels	m2	20		
	Carried Forward to Summary of Section No: 10				
	Section: 10 REGISTRY Bill No. 5 Internal wall finishes <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 10</p> <p>BUILDER'S WORKS</p> <p>BILL NO. 6</p> <p>INTERNAL CEILING FINISHES</p> <p><i>PLASTER</i></p> <p><i>ACOUSTIC CEILING</i></p>				
A	Supply and fix approved 600 x 600 suspended acoustic ceiling "Armstrong Tegular Cortega" or other equal and approved ceiling including all grid suspended with approved galvanised wire necessary battens, cornices, beadings, gauze wire and accessories	m2	112		
	Carried Forward to Summary of Section No: 10				
	<p>Section: 10</p> <p>REGISTRY</p> <p>Bill No. 6</p> <p>Internal ceiling finishes</p> <p><i>Tender No: KoTDA/MC033/2021 - 2022</i></p> <p><i>Copyright - Masterbill Integrated Projects</i></p>				Ksh

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 7				
	INTERNAL FLOOR FINISHES				
	SCREEDING				
	<i>In situ cement and sand (1:3) screeded beds, with steel trowelled finish on concrete as described :-</i>				
A	32 mm Screed finished to receive ceramic tiles	m2	112		
	CERAMIC TILES				
	<i>Supply and fix approved coloured non slip CERAMIC floor tiles (prime cost rate Kshs 1800/= per sm) including bedding in approved tile adhesive and pointing with coloured grout and laying to falls where necessary all as per architect's details</i>				
B	400 x 400 x 8 mm Thick ceramic floor tiles including approved plastic strips to all edges and border tiles as per architects details	m2	112		
C	Ditto but to 150mm high skirting fixed to walls with and including cement mortar backing(1:3)	m	80		
	Carried Forward to Summary of Section No: 10				
	Section: 10 REGISTRY Bill No. 7 Internal floor finishes <i>Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</i>				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 10				
	BUILDER'S WORKS				
	BILL NO. 8				
	BUILDER'S WORK IN CONNECTION WITH SERVICES				
	(PROVISIONAL)				
	<i>ELECTRICAL INSTALLATIONS</i>				
	<i>Builder's work in connection with Electrical Installation including cutting away for and forming chases, holes and recesses, notching timber etc. making good all finishes and leaving to the satisfaction of the Architect</i>				
A	Lighting points.	No	12		
B	Single power points	No	12		
C	Switches points	No	5		
	Carried Forward to Summary of Section No: 10				
	Section: 10 REGISTRY Bill No. 8 Builders work in connection with services <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				
				Ksh	

SECTION SUMMARY - REGISTRY

Bill No		Page No	Amount Kshs.
1	External and internal walling	189	
2	Windows	192	
3	Doors	195	
4	External wall finishes	196	
5	Internal wall finishes	197	
6	Internal ceiling finishes	198	
7	Internal floor finishes	199	
8	Builders work in connection with services	200	

CARRIED TO GRAND SUMMARY


Ksh

Section: 10
 REGISTRY
 Tender No: KoTDA/MC033/2021 - 2022
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SECTION 11

BUILDERS WORK – MAIN

RECEPTION

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 11</p> <p>BUILDING WORKS - Office Fit Out</p> <p>BILL NO. 1</p> <p>MAIN RECEPTION COUNTER</p>				
	 <p><u>Ground Floor Main Lobby Design Intent</u></p>				
	<p>PLINTHS FOR RECEPTION COUNTER</p>				
A	100 mm thick plain concrete(1:3:6-38mm aggregates) benching including formwork to sides of plinths	m2	5		
	<p>SCREED</p> <p><i>Insitu cement and sand (1:3) screeded beds, with steel trowelled finish on concrete</i></p>				
B	12mm thick cement and sand (1:3) screed with smooth finish	m2	5		
	<p>RECEPTION COUNTER</p>				
	Carried to Collection				Ksh
	<p>Section: 11 MAIN RECEPTION Bill No. 1 Main Reception Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects</p>				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>Supply and fix the following 1,150mm high reception counter consisting of 20mm thick Laminated MDF with RHS framework to ID's detail complete with approved granite top (20mm thick), and 1100mm high branded pivot glass door(m/s) all to Interior designer's details and specifications.</i>				
A	Overall size 3700mm long x 850 mm deep x 1150 mm high FRAMELESS GLASS DOORS <i>Frameless pivot glass door in 10mm toughened glass with film including all fixing/pivoting accessories and approved ironmongery such as locks, BRASS finish medium duty double action floor spring and top pin, no. 700mm high BRASS finish on stainless steel pull handles and the like all as per Interior designer's details</i>	No	2		
B	Door overall size 1100mm x 700mm high GYPSUM FEATURE WALL <i>Supply assemble and erect the following 2400mm high purpose made double panelled gypsum feature dry wall comprising 19mm blockboard infill, 12mm gypsum board front, back, sides and top including all accessories such as tape, filler, beadings and the like and prepare surface by filling in any cracks, skimming and apply one undercoat and two finishing coats of approved vinyl matt emulsion paint from approved paint manufacturer: all as per Interior Designer's details.</i>	No	2		
C	100mm thick drywall feature walling 2400mm high from floor	m2	3		
Carried to Collection				Ksh	
Section: 11 MAIN RECEPTION Bill No. 1 Main Reception Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Section: 11
 MAIN RECEPTION
 Bill No. 1
 Main Reception

COLLECTION

Total Brought Forward from Page No
 Total Brought Forward from Page No

**Page
 No**

202
 203

**Amount
 Kshs.**

CARRIED TO GRAND SUMMARY

Ksh

Section: 11
 MAIN RECEPTION
 Bill No. 1
 Main Reception
Tender No: KoTDA/MC033/2021 - 2022
Copyright - Masterbill Integrated Projects

SECTION 12

ELECTRICAL &

MECHANICAL SERVICES

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 12</p> <p>BUILDING WORKS - Office Fit Out</p> <p>BILL NO. 1</p> <p>BUILDERS WORK IN CONNECTION TO SERVICES</p>				
A	<p>Provide a Provisional sum of Kenya Shillings Two Hundred Thousand (Ksh200,000.00) only for Builders works in connection to services on 5th, 6th floors & Main reception all to Interior Designer's Approval.</p>		Item		
	<p style="text-align: right;">Carried Forward to Summary of Section No: 12</p> <p>Section: 12 SERVICES INSTALLATIONS Bill No. 1 Builders works in connection to services <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>			Ksh	

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 12			
	BILL NO. 2			
	ELECTRICAL AND MECHANICAL INSTALLATIONS			
	<i>ELECTRICAL INSTALLATIONS</i>			
A	Provide a Prime-cost sum of Kenya Shillings Eight Million Five Hundred and Ten Thousand One Hundred (Ksh8,510,100.00) only for Electrical Installations to be executed complete by a Nominated sub-contractor.	Item		
B	Add for profit		%	
C	Allow for general and special attendance	Item		
D	Provide a Prime-cost sum of Kenya Shillings Nine Million Six Hundred and Ninety Nine Thousand Eight Hundred and Ten (Ksh9,699,810.00) only for Structured Cabling System to be executed complete by a Nominated sub-contractor.	Item		
E	Add for profit		%	
F	Allow for general and special attendance	Item		
G	Provide a Prime-cost sum of Kenya Shillings One Million Eight Hundred and Eighty Seven Thousand Two Hundred (Ksh1,887,200.00) only for Access Control System to be executed complete by a Nominated sub-contractor.	Item		
H	Add for profit		%	
J	Allow for general and special attendance	Item		
	Carried to Collection		Ksh	
	Section: 12 SERVICES INSTALLATIONS Bill No. 2 Services Installations <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>			

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
A	Provide a Prime-cost sum of Kenya Shillings Five Million Nine Hundred and Ninety Nine Thousand (Ksh5,999,000.00) only for Conferencing to be executed complete by a Nominated sub-contractor.	Item		
B	Add for profit		%	
C	Allow for general and special attendance	Item		
Carried to Collection			Ksh	
Section: 12 SERVICES INSTALLATIONS Bill No. 2 Services Installations <i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i>				

Item No	Description	Quantity	Rate Kshs.	Amount Kshs.
	MECHANICAL INSTALLATIONS			
A	Provide a Prime-cost sum of Kenya Shillings Five Million Three Hundred and Eighty Three Thousand Eight Hundred and Ninety Five (Ksh5,383,895.00) only for HVAC Installations to be executed complete by a Nominated sub-contractor.	Item		
B	Add for profit		%	
C	Allow for general and special attendance	Item		
Carried to Collection			Ksh	
Section: 12 SERVICES INSTALLATIONS Bill No. 2 Services Installations Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects				

Section: 12

SERVICES INSTALLATIONS

Bill No. 2

Services Installations

COLLECTION

Total Brought Forward from Page No

**Page
No**

206

Total Brought Forward from Page No

207

Total Brought Forward from Page No

208

**Amount
Kshs.**

Carried Forward to Summary of Section No: 12

Ksh

Section: 12

SERVICES INSTALLATIONS

Bill No. 2

Services Installations

Tender No: KoTDA/MC033/2021 - 2022

Copyright - Masterbill Integrated Projects

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	SECTION NO. 12				
	BILL NO. 3				
	SANITARY WARE & FITTINGS				
	<i>Supply, assemble and install the following sanitary fittings including bedding taps and waste fittings in mastic and bedding and pointing at abutments with walls in flexible sealant including necessary joints to service overflow and waste pipes, jointing materials, mortices,plugs,screws,bolts and making good of any disturbed services.</i>				
	<i>Notes:TRADE NAMES:-</i>				
	<i>Where Trade Names are indicated in these Bills of QuantitiesTenderers shall provide the same materials. Alternative brands shall not be accepted without written authority from the Mechanical Engineer.</i>				
	DEMOLITION & REMOVALS				
A	Allow for careful removal of existing ceramic urinal bowls, urinal bowl divisions and urinal flushing systems (sensors) including piping connection details, related fixtures to allow for wall tilling.	No	6		
B	Allow for careful removal of existing wash hand basin including fixtures such as tap, connections etc to allow for tilling and make good disturbed surfaces.	No	6		
C	Allow for careful removal of existing mirror	No	4		
	NEW WORKS				
	Wash hand basin				
D	Glazed vitreous china ware oval Undercounter (O.novo,Loops &Friends) wash hand basin of (size as per architectural drawing) approved make of size 650x410mm .The gap between the counter and the top of the basin shall in no case exceed 5mm, silicone sealant shall be applied to the top of the basin before fixing in position so as to completely seal the gap. The excess sealant shall be wiped out using a clean blade flush with the basin inner profile.	No	6		
	Carried to Collection				
	Section: 12				
	SERVICES INSTALLATIONS				
	Bill No. 3				
	Plumbing, Drainage & Fire				
	Tender No: KoTDA/MC033/2021 - 2022				
	Copyright - Masterbill Integrated Projects				
				Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>Preferred Model: Villeroy or Boch</i>				
A	Supply Concealed INFRA RED Electronic Sensor for Wash Hand Basin as Stern ProDetect 2 radar flush Ref :9190N1/GroheTectron Rondo Battery supply 6 V lithium-battery, type CR-P2, Exposed installation Flow pressure min 0.5 bar, Operating pressure max 10 bar G 1/2 ;CE approved, Metal housing ;Long Life battery electronic Battery lifetime: approx. 7 years (150 Actuations a day),7 pre-set programs:With 24/72 hours autoflush.≤ 0.063 Liters/sec FLUSH;water saving. Preferred Model: Stern	No	6		
B	Allow for Re-installation of the earlier removed wash hand basins if in good condition and approved to be re-installed.	No	6		
	<i>Mirror</i>				
C	Re-install earlier removed glass mirror with beveled and polished edges four times drilled, plugged and screwed with chrome plated domed shaped headed screwed including foam backing	No	4		
	<i>Urinal bowls ,bowl divisions and flushing system</i>				
D	Supply & Fixing of Flat back Half White Large URINAL with target, concealed inlet and outlet, splash-reducing (355 x 620 x 385 mm) Architectura/subway ,fixed with screws to wall with waste coupling,bottle trap,waste pipe drop to lower floor&connected to P-Trap with 50mm dia.Galvanized Iron pipe .The scope includes necessary GI fittings(T-Joint) & necessary sealent to connect P- Trap etc,complete. Preferred Model: Villeroy or Boch	No	6		
E	Supply Concealed INFRA RED Electronic Sensor for URINALS as Stern ProDetect 2 radar flush Ref :9190N1/GroheTectron Rondo Battery supply 6 V lithium-battery, type CR-P2, Exposed installation Flow pressure min 0.5 bar, Operating pressure max 10 bar G 1/2 ;CE approved, Metal housing ;Long Life battery electronic Battery lifetime: approx. 7 years (150 Actuations a day),7 pre-set programs:With 24/72 hours autoflush.≤ 0.063 Liters/sec FLUSH;water saving , Preferred Model: Stern	No	6		
F	Supply & Fixing of Granite Urinal Division Plates of 1200mmx600mm size with wall cutting and making good completed	No	4		
	Carried to Collection				
	Section: 12 SERVICES INSTALLATIONS Bill No. 3 Plumbing, Drainage & Fire Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			Ksh	

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	Allow for Re-installation of the earlier removed wash hand basins if in good condition and approved to be re-installed.	No	6		
B	Allow for restroom signages as per the Project manager's/ Engineer's instructions & approvals.		Item		
C	Allow sum for supply and installation of PPR PN-25 tubing and fittings as described and shown on the drawings complete with jointings, clippings, couplings etc, necessary for the proper and satisfactory functioning of the installation and conforming with the current European Standards for PPR installations and to the Engineer's Approval.		Item		
D	Allow sum for Supply and installation of the drainage uPVC pipe system as described and shown on the drawings All pipes and fittings in this installation shall be upvc and pvc to BS 5572: 1978 and B.S. 5750 as manufactured by "Key Terrain" or equal and approved. All jointings and fixings shall be in accordance with the manufacturers instructions and as described. Tenderers must allow for jointings, clippings, couplings, holder bats, pluggings, reducers, spacers etc. necessary for the proper functioning of the installation when pricing.		Item		
	Hand Drier				
E	Allow for careful removal and Re-installation of existing Automatic hand drier.	No	4		
	Soap Dispenser				
F	Allow for careful removal and Re-installation of existing liquid/gel/soap dispenser.	No	4		
	Kitchen Sink				
G	Single bowl,single drainer Stainless Steel kitchen sink complete with 40mm diameter chrome plated bottle trap,40mm waste fitting and single pillar type kitchen sink tap,piping to existing inlets and outlets and all the other accessories to full functionality.	No	2		
H	Allow for chasing and hacking for the fittings pipework and connections to the existing waste pipe provisions		Item		
Carried to Collection				Ksh	
Section: 12 SERVICES INSTALLATIONS Bill No. 3 Plumbing, Drainage & Fire Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<i>FIRE PROTECTION INSTALLATION WORKS</i>				
	<i>Allow sum for Fire Sprinkler Heads Dropping to flush with the proposed ceiling level as described below.</i>				
	<i>Galvanized mild steel 'class C' tubing and supporting as described:-</i>				
A	25mm Ø GI tubing to extent the connections and drop them to the ceiling level.	<i>m</i>	120		
	<i>Associated fittings</i>				
B	25mm Ø bend	<i>No</i>	45		
C	25mm Ø GI barrel nipples	<i>No</i>	90		
D	25mm Ø tees	<i>No</i>	45		
E	25mm Ø GI sockets	<i>No</i>	90		
F	Supply and install Adjustable Double Escutcheon Recessed Plates ,1/2" complete with a cover finish. To be used in enabling connection of the sprinkler head to flush with the ceiling boards.(UL /FM Listed/Approved / Marked).	<i>No</i>	90		
G	5kgs. CO ₂ Gas fire extinguisher in metal casing to BS 5423, and fixing to wall surface for the kitchen and kitchenete areas. (LPCB Approved).	<i>No</i>	4		
H	Allow for all other items to complete sprinkler dropping installation.	<i>No</i>	1		
J	Allow for painting the sprinkler pipework system dropped.	<i>No</i>	1		
K	Allow for testing, integration and commissioning of the sprinkler heads system.	<i>No</i>	1		
L	Allow labour charges for dropping of fire sprinkler heads to the ceiling level.	<i>No</i>	90		
	<i>PRELIMINARIES AND CONTINGENCY</i>				
M	Preliminaries and General Conditions		Item		
	Carried to Collection			Ksh	
	Section: 12 SERVICES INSTALLATIONS Bill No. 3 Plumbing, Drainage & Fire Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects				

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
A	Allow 7.6% of Total (Including preliminaries) for Contingency.		Item		
Carried to Collection				Ksh	
Section: 12 SERVICES INSTALLATIONS Bill No. 3 Plumbing, Drainage & Fire Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects					

Section: 12
 SERVICES INSTALLATIONS
 Bill No. 3
 Plumbing, Drainage & Fire

COLLECTION

	Page No	Amount Kshs.
Total Brought Forward from Page No	210	
Total Brought Forward from Page No	211	
Total Brought Forward from Page No	212	
Total Brought Forward from Page No	213	
Total Brought Forward from Page No	214	

Carried Forward to Summary of Section No: 12

Ksh

Section: 12
 SERVICES INSTALLATIONS
 Bill No. 3
 Plumbing, Drainage & Fire
Tender No: KoTDA/MC033/2021 - 2022
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SECTION SUMMARY - SERVICES INSTALLATIONS

Bill No		Page No	Amount Kshs.
1	Builders works in connection to services	205	
2	Services Installations	209	
3	Plumbing, Drainage & Fire	215	
CARRIED TO GRAND SUMMARY			
Section: 12 SERVICES INSTALLATIONS Tender No: KoTDA/MC033/2021 - 2022 Copyright - Masterbill Integrated Projects			Ksh

SECTION 13

DAYWORKS &

CONTINGENCY

Item No	Description	Unit	Quantity	Rate Kshs.	Amount Kshs.
	<p>SECTION NO. 13</p> <p>CONTINGENCIES</p> <p>BILL NO. 1</p> <p>CONTINGENCY SUM</p>				
A	<p>Provide the Provisional sum of Kenya shillings Five Million (Ksh5,000,000.00) only to meet or offset cost of works or expenses which cannot be foreseen to be omitted or expended in whole or in part subject to instructions given by the Interior designer.</p>		Item		5,000,000.00
	CARRIED TO GRAND SUMMARY			Ksh	
	<p>Section: 13</p> <p>CONTINGENCY ALLOWANCE</p> <p>Bill No. 1</p> <p>Contingency allowance</p> <p><i>Tender No: KoTDA/MC033/2021 - 2022</i></p> <p><i>Copyright - Masterbill Integrated Projects</i></p>				

SECTION 14

GRAND SUMMARY

Section No	<u>GRAND SUMMARY</u>	Page No	Amount Kshs.
7	PRELIMINARIES	140	
8	BUILDERS WORKS - 5TH FLOOR	159	
9	BUILDING WORKS - 6TH FLOOR	188	
10	REGISTRY	201	
11	MAIN RECEPTION	204	
12	SERVICES INSTALLATIONS	216	
13	CONTINGENCY ALLOWANCE	217	
Carried Forward			Ksh

*Tender No: KoTDA/MC033/2021 - 2022
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Section No	<u>GRAND SUMMARY</u>	Page No	Amount Kshs.
	Brought Forward		Ksh
	<p>KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY (Employer) <i>(Authorised signatory)</i></p> <p>..... Date </p> <p>..... (Main Contractor) <i>(Authorised signatory)</i></p> <p>..... Date </p> <p>CHEGE DESIGNERS (Interior Designers) <i>(Authorised signatory)</i></p> <p>..... Date </p> <p>Masterbill Integrated Projects (Quantity Surveyors) <i>(Authorised signatory)</i></p> <p>..... Date </p>		
	TO FORM OF TENDER		Ksh
	<p><i>Tender No: KoTDA/MC033/2021 - 2022</i> <i>Copyright - Masterbill Integrated Projects</i></p>		

APPENDIX

The bidder is to further confirm that they have reviewed / studied the following tender drawings.

Item No.	Drawing Title	Drawing Number	Drawing / Info reviewed (* or ✓) mark appropriately	
			Yes ✓	No ✗
	Interior Designer's Drawings			
1	5 th Floor Basement 01 registry furniture layout plan			
2	5 th Floor GIS lab door schedule & partition layout			
3	5 th Floor GIS lab corridor partition elevation detail.			
4	5 th Floor GIS lab manager's & storage partitions.			
5	GIS lab 5 th Floor doors schedules			
6	GIS lab 5 th Floor open workstation layout & partition detail.			
7	5 th Floor finish layout plan			
8	5 th Floor furniture layout plan			
9	6 th Floor tile layout plan			
10	6 th Floor partition & door schedule layout plan			
11	6 th Floor furniture layout plan			
12	6 th Floor workstation layout & partition details			
13	6 th Floor ceiling layout plan			

14	6 th Floor executive boardroom single pocketed sliding doors detail.			
15	6 th Floor doors schedules			
16	6 th Floor meeting rooms folding slides partition door detail.			
17	Kitchen on 6 th Floor.			
18	6 th Floor reception area feature wall elevation details.			
19	Ground Floor reception counter detail.			
20	Ground Floor reception furniture layout plan.			
21	Basement 01 registry furniture layout plan.			

Appendix B

Schedule of Prime Cost & Provisional Sums

Prime Cost Sums

A. Signage

1. Signage – 5 th Floor	150,000/=
2. Signage - 6 th Floor	400,000/=

B. Fixtures & Fittings

1. Book shelves and Decorative Elements - 5 th Floor	1,000,000/=
2. Book shelves and Decorative Elements - 6 th Floor	2,000,000/=

C. Electrical Installations

1. Electrical Installations	8,510,100/=
2. Structured Cabling System	9,699,810/=
3. Access Control System	1,887,200/=
4. Conferencing	5,999,000/=
Total	26,096,110/=

D. Mechanical Installations

1. HVAC Installations	5,383,895/=
Total	6,465,668/=

E. Provisional Sums

1. Builder's work in connection to services	200,000/=
2. Contingency	5,000,000/=
3. CoW Remuneration	600,000/=
4. Project Management Expenses	736,020/=
5. Reimbursables (Production of As- built etc...)	441,000/=
Total	6,977,020/=

SECTION 15

GENERAL CONDITIONS OF

CONTRACT

SECTION 15 - GENERAL CONDITIONS OF CONTRACT (GCC)

KONZA TECHNOPOLIS DEVELOPMENT AUTHORITY

PROPOSED PARTITIONING OF KOTDA HEAD OFFICE ON PARCEL NO. 74 KONZA

TECHNOPOLIS

CHEGE DESIGNERS LTD
Interior Designers and Landscaping
P.O. BOX 39228 – 00623
NAIROBI, KENYA

General Conditions of Contract

1. GENERAL PROVISIONS

1.1 Definitions

In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated below. Words indicating persons or parties include corporations and other legal entities, except where the context requires otherwise.

“**Accepted Contract Amount**” means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.

“**Base Date**” means a date 30 day prior to the submission of tenders.

“**Bill of Quantities**” means the priced and completed Bill of Quantities forming part of the tender.

“**Completion Date**” means the date of completion of the Works as certified by the Engineer.

“**Contract Price**” means the price defined in the contract and there after as adjusted in accordance with the provisions of the Contract.

“**Contract**” means the agreement entered into between the Procuring Entity and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein to execute, complete, and maintain the Works.

“**Contractor's Documents**” means the calculations, computer programs and other software, progress reports, drawings, manuals, models and other documents of a technical nature (if any) supplied by the Contractor under the Contract.

“**Contractor's Equipment**” means all apparatus, machinery, vehicles and other things required for the execution and completion of the Works and the remedying of any defects. However, Contractor's Equipment excludes Temporary Works, Procuring Entity's Equipment (if any), Plant, Materials and any other things intended to form or forming part of the Permanent Works.

“**Contractor's Personnel**” means the Contractor's Representative and all personnel whom the Contractor utilizes on Site, who may include the staff, labor and other employees of the Contractor and of each Subcontractor; and any other personnel assisting the Contractor in the execution of the Works.

“**Contractor's Representative**” means the person named by the Contractor in the Contractor appointed from time to time by the Contractor who acts on behalf of the Contractor.

“**Contractor**” means the person(s) named as contractor in the Form of Tender accepted by the Procuring Entity.

“**Cost**” means expenditure reasonably incurred (or to be incurred) by the Contractor, whether on or off the Site,
Tender No: KoTDA/MC033/2021-2022

including overhead and similar charges, but does not include profit.

“**Day**” means a calendar day and “**year**” means 365 days.

“**Dayworks**” means Work inputs subject to payment on a time basis for labour and the associated materials and plant.

“**Defect**” means any part of the Works not completed in accordance with the Contract.

“**Defects Liability Certificate**” means the certificate issued by Architect upon correction of defects by the Contractor.

“**Defects Liability Period**” means the period named in the Special Conditions of Contract and calculated from the Completion Date, within which the contractor is liable for any defects that may develop in the handed over works.

“**Defects Notification Period**” means the period for notifying defects in the Works or a Section (as the case may be) under Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects], which extends over the days stated in the Special Conditions of Contract.

“**Drawings**” means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) the Procuring Entity in accordance with the Contract.

“**Final Payment Certificate**” means the payment certificate issued under Sub-Clause 14.13 [Issue of Final Payment Certificate].

“**Final Statement**” means the statement defined in Sub-Clause 14.11 [Application for Final Payment Certificate].

“**Force Majeure**” is defined in Clause 19 [Force Majeure].

“**Foreign Currency**” means a currency of another country (not Kenya) in which part (or all) of the Contract Price is payable, but not the Local Currency.

“**Goods**” means Contractor's Equipment, Materials, Plant and Temporary Works, or any of them as appropriate.

“**Interim Payment Certificate**” means a payment certificate issued under Clause 14 [Contract Price and Payment], other than the Final Payment Certificate.

“**Laws**” means all national legislation, statutes, ordinances, and regulations and by-laws of any legally constituted public authority.

“**Letter of Acceptance**” means the letter of formal acceptance of a tender, signed by Procuring Entity, including any annexed memoranda comprising agreements between and signed by both Parties.

“**Local Currency**” means the currency of Kenya.

“**Materials**” means things of all kinds (other than Plant) intended to form or forming part of the Permanent Works, including the supply-only materials (if any) to be supplied by the Contractor under the Contract.

“**Notice of Dissatisfaction**” means the notice given by either Party to the other under Sub-Clause 20.3 indicating its dissatisfaction and intention to commence arbitration.

“**Special Conditions of Contract**” means the pages completed by the Procuring Entity entitled Special Conditions of Contract which constitute Part A of the Special Conditions.

“**Party**” means the Procuring Entity or the Contractor, as the context requires.

“**Payment Certificate**” means a payment certificate issued under Clause 14 [Contract Price and Payment].

“**Performance Certificate**” means the certificate issued under Sub-Clause 11.9 [Performance Certificate].

“**Performance Security**” means the security (or securities, if any) under Sub-Clause 4.2 [Performance Security].

“**Permanent Works**” means the permanent works to be executed by the Contractor under the Contract.

“**Plant**” means the apparatus, machinery and other equipment intended to form or forming part of the Permanent Works, including vehicles purchased for the Procuring Entity and relating to the construction or operation of the Works.

“Procuring Entity's Equipment” means the apparatus, machinery and vehicles (if any) made available by the Procuring Entity for the use of the Contract or in the execution of the Works, as stated in the Specification; but does not include Plant which has not been taken over by the Procuring Entity.

“Procuring Entity's Personnel” means the Engineer, the Engineer, the assistants and all other staff, labor and other employees of the Architect and of the Procuring Entity; and any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as Procuring Entity's Personnel.

“Procuring Entity” means the Entity named in the Special Conditions of Contract.

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

“Engineer” means the person appointed by the Procuring Entity to act as the Architect for the purposes of the Contract and named in the Special Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor

“Provisional Sum” means a sum (if any) which is specified in the Contract as a provisional sum, for the execution of any part of the Works or for the supply of Plant, Materials or services under Sub-Clause 13.5 [Provisional Sums].

“Retention Money” means the accumulated retention moneys which the Procuring Entity retains under Sub-Clause 14.3 [Application for Interim Payment Certificates] and pays under Sub-Clause 14.9 [Payment of Retention Money].

“Schedules” means the document(s) entitled schedules, completed by the Contractor and submitted with the Form of Tender, as included in the Contract.

“Section” means a part of the Works specified in the Special Conditions of Contract as a Section (if any)

“Site Investigation Reports” are those reports that may be included in the tendering documents which a ref actual and interpretative about the surface and sub-surface condition sat the Site.

“Site” means the places where the Permanent Works are to be executed, including storage and working areas, and to which Plant and Materials are to be delivered, and any other places as may be specified in the Contract as forming part of the Site.

“Specification” means the document entitled specification, as included in the Contract, and any additions and modifications to the specification in accordance with the Contract. Such document specifies the Works.

“Start Date” or “Commencement Date” is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with the Site possession date(s).

“Statement” means a statement submitted by the Contractor as part of an application, under Clause 14 [Contract Price and Payment], for a payment certificate.

“Subcontractor” means any person named in the Contract as a subcontractor, or any person appointed as a subcontractor, for a part of the Works.

“Taking-Over Certificate” means a certificate issued under Clause 10 [Procuring Entity's Taking Over].

“Temporary Works” means all temporary works of every kind (other than Contractor's Equipment) required on Site for the execution and completion of the Permanent Works and the remedying of any defects.

“Temporary works” means works designed, constructed, installed, and removed by the Contractor which are needed for construction or installation of the Works.

“Tender” means the Form of Tender and all other documents which the Contractor submitted with the Form of Tender, as included in the Contract.

“Tests after Completion” means the tests (if any) which are specified in the Contract and which are carried out in

accordance with the Specification after the Works or a Section (as the case may be) are taken over by the Procuring Entity.

“**Testson Completion**” means the tests which are specified in the Contractor agreed by both Parties or instructed as a Variation, and which are carried out under Clause 9 [Tests on Completion] before the Works or a Section (as the case may be) are taken over by the Procuring Entity.

“**Time for Completion**” means the time for completing the Works or a Section (as the case may be) as stated in the Special Conditions of Contract (with any extension calculated from the Commencement Date.

“**Unforeseeable**” means not reasonably foreseeable by an experienced contractor by the Base Date.

“**Variation**” means any change to the Works, which is instructed or approved as a variation under Clause 13 [Variations and Adjustments].

“**Works**” means the items the Procuring Entity requires the Contractor to undertake as defined in the Appendix to Conditions of Contract. “**Works**” may also mean the Permanent Works and the Temporary Works, or either of them as appropriate.

1.2 Interpretation

In the Contract, except where the context requires otherwise:

- a) Words indicating one gender include all genders;
- b) words indicating the singular also include the plural and words indicating the plural also include the singular;
- c) provisions including the word “agree”, “agreed” or “agreement” require the agreement to be recorded in writing;
- d) “written” or “in writing” means hand-written, type-written, printed or electronically made, and resulting in a permanent record; and

The marginal words and other headings shall not be taken into consideration in the interpretation of these Conditions.

1.3 Communications

1.3.1 Wherever these Conditions provide for the giving or issuing of approvals, certificates, consents, determinations, notices, requests and discharges, these communications shall be:

- a) In writing and delivered by hand (against receipt), sent by mail or courier, or transmitted using any of the agreed systems of electronic transmission as stated in the Special Conditions of Contract; and
- b) delivered, sent or transmitted to the address of the recipient's communications as stated in the Special Conditions of Contract. However:
 - i) if the recipient gives notice of another address, communications shall thereafter be delivered accordingly; and
 - ii) if the recipient has not stated otherwise when requesting an approval or consent, it may be sent to the address from which the request was issued.

1.3.2 Approvals, certificates, consents and determinations shall not be unreasonably withheld or delayed. When a certificate is issued to a Party, the certifier shall send a copy to the other Party. When a notice is issued to a Party, by the other Party or the Engineer, a copy shall be sent to the Architect or the other Party, as the case may be.

1.4 Law and Language

1.4.1 The Contract shall be governed by the laws of **Kenya**.

1.4.2 The ruling language of the Contract shall be **English**.

1.5 Priority of Documents

The documents forming the Contract are to be taken as mutually explanatory of one another. For the purposes of interpretation, the priority of the documents shall be in accordance with the following sequence:

- a) The Contract Agreement,
- b) The Letter of Acceptance,
- c) The Special Conditions – Part A,
- d) the Special Conditions – Part B
- e) the General Conditions of Contract
- f) the Form of Tender,
- g) the Specifications and Bills of Quantities
- h) the Drawings, and
- i) the Schedules and any other documents forming part of the Contract.

If an ambiguity or discrepancy is found in the documents, the Architect shall issue any necessary clarification or instruction.

1.6 Contract Agreement

The Parties shall enter into a Contract Agreement within 14 days after the Contractor receives the Contract Agreement, unless the Special Conditions establish otherwise. The Contract Agreement shall be based upon the form annexed to the Special Conditions. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Contract Agreement shall be borne by the Procuring Entity.

1.7 Assignment

The Contractor shall not assign the whole or any part of the Contract or any benefit or interest in or under the Contract. However, the contractor:

- a) May assign the whole or any part with the prior consent of the Procuring Entity, and
- b) may, as security in favor of a bank or financial institution, assign its right to moneys due, or to become due, under the Contract.

1.8 Care and Supply of Documents

- 1.8.1 The Specifications and Drawings shall be in the custody and care of the Procuring Entity. Unless otherwise stated in the Contract, two copies of the Contract and of each subsequent Drawings and Bills of Quantities shall be supplied to the Contractor, who may make or request further copies at the cost of the Contractor.
- 1.8.2 Each of the Contractor's Documents shall be in the custody and care of the Contractor, unless and until taken over by the Procuring Entity. Unless otherwise stated in the Contract, the Contractor shall supply to the Architect two copies of each of the Contractor's Documents.
- 1.8.3 The Contractor shall keep, on the Site, a copy of the Contract, publications named in the Specification, the Contractor's Documents (if any), the Drawings and Variations and other communications given under the Contract. The Procuring Entity's Personnel shall have the right of access to all these documents at all reasonable times.
- 1.8.4 If a Party becomes aware of an error or defect in a document which was prepared for use in executing the Works, the Party shall promptly give notice to the other Party of such error or defect.

1.9 Timely provision of Drawings or Instructions

- 1.9.1 The Contractor shall give notice to the Architect whenever the Works are likely to be delayed or disrupted if any necessary drawing or instruction is not issued to the Contractor within a particular time, which shall be reasonable. The notice shall include details of the necessary drawing or instruction, details of why and by when it should be issued, and the nature and amount of the delay or disruption likely to be suffered if it is late.
- 1.9.2 If the Contractor suffers delay and/or incurs Cost as a result of a failure of the Architect to issue the notified drawing or instruction within a time which is reasonable and is specified in the notice with supporting details, the Contractor shall give a further notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
 - a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and

b) payment of any other associated costs accrued, which shall be included in the Contract Price.

1.93 After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

1.94 However, if and to the extent that the Architect failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, or costs accrued.

1.10 Procuring Entity's Use of Contractor's Documents

1.10.1 As agreed between the Parties, the Contractor shall retain the copyright and other intellectual property rights in the Contractor's Documents and other design documents made by (or on behalf of) the Contractor.

1.10.2 The Contractor shall be deemed (by signing the Contract) to give to the Procuring Entity a non-terminable transferable non-exclusive royalty-free license to copy, use and communicate the Contractor's Documents, including making and using modifications of them. This license shall:

- a) apply throughout the actual or intended working life (whichever is longer) of the relevant parts of the Works,
- b) entitle any person in proper possession of the relevant part of the Works to copy, use and communicate the Contractor's Documents for the purposes of completing, operating, maintaining, altering, adjusting, repairing and demolishing the Works, and
- c) in the case of Contractor's Documents which are in the form of computer programs and other software, permit their use on any computer on the Site and other places as envisaged by the Contract, including replacements of any computers supplied by the Contractor.

1.10.3 The Contractor's Documents and other design documents made by (or on behalf of) the Contractor shall not, without the Contractor's consent, be used, copied or communicated to a third party by (or on behalf of) the Procuring Entity for purposes other than those permitted under Sub-Clause 1.10.2.

1.11 Contractor's Use of Procuring Entity's Documents

As agreed between the Parties, the Procuring Entity shall retain the copyright and other intellectual property rights in the Specification, the Drawings and other documents made by (or on behalf of) the Procuring Entity. The Contractor may, at his cost, copy, use, and obtain communication of these documents for the purposes of the Contract. They shall not, without the Procuring Entity's consent, be copied, used or communicated to a third party by the Contractor, except as necessary for the purposes of the Contract.

1.12 Confidential Details

1.12.1 The Contractor's and the Procuring Entity's Personnel shall ensure confidentiality at all times. The confidentiality shall survive termination or completion of the contract. They shall disclose all such confidential and other information as may be reasonably required in order to verify compliance with the Contract and allow its proper implementation.

1.12.2 The Contractor's and the Procuring Entity's Personnel shall also treat the details of the Contract as private and confidential, except to the extent necessary to carry out their respective obligations under the Contract or to comply with applicable Laws. Each of them shall not publish or disclose any particulars of the Works prepared by the other Party without the previous agreement of the other Party. However, the Contractor shall be permitted to disclose any publicly available information, or information otherwise required to establish his qualifications to compete for other projects.

1.13 Compliance with Laws

The Contractor shall, in performing the Contract, comply with applicable Laws. Unless otherwise stated in the Special Conditions of Contract:

- a) The Procuring Entity shall have obtained (or shall obtain) the planning, zoning, building permit or similar permission for the Permanent Works, and any other permissions described in the Specifications as having been (or to be) obtained by the Procuring Entity; and the Procuring Entity shall indemnify and hold the Contractor harmless against and from the consequences of any failure to do so; and

- b) the Contractor shall give all notices, pay all taxes, duties and fees, and obtain all permits, licenses and approvals, as required by the Laws in relation to the execution and completion of the Works and the remedying of any defects; and the Contractor shall indemnify and hold the Procuring Entity harmless against and from the consequences of any failure to do so, unless the Contractor is impeded to accomplish these actions and shows evidence of its diligence.

1.14 Joint and Several Liability

If the Contractor constitutes (under applicable Laws) a joint venture, consortium or other unincorporated grouping of two or more persons:

- a) These persons shall be deemed to be jointly and severally liable to the Procuring Entity for the performance of the Contract;
- b) these persons shall notify the Procuring Entity of their leader who shall have authority to bind the Contractor and each of these persons; and
- c) the Contractor shall not alter its composition or legal status without the prior consent of the Procuring Entity.

1.15 Inspections and Audit by the Procuring Entity

Pursuant to paragraph 2.2(e). of Appendix B to the General Conditions, the Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, the Public Procurement Regulatory Authority, Procuring Entity and/or persons appointed or designated by the Government of Kenya to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Procuring Entity if requested by the Procuring Entity. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 15.6 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Procuring Entity's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Procuring Entity's prevailing sanctions procedures).

2 THE PROCURING ENTITY

2.1 Right of Access to the Site

- 2.1.1 The Procuring Entity shall give the Contractor right of access to, and possession of, all parts of the Site within the time (or times) stated in the **Special Conditions of Contract**. The right and possession may not be exclusive to the Contractor. If, under the Contract, the Procuring Entity is required to give (to the Contractor) possession of any foundation, structure, plant or means of access, the Procuring Entity shall do so in the time and manner stated in the Specification. However, the Procuring Entity may withhold any such right or possession until the Performance Security has been received.
- 2.1.2 If no such time is stated in the Special Conditions of Contract, the Procuring Entity shall give the Contractor right of access to, and possession of, the Site within such times as required to enable the Contractor to proceed without disruption in accordance with the programme submitted under Sub-Clause 8.3 [Programme].
- 2.1.3 If the Contractor suffers delay and/or incurs Cost as a result of a failure by the Procuring Entity to give any such right or possession within such time, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
 - a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 2.1.4 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 2.1.5 However, if and to the extent that the Procuring Entity's failure was caused by any error or delay by the Contractor, including an error in, or delay in the submission of, any of the Contractor's Documents, the Contractor shall not be entitled to such extension of time, Cost or profit.

22 Permits, Licenses or Approvals

- 22.1 The Procuring Entity shall provide, at the request of the Contractor, such reasonable assistance as to allow the Contractor to obtain properly:
- a) Copies of the Laws of Kenya which are relevant to the Contract but are not readily available, and
 - b) any permits, licenses or approvals required by the Laws of Kenya:
 - i) which the Contractor is required to obtain under Sub-Clause 1.13 [Compliance with Laws],
 - ii) for the delivery of Goods, including clearance through customs, and
 - iii) for the export of Contractor's Equipment when it is removed from the Site.

23 Procuring Entity's Personnel

The Procuring Entity shall be responsible for ensuring that the Procuring Entity's Personnel and the Procuring Entity's other contractor son the Site:

- a) co-operate with the Contractor's efforts under Sub-Clause 4.6 [Co-operation], and
- b) take action ssimilar to those which the Contractor is required to take under sub-paragraphs (a), (b) and (c) of Sub-Clause 4.8 [Safety Procedures] and under Sub-Clause 4.18 [Protection of the Environment].

24 Procuring Entity's Financial Arrangements

The Procuring Entity shall make and maintain all necessary financial arrangements which will enable the Procuring Entity to pay the Contract Price punctually (as estimated at that time) in accordance with Clause 14 [Contract Price and Payment].

3 THE ENGINEER

3.1 Architect Duties and Authority

- 3.1.1 The Procuring Entity shall appoint the Architect who shall carry out the duties as signed to him in the Contract. The Architect staff shall include suitably qualified Assistants and other professionals who are competent to carry out these duties. The Architect Name and Address shall be provided in the **Special Conditions of Contract**.
- 3.1.2 The Architect shall have no authority to amend the Contract.
- 3.1.3 The Architect May exercise the authority attributable to the Architect as specified in or necessarily to be implied from the Contract. If the Architect is required to obtain the approval of the Procuring Entity before exercising a specified authority, the requirements shall be as stated in the **Special Conditions of Contract**. The Procuring Entity shall promptly inform the Contractor of any change to the authority attributed to the Engineer.
- 3.1.4 However, whenever the Architect exercises a specified authority for which the Procuring Entity's approval is required, then (for the purposes of the Contract) the contractor shall require the Architect to provide evidence of such approval before complying with the instruction.
- 3.1.5 Except as otherwise stated in these Conditions:
- a) Whenever carrying out duties or exercising authority, specified in or implied by the Contract, the Architect shall be deemed to act for the Procuring Entity;
 - b) the Architect has no authority to relieve either Party of any duties, obligations or responsibilities under the Contract;
 - c) any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by the Architect (including absence of disapproval) shall not relieve the Contractor from any responsibility he has under the Contract, including responsibility for errors, omissions, discrepancies and non-compliances; and
 - d) any act by the Architect in response to a Contractor's request shall be notified in writing to the Contractor within 14 days of receipt.

3.16 The following provisions shall apply:

The Architect shall obtain the specific approval of the Procuring Entity before taking action under the following Sub-Clauses of these Conditions:

- a) Sub-Clause 4.12: agreeing or determining an extension of time and/or additional cost.
- b) Sub-Clause 13.1: instructing a Variation, except;
 - i) In an emergency situation as determined by the Engineer, or
 - ii) If such a Variation would increase the Accepted Contract Amount by less than the percentage specified in the **Special Conditions of Contract**.
- c) Sub-Clause 13.3: Approving a proposal for Variation submitted by the Contractor in accordance with Sub Clause 13.1 or 13.2.
- d) Sub-Clause 13.4: Specifying the amount payable in each of the applicable three currencies.

3.17 Notwithstanding the obligation, as set out above, to obtain approval, if, in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the Works or of adjoining property, he may, without relieving the Contractor of any of his duties and responsibility under the Contract, instruct the Contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The Contractor shall forth with comply, despite the absence of approval of the Procuring Entity, with any such instruction of the Engineer. The Architect shall determine an addition to the Contract Price, in respect of such instruction, in accordance with Clause 13 and shall notify the Contractor accordingly, with a copy to the Procuring Entity.

3.2 Delegation by the Engineer

3.21 The Architect may from time to time assign duties and delegate authority to assistants and may also revoke such assignment or delegation. These assistants may include a resident Engineer, and/or independent inspectors appointed to inspect and/ or test items of Plant and/or Materials. The assignment, delegation or revocation shall be in writing and shall not take effect until copies have been received by both Parties. However, unless otherwise agreed by both Parties, the Architect shall not delegate the authority to determine any matter in accordance with Sub-Clause 3.5 [Determinations].

3.22 Each assistant, to whom duties have been assigned or authority has been delegated, shall only be authorized to issue instructions to the Contractor to the extent defined by the delegation. Any approval, check, certificate, consent, examination, inspection, instruction, notice, proposal, request, test, or similar act by an assistant, in accordance with the delegation, shall have the same effect as though the act had been an act of the Engineer. However:

- a) Any failure to disapprove any work, Plant or Materials shall not constitute approval, and shall therefore not prejudice the right of the Architect to reject the work, Plant or Materials;
- b) If the Contractor questions any determination or instruction of an assistant, the Contractor may refer the matter to the Engineer, who shall promptly confirm, reverse or vary the determination or instruction.

3.3 Instructions of the Engineer

3.31 The Architect may issue to the Contractor (at anytime) instructions and additional or modified Drawings which may be necessary for the execution of the Works and the remedying of any defects, all in accordance with the Contract. The Contractor shall only take instructions from the Engineer, or from an assistant to whom the appropriate authority has been delegated under Clause 3.2.1.

3.32 The Contractor shall comply with the instructions given by the Architect or delegated assistant, on any matter related to the Contract. Whenever practicable, their instructions shall be given in writing. If the Architect or a delegated assistant:

- a) Gives an oral instruction,
- b) receives a written confirmation of the instruction, from (or on behalf of) the Contractor, within two working days after giving the instruction, and

- c) does not reply by issuing a written rejection and/or instruction within two working days after receiving the confirmation,

Then the confirmation shall constitute the written instruction of the Architect or delegated assistant (as the case may be).

3.4 Replacement of the Engineer

If the Procuring Entity intends to replace the Engineer, the Procuring Entity shall, in not less than 21 days before the intended date of replacement, give notice to the Contractor of the name, address and relevant experience of the intended person to replace the Engineer.

3.5 Determinations

3.5.1 Whenever these Conditions provide that the Architect shall proceed in accordance with this Sub-Clause 3.5 to agree or determine any matter, the Architect shall consult with each Party in an endeavor to reach agreement. If agreement is not achieved, the Architect shall make a fair determination in accordance with the Contract, taking due regard of all relevant circumstances.

3.5.1 The Architect shall give notice to both Parties of each agreement or determination, with supporting particulars, within 30 days from the receipt of the corresponding claim or request except when otherwise specified. Each Party shall give effect to each agreement or determination unless and until revised under Clause 20 [Claims, Disputes and Arbitration].

4 THE CONTRACTOR

4.1 Contractor's General Obligations

4.1.1 The Contractor shall design (to the extent specified in the Contract), execute and complete the Works in accordance with the Contract and with the Architect instructions, and shall remedy any defects in the Works.

4.1.2 The Contractor shall provide the Plant and Contractor's Documents specified in the Contract, and all Contractor's Personnel, Goods, consumables and other things and services, whether of a temporary or permanent nature, required in and for this design, execution, completion and remedying of defects.

4.1.3 All equipment, material, and services to be incorporated in or required for the Works shall have their origin in any eligible source country.

4.1.4 The Contractor shall be responsible for the adequacy, stability and safety of all Site operations and of all methods of construction. Except to the extent specified in the Contract, the Contractor (i) shall be responsible for all Contractor's Documents, Temporary Works, and such design of each item of Plant and Materials as is required for the item to be in accordance with the Contract, and (ii) shall not otherwise be responsible for the design specification of the Permanent Works.

4.1.5 The Contractor shall, whenever required by the Engineer, submit details of the arrangements and methods which the Contractor proposes to adopt for the execution of the Works. No significant alteration to these arrangements and methods shall be made without this having previously been notified to the Engineer.

4.1.6 If the Contract specifies that the Contractor shall design any part of the Permanent Works, then unless otherwise stated in the Special Conditions:

- a) The Contractor shall submit to the Architect the Contractor's Documents for this part in accordance with the procedures specified in the Contract;
- b) these Contractor's Documents shall be in accordance with the Specification and Drawings, shall be written in the language for communications defined in Sub-Clause 1.4 [Law and Language], and shall include additional information required by the Architect to add to the Drawings for co-ordination of each Party's designs;
- c) the Contractor shall be responsible for this part and it shall, when the Works are completed, be fit for such purposes for which the part is intended as are specified in the Contract; and
- d) prior to the commencement of the Tests on Completion, the Contractor shall submit to the Architect the "as-built" documents and, if applicable, operation and maintenance manuals in accordance with the Specification and in sufficient detail for the Procuring Entity to operate, maintain, dismantle, reassemble, adjust and repair this part of the Works. Such part shall not be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections] until

these documents and manuals have been submitted to the Engineer.

42 Performance Security

- 421 The Contractor shall obtain (at his cost) a Performance Security for proper performance, in the amount stated in the **Special Conditions of Contract** and denominated in the currency (ies) of the Contract or in a freely convertible currency acceptable to the Procuring Entity. If an amount is not stated in the Special Conditions of Contract, this Sub-Clause shall not apply.
- 422 The Contractor shall deliver the Performance Security to the Procuring Entity within 30 days after receiving the Notification of Award and shall send a copy to the Engineer. The Performance Security shall be issued by a reputable bank selected by the Contractor and shall be in the form annexed to the Special Conditions, as stipulated by the Procuring Entity in the Special Conditions of Contract, or in another form approved by the Procuring Entity.
- 423 The Contractor shall ensure that the Performance Security is valid and enforceable until the Contractor has executed and completed the Works and remedied any defects. If the terms of the Performance Security specify its expiry date, and the Contractor has not become entitled to receive the Performance Certificate by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the Performance Security until the Works have been completed and any defects have been remedied.
- 424 The Procuring Entity shall not make a claim under the Performance Security, except for amounts to which the Procuring Entity is entitled under the Contract.
- 425 The Procuring Entity shall indemnify and hold the Contractor harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from a claim under the Performance Security to the extent to which the Procuring Entity was not entitled to make the claim.
- 426 The Procuring Entity shall return the Performance Security to the Contractor within 14 days after receiving a copy of the Taking-Over Certificate.
- 427 Without limitation to the provisions of the rest of this Sub-Clause, whenever the Architect determines an addition or a reduction to the Contract Price as a result of a change in cost and/ or legislation, or as a result of a Variation, amounting to more than 25 percent of the portion of the Contract Price payable in a specific currency, the Contractor shall at the Architect request promptly increase, or may decrease, as the case may be, the value of the Performance Security in that currency by an equal percentage.

43 Contractor's Representative

- 431 The Contractor shall appoint the Contractor's Representative and shall give him all authority necessary to act on the Contractor's behalf under the Contract. The Contractor's Representative's Name and Address shall be provided in the **Special Conditions of Contract**.
- 432 Unless the Contractor's Representative **is named in the Contract**, the Contractor shall, prior to the Commencement Date, submit to the Architect for consent the name and particulars of the person the Contractor proposes to appoint as Contractor's Representative. If consent is withheld or subsequently revoked in terms of Sub-Clause 6.9 [Contractor's Personnel], or if the appointed person fails to act as Contractor's Representative, the Contractor shall similarly submit the name and particulars of an other suitable person for such appointment.
- 433 The Contractor shall not, without the prior consent of the Engineer, revoke the appointment of the Contractor's Representative or appoint a replacement.
- 434 The whole time of the Contractor's Representative shall be given to directing the Contractor's performance of the Contract. If the Contractor's Representative is to be temporarily absent from the Site during the execution of the Works, a suitable replacement person shall be appointed, subject to the Architect prior consent, and the Architect shall be notified accordingly.
- 435 The Contractor's Representative shall, on behalf of the Contractor, receive instructions under Sub-Clause 3.3 [Instructions of the Engineer].
- 436 The Contractor's Representative may delegate any powers, functions and authority to any competent person, and may at any time revoke the delegation. Any delegation or revocation shall not take effect until the Architect has received prior notice signed by the Contractor's Representative, naming the person and

specifying the powers, functions and authority being delegated or revoked.

- 4.3.7 The Contractor's Representative shall be fluent in the language for communications defined in Sub-Clause 1.4 [Law and Language]. If the Contractor's Representative's delegates are not fluent in the said language, the Contractor shall make competent interpreter available during all working hours in a number deemed sufficient by the Engineer.

4.4 Sub-contractors

- 4.4.1 The Contractor shall not subcontract the whole of the Works. The contractor may however subcontract the works as provided in Clause 34.2.
- 4.4.2 The Contractor shall be responsible for the acts or defaults of any Subcontractor, his agents or employees, as if they were acts or defaults of the Contractor. Unless otherwise stated in the Special Conditions:
- a) The Contractor shall not be required to obtain consent to suppliers solely of Materials, or to a subcontract for which the Subcontractor is named in the Contract;
 - b) The prior consent of the Procuring Entity shall be obtained to other proposed Subcontractors;
 - c) the Contractor shall give the Procuring Entity not less than 14 days' notice of the intended date of the commencement of each Subcontractor's work, and of the commencement of such work on the Site; and
 - d) each subcontract shall include provisions which would entitle the Procuring Entity to require the subcontract to be assigned to the Procuring Entity under Sub-Clause 4.5 [Assignment of Benefit of Subcontract] (if or when applicable) or in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity].
- 4.4.3 The Contractor shall ensure that the requirements imposed on the Contractor by Sub-Clause 1.12 [Confidential Details] apply equally to each Subcontractor.
- 4.4.4 Where practicable, the Contractor shall give fair and reasonable opportunity for contractors from Kenya to be appointed as Subcontractors.

4.5 Assignment of Benefit of Subcontract

If a Subcontractor's obligations extend beyond the expiry date of the relevant Defects Notification Period and the Engineer, prior to this date, instructs the Contractor to assign the benefit of such obligations to the Procuring Entity, then the Contractor shall do so. Unless otherwise stated in the assignment, the Contractor shall have no liability to the Procuring Entity for the work carried out by the Subcontractor after the assignment takes effect.

4.6 Co-operation

- 4.6.1 The Contractor shall, as specified in the Contract or as instructed by the Engineer, allow appropriate opportunities for carrying out work to:
- a) The Procuring Entity's Personnel,
 - b) Any other contractors employed by the Procuring Entity, and
 - c) The personnel of any legally constituted public authorities, who may be employed in the execution on or near the Site of any work not included in the Contract.
- 4.6.2 Any such instruction shall constitute a Variation if and to the extent that it causes the Contractor to suffer delays and/or incur Unforeseeable Cost. Services for these personnel and other contractors may include the use of Contractor's Equipment, Temporary Works or access arrangements which are the responsibility of the Contractor.
- 4.6.3 If, under the Contract, the Procuring Entity is required to give to the Contractor possession of any foundation, structure, plant or means of access in accordance with Contractor's Documents, the Contractor shall submit such documents to the Architect in the time and manner stated in the Specification.

4.7 Setting Out of the Works

- 4.7.1 The Contractor shall set out the Works in relation to original points, lines and levels of reference specified in the Contract notified by the Engineer. The Contractor shall be responsible for the correct positioning of all parts of the Works, and shall rectify any error in the positions, levels, dimensions or alignment of the Works.

- 4.72 The Procuring Entity shall be responsible for any errors in these specified or notified items of reference, but the Contractor shall use reasonable efforts to verify their accuracy before they are used.
- 4.73 If the Contractor suffers delay and/or incurs Cost from executing work which was necessitated by an error in these items of reference, and an experienced contractor could not reasonably have discovered such error and avoided this delay and/ or Cost, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such costs accrued, which shall be included in the Contract Price.
- 4.7.4 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent the error could not reasonably have been discovered, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this.

48 Safety Procedures

The Contractor shall:

- a) Comply with all applicable safety regulations,
- b) Take care for the safety of all persons entitled to be on the Site,
- c) Use reasonable efforts to keep the Site and Works clear of unnecessary obstruction so as to avoid danger to these persons,
- d) provide fencing, lighting, guarding and watching of the Works until completion and taking over under Clause 10 [Procuring Entity's Taking Over], and
- e) provide any Temporary Works (including roadways, footways, guards and fences) which may be necessary, because of the execution of the Works, for the use and protection of the public and of owners and occupiers of adjacent land.

49 Quality Assurance

- 4.9.1 The Contractor shall institute a quality assurance system to demonstrate compliance with the requirements of the Contract. The system shall be in accordance with the details stated in the Contract. The Architect shall be entitled to audit any aspect of the system.
- 4.9.2 Details of all procedures and compliance documents shall be submitted to the Architect or information before each design and execution stage is commenced. When any document of a technical nature is issued to the Engineer, evidence of the prior approval by the Contractor itself shall be apparent on the document itself.

Compliance with the quality assurance system shall not relieve the Contractor of any of his duties, obligations or responsibilities under the Contract.

4.10 Site Data

- 4.10.1 The Procuring Entity shall have made available to the Contractor for his information, prior to the Base Date, all relevant data in the Procuring Entity's possession on sub-surface and hydrological conditions at the Site, including environmental aspects. The Procuring Entity shall similarly make available to the Contractor all such data which come into the Procuring Entity's possession after the Base Date. The Contractor shall be responsible for interpreting all such data.
- 4.10.2 To the extent which was practicable (taking account of cost and time), the Contractor shall be deemed to have obtained all necessary information as to risks, contingencies and other circumstances which may influence or affect the Tender or Works. To the same extent, the Contractor shall be deemed to have inspected and examined the Site, its surroundings, the above data and other available information, and to have been satisfied before submitting the Tender as to all relevant matters, including (without limitation):
- a) The form and nature of the Site, including sub-surface conditions,
 - b) the hydrological and climatic conditions,
 - c) the extent and nature of the work and Goods necessary for the execution and completion of the Works and the remedying of any defects,
 - d) the Laws, procedures and labour practices of Kenya, and
 - e) the Contractor's requirements for access, accommodation, facilities, personnel, power, transport, water

and other services.

4.11 Sufficiency of the Accepted Contract Amount

- 4.11.1 The Contractor shall be deemed to:
- a) Have satisfied itself as to the correctness and sufficiency of the Accepted Contract Amount, and
 - b) have based the Accepted Contract Amount on the data, interpretations, necessary information, inspections, examinations and satisfaction as to all relevant matters referred to in Sub-Clause 4.10 [Site Data].
- 4.11.2 Unless otherwise stated in the Contract, the Accepted Contract Amount covers all the Contractor's obligations under the Contract (including those under Provisional Sums, if any) and all things necessary for the proper execution and completion of the Works and the remedying of any defects.

4.12 Unforeseeable Physical Conditions

- 4.12.1 In this Sub-Clause, "physical conditions" means natural physical conditions and man-made and other physical obstructions and pollutants, which the Contractor encounters at the Site when executing the Works, including sub-surface and hydrological conditions but excluding climatic conditions.
- 4.12.2 If the Contractor encounters adverse physical conditions which he considers to have been Unforeseeable, the Contractor shall give notice to the Architect as soon as practicable.
- 4.12.3 This notice shall describe the physical conditions, so that they can be inspected by the Architect and shall set out the reasons why the Contractor considers them to be Unforeseeable. The Contractor shall continue executing the Works, using such proper and reasonable measures as are appropriate for the physical conditions, and shall comply with any instructions which the Architect may give. If an instruction constitutes a Variation, Clause 13 [Variations and Adjustments] shall apply.
- 4.12.4 If and to the extent that the Contractor encounters physical conditions which are Unforeseeable, gives such a notice, and suffers delay and/or incurs Cost due to these conditions, the Contractor shall be entitled subject to notice under Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such Cost, which shall be included in the Contract Price.
- 4.12.5 Upon receiving such notice and inspecting and/or investigating these physical conditions, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) whether and (if so) to what extent these physical conditions were Unforeseeable, and (ii) the matters described in sub-paragraphs (a) and (b) above related to this extent.
- 4.12.6 However, before additional Cost is finally agreed or determined under sub-paragraph (ii), the Architect may also review whether other physical conditions in similar parts of the Works (if any) were more favorable than could reasonably have been foreseen when the Contractor submitted the Tender. If and to the extent that these more favorable conditions were encountered, the Architect may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the reductions in Cost which were due to these conditions, which may be included (as deductions) in the Contract Price and Payment Certificates. However, the net effect of all adjustments under sub-paragraph (b) and all these reductions, for all the physical conditions encountered in similar parts of the Works, shall not result in a net reduction in the Contract Price.
- 4.12.7 The Architect shall take account of any evidence of the physical conditions foreseen by the Contractor when submitting the Tender, which shall be made available by the Contractor, but shall not be bound by the Contractor's interpretation of any such evidence.

4.13 Rights of Way and Facilities

Unless otherwise specified in the Contract the Procuring Entity shall provide effective access to and possession of the Site including special and/or temporary rights-of-way which are necessary for the Works. The Contractor shall obtain, at his risk and cost, any additional rights of way or facilities outside the Site which he may require for the purposes of the Works.

4.14 Avoidance of Interference

4.14.1 The Contractor shall not interfere unnecessarily or improperly with:

- a) The convenience of the public, or
- b) The access to and use and occupation of all roads and foot paths, irrespective of whether they are public or in the possession of the Procuring Entity or of others.

4.14.2 The Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from any such unnecessary or improper interference.

4.15 Access Route

4.15.1 The Contractor shall be deemed to have been satisfied as to the suitability and availability of access routes to the Site at Base Date. The Contractor shall use reasonable efforts to prevent any road or bridge from being damaged by the Contractor's traffic or by the Contractor's Personnel. These efforts shall include the proper use of appropriate vehicles and routes.

4.15.2 Except as otherwise stated in these Conditions:

- a) The Contractor shall (as between the Parties) be responsible for any maintenance which may be required for his use of access routes;
- b) the Contractor shall provide all necessary signs or directions along access routes, and shall obtain any permission which may be required from the relevant authorities for his use of routes, signs and directions;
- c) the Procuring Entity shall not be responsible for any claims which may arise from the use or otherwise of any access route;
- d) the Procuring Entity does not guarantee the suitability or a availability of particular access routes; and
- e) Costs due to non-suitability or non-availability, for the use required by the Contractor, of access routes shall be borne by the Contractor.

4.16 Transport of Goods

Unless otherwise stated in the Special Conditions:

- a) the Contractor shall give the Architect not less than 21 days' notice of the date on which any Plant or a major item of other Goods will be delivered to the Site;
- b) the Contractor shall be responsible for packing, loading, transporting, receiving, unloading, storing and protecting all Goods and other things required for the Works; and
- c) the Contractor shall indemnify and hold the Procuring Entity harmless against and from all damages, losses and expenses (including legal fees and expenses) resulting from the transport of Goods and shall negotiate and pay all claims arising from their transport.

4.17 Contractor's Equipment

The Contractor shall be responsible for all Contractor's Equipment. When brought on to the Site, Contractor's Equipment shall be deemed to be exclusively intended for the execution of the Works. The Contractor shall not remove from the Site any major items of Contractor's Equipment without the consent of the Engineer. However, consent shall not be required for vehicles transporting Goods or Contractor's Personnel off Site.

4.18 Protection of the Environment

4.18.1 The contractor shall comply with the applicable environmental laws, regulations and policies.

- 4.182 The Contractor shall take all reasonable steps to protect the environment (both on and off the Site) and to limit damage and nuisance to people and property resulting from pollution, noise and other results of his operations.
- 4.183 The Contractors shall ensure that emissions, surface charges and effluent from the Contractor's activities shall not exceed the values stated in the Specification or prescribed by applicable Laws.

4.19 Electricity, Water and Gas

- 4.19.1 The Contractor shall, except as stated below, be responsible for the provision of all power, water and other services he may require for his construction activities and to the extent defined in the Specifications, for the tests.
- 4.19.2 The Contractor shall be entitled to use for the purposes of the Works such supplies of electricity, water, gas and other services as may be available on the Site and of which details and prices are given in the Specifications. The Contractor shall, at his risk and cost, provide any apparatus necessary for his use of these services and for measuring the quantities consumed.
- 4.19.3 The quantities consumed and the amounts due (at these prices) for such services shall be agreed or determined by the Architect in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.

4.20 Procuring Entity's Equipment and Free-Issue Materials

- 4.20.1 The Procuring Entity shall make the Procuring Entity's Equipment (if any) available for the use of the Contractor in the execution of the Works in accordance with the details, arrangements and prices stated in the Specification. Unless otherwise stated in the Specification:
- a) The Procuring Entity shall be responsible for the Procuring Entity's Equipment, except that
 - b) the Contractor shall be responsible for each item of Procuring Entity's Equipment whilst any of the Contractor's Personnel is operating it, driving it, directing it or in possession or control of it.
- 4.20.1 The appropriate quantities and the amounts due (at such stated prices) for the use of Procuring Entity's Equipment shall be agreed or determined by the Architect in accordance with Sub-Clause 2.5 [Procuring Entity's Claims] and Sub-Clause 3.5 [Determinations]. The Contractor shall pay these amounts to the Procuring Entity.
- 4.20.2 The Procuring Entity shall supply, free of charge, the "free-issue materials" (if any) in accordance with the details stated in the Specification. The Procuring Entity shall, at his risk and cost, provide these materials at the time and place specified in the Contract. The Contractor shall then visually inspect them and shall promptly give notice to the Architect of any shortage, defect or default in these materials. Unless otherwise agreed by both Parties, the Procuring Entity shall immediately rectify the notified shortage, defect or default.
- 4.20.3 After this visual inspection, the free-issue materials shall come under the care, custody and control of the Contractor. The Contractor's obligations of inspection, care, custody and control shall not relieve the Procuring Entity of liability for any shortage, defect or default not apparent from a visual inspection.

4.21 Progress Reports

- 4.21.1 Unless otherwise stated in the Special Conditions, monthly progress reports shall be prepared by the Contractor and submitted to the Architect in six copies. The first report shall cover the period up to the end of the first calendar month following the Commencement Date. Reports shall be submitted monthly thereafter, each within 7 days after the last day of the period to which it relates.
- 4.21.2 Reporting shall continue until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works. Each report shall include:
- a) charts and detailed descriptions of progress, including each stage of design (if any), Contractor's Documents, procurement, manufacture, delivery to Site, construction, erection and testing; and including these stages for work by each nominated Subcontractor (as defined in Clause 5

- [NominatedSubcontractors]),
- b) photographs showing the status of manufacture and of progress on the Site;
 - c) for the manufacture of each main item of Plant and Materials, the name of the manufacturer, manufacture location, percentage progress, and the actual or expected dates of:
 - i) commencement of manufacture,
 - ii) Contractor's inspections,
 - iii) tests, and
 - iv) shipment and arrival at the Site;
 - d) the details described in Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment];
 - e) copies of quality assurance documents, test results and certificates of Materials;
 - f) list of notices given under Sub-Clause 2.5 [Procuring Entity's Claims] and notices given under Sub- Clause 20.1 [Contractor's Claims];
 - g) safety statistics, including details of any hazardous incidents and activities relating to environmental aspects and public relations; and
 - h) comparison so factual and planned progress, with details of any events or circumstances which may jeopardize the completion in accordance with the Contract, and the measures being (or to be) adopted to overcome delays.

4.22 Security of the Site

Unless otherwise stated in the Special Conditions:

- a) The Contractor shall be responsible for keeping unauthorized persons off the Site, and
- b) authorized persons shall be limited to the Contractor's Personnel and the Procuring Entity's Personnel; and to any other personnel notified to the Contractor, by the Procuring Entity or the Engineer, as authorized personnel of the Procuring Entity's other contractors on the Site.

4.23 Contractor's Operations on Site

4.23.1 The Contractor shall confine his operations to the Site, and to any additional areas which may be obtained by the Contractor and agreed by the Architect as additional working areas. The Contractor shall take all necessary precautions to keep Contractor's Equipment and Contractor's Personnel within the Site and these additional areas, and to keep them off adjacentl and.

4.23.2 During the execution of the Works, the Contractor shall keep the Site free from all unnecessary obstruction and shall store or dispose of any Contractor's Equipment or surplus materials. The Contractor shall clear away and remove from the Site any wreckage, rubbish and Temporary Works which are no longer required.

4.23.3 Upon the issue of a Taking-Over Certificate, the Contractor shall clear away and remove, from that part of the Site and Works to which the Taking-Over Certificate refers, all Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works. The Contractor shall leave that part of the Site and the Works in a clean and safe condition. However, the Contractor may retain on Site, during the Defects Notification Period, such Goods as are required for the Contractor to fulfil obligations under the Contract.

4.24 Fossils

4.24.1 All fossils, coins, articles of value or antiquity, and structures and other remains or items of geological or archaeological interest found on the Site shall be placed under the care and authority of the Procuring Entity. The Contractor shall take reasonable precautions to prevent Contractor's Personnel or other persons from removing or damaging any of these findings.

4.24.2 The Contractor shall, upon discovery of any such finding, promptly give notice to the Engineer, who shall issue instructions for dealing with it. If the Contractor suffers delay and/or incurs Cost from complying with the instructions, the Contractor shall give a further notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost, which shall be included in the Contract Price.

After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

5 NOMINATED SUBCONTRACTORS

5.1 Definition of “nominated Subcontractor”

In this Contract, “nominated Subcontractor” means a Subcontractor:

- a) Who is nominated by the Procuring Entity, or
- b) Contractor has nominated as a Subcontractor subject to Sub-Clause 5.2 [Objection to Notification].

5.2 Objection to Nomination

The Contractor shall not be under any obligation to employ a nominated Subcontractor against whom the Contractor raises reasonable objection by notice to the Procuring Entity as soon as practicable, with supporting particulars. An objection shall be deemed reasonable if it arises from (among other things) any of the following matters, unless the Procuring Entity agrees in writing to indemnify the Contractor against and from the consequences of the matter:

- a) there are reasons to believe that the Subcontractor does not have sufficient competence, resources or financial strength;
- b) the nominated Subcontractor does not accept to indemnify the Contractor against and from any negligence or misuse of Goods by the nominated Subcontractor, his agents and employees; or
- c) the nominated Subcontractor does not accept to enter into a subcontract which specifies that, for the subcontracted work (including design, if any), the nominated Subcontractor shall:
 - i) undertake to the Contractor such obligations and liabilities as will enable the Contractor to discharge his obligations and liabilities under the Contract;
 - ii) indemnify the Contractor against and from all obligations and liabilities arising under or in connection with the Contract and from the consequences of any failure by the Subcontractor to perform these obligations or to fulfil these liabilities, and
 - iii) be paid only if and when the Contractor has received from the Procuring Entity payments for sums due under the Subcontract referred to under Sub-Clause 5.3 [Payment to nominated Subcontractors].

5.3 Payments to nominated Subcontractors

The Contractor shall pay to the nominated Subcontractor the amounts shown on the nominated Subcontractor's invoices approved by the Contractor which the Architect certifies to be due in accordance with the subcontract. These amounts plus other charges shall be included in the Contract Price in accordance with sub-paragraph (b) of Sub-Clause 13.5 [Provisional Sums], except as stated in Sub-Clause 5.4 [Evidence of Payments].

5.4 Evidence of Payments

5.4.1 Before issuing a Payment Certificate which includes an amount payable to a nominated Subcontractor, the Architect may request the Contractor to supply reasonable evidence that the nominated Subcontractor has received all amounts due in accordance with previous Payment Certificates, less applicable deductions for retention or otherwise. Unless the Contractor:

- (a) Submits this reasonable evidence to the Engineer, or
- (b)
 - i) Satisfies the Architect in writing that the Contractor is reasonably entitled to withhold or refuse to pay these amounts, and
 - ii) Submits to the Architect reasonable evidence that the nominated Subcontractor has been notified of the Contractor's entitlement, then the Procuring Entity may (at his sole discretion) pay, direct to the nominated Subcontractor, part or all of such amounts previously certified (less applicable deductions) as are due to the nominated Subcontractor and for which the Contractor has failed to submit the evidence described in sub-paragraphs (a) or (b) above. The Contractor shall then repay, to the Procuring Entity, the amount which the nominated Subcontractor was directly paid by the Procuring Entity.

6 STAFF AND LABOR

6.1 Engagement of Staff and Labor

Except as otherwise stated in the Specification, the Contractor shall make arrangements for the engagement of all staff and labor, local or otherwise, and for their payment, feeding, transport, and, when appropriate, housing. The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labor with appropriate qualifications and experience from sources within Kenya.

62 Rates of Wages and Conditions of Labor

62.1 The Contractor shall pay rates of wages, and observe conditions of labor, which are not lower than those established for the trade or industry where the work is carried out. If no established rates or conditions are applicable, the Contractor shall pay rates of wages and observe conditions which are not lower than the general level of wages and conditions observed locally by Procuring Entity's whose trade or industry is similar to that of the Contractor.

62.2 The Contractor shall inform the Contractor's Personnel about their liability to pay personal income taxes in Kenya in respect of such of their salaries, wages, allowances and any benefits as are subject to tax under the Laws of Kenya for the time being in force, and the Contractor shall perform such duties in regard to such deductions there of as may be imposed on him by such Laws.

63 Persons in the Service of Procuring Entity

The Contractor shall not recruit, or attempt to recruit, staff and labour from amongst the Procuring Entity's Personnel.

64 Lab or Laws

The Contractor shall comply with all the relevant labour Laws applicable to the Contractor's Personnel, including Laws relating to their employment, employment of children, health, safety, welfare, immigration and emigration, and shall allow them all their legal rights. The Contractor shall require his employees to obey all applicable Laws, including those concerning safety at work.

65 Working Hours

Nowork shall be carried out on the Site on locally recognized days of rest, or outside the normal working hours stated in the **Special Conditions of Contract**, unless:

- a) Otherwise stated in the Contract,
- b) The Architect gives consent, or
- c) The work is unavoidable, or necessary for the protection of life or property or for the safety of the Works, in which case the Contractor shall immediately advise the Engineer, provided that work done outside the normal working hours shall be considered and paid for as overtime.

66 Facilities for Staff and Labor

Except as otherwise stated in the Specification, the Contractor shall provide and maintain all necessary accommodation and welfare facilities on site for the Contractor's Personnel. The Contractor shall also provide facilities for the Procuring Entity's Personnel as stated in the Specifications. The Contractor shall not permit any of the Contractor's Personnel to maintain any temporary or permanent living quarters within the structures forming part of the Permanent Works.

67 Health and Safety

67.1 The Contractor shall at all times take all reasonable precautions to maintain the health and safety of the Contractor's Personnel. In collaboration with loca lhealth authorities, the Contractor shall ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the Site and at any accommodation for Contractor's and Procuring Entity's Personnel, and that suitable arrangements are made for all necessary welfare and hygiene requirements and for the prevention of epidemics.

67.2 The Contractor shall appoint an accident prevention officer at the Site, responsible for maintaining safety and protection against accidents. This person shall be qualified for this responsibility and shall have the authority to issue instructions and take protective measures to prevent accidents. Throughout the execution of the Works, the Contractor shall provide what ever is required by this person to exercise this responsibility and authority.

67.3 The Contractor shall send, to the Engineer, details of any accident as soon as practicable after its occurrence.

The Contractor shall maintain records and make reports concerning health, safety and welfare of persons, and damage to property, as the Architect may reasonably require.

- 6.7.4 The Contractor shall conduct an awareness programme on HIV and other sexually transmitted diseases via an approved service provider and shall undertake such other measures taken to reduce the risk of the transfer of these diseases between and among the Contractor's Personnel and the local community, to promote early diagnosis and to assist affected individuals.

6.8 Contractor's Superintendence

- 6.8.1 Throughout the execution of the Works, and as long thereafter as is necessary to fulfil the Contractor's obligations, the Contractor shall provide all necessary super intendence to plan, arrange, direct, manage, inspect and test the work.
- 6.8.2 Superintendence shall be given by a sufficient number of persons having adequate knowledge of the language for communications (defined in Sub-Clause 1.4 [Law and Language]) and of the operations to be carried out (including the methods and techniques required, the hazards likely to be encountered and methods of preventing accidents), for the satisfactory and safe execution of the Works.

6.9 Contractor's Personnel

- 6.9.1 The Contractor's Personnel shall be appropriately qualified, skilled and experienced in their respective trades or occupations. The Contractors Key personnel shall be named in the Special Conditions of Contract. The Architect may require the Contractor to remove (or cause to be removed) any person employed on the Site or Works, including the Contractor's Representative if applicable, who:
- a) Persists in any misconduct or lack of care,
 - b) Carries out duties in competently or negligently,
 - c) fails to conform with any provisions of the Contract,
 - d) persists in any conduct which is prejudicial to safety, health, or the protection of the environment, or
 - e) based on reasonable evidence, is determined to have engaged in Fraud and Corruption during the execution of the Works.
- 6.9.2 If appropriate, the Contractor shall then appoint (or cause to be appointed) a suitable replacement person.

6.10 Records of Contractor's Personnel and Equipment

The Contractor shall submit, to the Engineer, details showing the number of each class of Contractor's Personnel and of each type of Contractor's Equipment on the Site. Details shall be submitted each calendar month, in a form approved by the Engineer, until the Contractor has completed all work which is known to be outstanding at the completion date stated in the Taking-Over Certificate for the Works.

6.11 Disorderly Conduct

The Contractor shall at all times take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst the Contractor's Personnel, and to preserve peace and protection of persons and property on and near the Site.

6.12 Foreign Personnel

- 6.12.1 The Contractor shall not employ foreign personnel unless the contractor demonstrates that there are no Kenyans with the required skills.
- 6.12.2 The Contractor shall be responsible for the return of any foreign personnel to the place where they were recruited or to their domicile. In the event of the death in Kenya of any of these personnel or members of their families, the Contractor shall similarly be responsible for making the appropriate arrangements for their return or burial.

6.13 Supply of Water

The Contractor shall, having regard to local conditions, provide on the Site an adequate supply of drinking and other water for the use of the Contractor's Personnel.

6.14 Measures against Insect and Pest Nuisance

The Contractor shall at all times take the necessary precautions to protect the Contractor's Personnel employed on the Site from insect and pest nuisance, and to reduce the danger to their health. The Contractor shall comply with all the regulations of the local health authorities, including use of appropriate insecticide.

6.15 Alcoholic Liquor or Drugs

The Contractor shall not, otherwise than in accordance with the Laws of Kenya, onsite, import, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or allow importation, sale, gift, barter or disposal thereof by Contractor's Personnel.

6.16 Prohibition of Forced or Compulsory Labour

The Contractor shall not employ forced labor, which consists of any work or service, not voluntarily performed, that is exacted from an individual under threat of force or penalty, and includes any kind of involuntary or compulsory labor, such as indentured labor, bonded labor or similar labor-contracting arrangements.

6.17 Prohibition of Harmful Child Labor

The Contractor shall not employ children in a manner that is economically exploitative, or is likely to be hazardous, or to interfere with, the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development. Where the relevant labour laws of Kenya have provisions for employment of minors, the Contractor shall follow those laws applicable to the Contractor. Children below the age of 18 years shall not be employed in dangerous work.

6.18 Employment Records of Workers

The Contractor shall keep complete and accurate records of the employment of labour at the Site. The records shall include the names, ages, genders, hours worked and wages paid to all workers. These records shall be summarized on a monthly basis and submitted to the Engineer. These records shall be included in the details to be submitted by the Contractor under Sub-Clause 6.10 [Records of Contractor's Personnel and Equipment].

6.19 Workers' Organizations

The Contractor shall comply with the relevant labor laws that recognize workers' rights to form and to join workers' organizations of their choosing without interference.

6.20 Non-Discrimination and Equal Opportunity

The Contractor shall base the labour employment on the principle of equal opportunity and fair treatment and shall not discriminate with respect to aspects of the employment relationship, including recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, promotion, termination of employment or retirement, and discipline.

7. PLANT, MATERIALS AND WORKMANSHIP

7.1 Manner of Execution

The Contractor shall carry out the manufacture/assemble of plant, the production and manufacture of Materials, and all other execution of the Works:

- a) In the manner (if any) specified in the Contract,
- b) in a proper workman like and careful manner, in accordance with recognized good practice, and
- c) with properly equipped facilities and non-hazardous Materials, except as otherwise specified in the Contract.

7.2 Samples

The Contractor shall submit the following samples of Materials, and relevant information, to the Architect for consent prior to using the Material in or for the Works:

- a) manufacturer's standard samples of Materials and samples specified in the Contract, all at the Contractor's cost, and

- b) additional samples instructed by the Architect as a Variation.

Each sample shall be labeled as to origin and intended use in the Works.

7.3 Inspection

- 7.3.1 The Procuring Entity's Personnel shall at all reasonable times:
- a) Have full access to all parts of the Site and to all places from which natural Materials are being obtained, and
 - b) during production, manufacture and construction (at the Site and elsewhere), be entitled to examine, inspect, measure and test the materials and workmanship, and to check the progress of manufacture of Plant and production and manufacture of Materials.
- 7.3.2 The Contractor shall give the Procuring Entity's Personnel full opportunity to carry out these activities, including providing access, facilities, permissions and safety equipment. No such activity shall relieve the Contractor from any obligation or responsibility.
- 7.3.3 The Contractor shall give notice to the Architect whenever any work is ready and before it is covered up, put out of sight, or packaged for storage or transport. The Architect shall then either carry out the examination, inspection, measurement or testing without unreasonable delay, or promptly give notice to the Contractor that the Architect does not require to do so. If the Contractor fails to give the notice, he shall, if and when required by the Engineer, uncover the work and there after reinstate and make good, all at the Contractor's cost.

7.4 Testing

- 7.4.1 This Sub-Clause shall apply to all tests specified in the Contract.
- 7.4.2 Except as otherwise specified in the Contract, the Contractor shall provide all apparatus, assistance, documents and other information, electricity, equipment, fuel, consumables, instruments, labor, materials, and suitably qualified and experienced staff, as are necessary to carry out the specified tests efficiently. The Contractor shall agree, with the Engineer, the time and place for the specified testing of any Plant, Materials and other parts of the Works.
- 7.4.3 The Architect may, under Clause 13 [Variations and Adjustments], vary the location or details of specified tests, or instruct the Contractor to carry out additional tests. If these varied or additional tests show that the tested Plant, Materials or workmanship is not in accordance with the Contract, the cost of carrying out this Variation shall be borne by the Contractor, notwithstanding other provisions of the Contract.
- 7.4.4 The Architect shall give the Contractor not less than 24 hours' notice of the Architect intention to attend the tests. If the Architect does not attend at the time and place agreed, the Contractor may proceed with the tests, unless otherwise instructed by the Engineer, and the tests shall then be deemed to have been made in the Architect presence.
- 7.4.5 If the Contractor suffers delay and/ or incurs Cost from complying with these instructions or as a result of a delay for which the Procuring Entity is responsible, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.
- 7.4.6 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 7.4.7 The Contractor shall promptly forward to the Architect duly certified reports of the tests. When the specified tests have been passed, the Architect shall endorse the Contractor's test certificate, or issue a certificate to him, to that effect. If the Architect has not attended the tests, he shall be deemed to have accepted the readings as accurate.

7.5 Rejection

- 7.5.1 If, as a result of an examination, inspection, measurement or testing, any Plant, Materials or workmanship is found to be defective or otherwise not in accordance with the Contract, the Architect may reject the Plant, Materials or workmanship by giving notice to the Contractor, with reasons. The Contractor shall then

promptly make good the defect and ensure that the rejected item complies with the Contract.

- 7.52 If the Architect requires this Plant, Materials or workmanship to be retested, the tests shall be repeated under the same terms and conditions. If the rejection and retesting cause the Procuring Entity to incur additional costs, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity.

7.6 Remedial Work

- 7.61 Notwithstanding any previous test or certification, the Architect may instruct the Contractor to:
- Remove from the Site and replace any Plant or Materials which is not in accordance with the Contract,
 - remove and re-execute any other work which is not in accordance with the Contract, and
 - execute any work which is urgently required for the safety of the Works, whether because of an accident, unforeseen able event or otherwise.
- 7.62 The Contractor shall comply with the instruction within a reasonable time, which shall be the time (if any) specified in the instruction, or immediately if urgency is specified under sub-paragraph (c).
- 7.63 If the Contractor fails to comply with the instruction, the Procuring Entity shall be entitled to employ and pay other persons to carry out the work. Except to the extent that the Contractor would have been entitled to payment for the work, the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity all costs arising from this failure.
- 7.64 If the contractor repeatedly delivers defective work, the Procuring Entity may consider termination in accordance with Clause 15.

7.7 Ownership of Plant and Materials

Except as otherwise provided in the Contract, each item of Plant and Materials shall become the property of the Procuring Entity at whichever is the earlier of the following times, free from liens and other encumbrances:

- When it is incorporated in the Works;
- when the Contractor is paid the corresponding value of the Plant and Materials under Sub-Clause 8.10 [Payment for Plant and Materials in Event of Suspension].

7.8 Royalties

Unless otherwise stated in the Specification, the Contractor shall pay all royalties, rents and other payments for:

- Natural materials obtained from outside the Site, and
- the disposal of material from demolitions and excavations and of other surplus material (whether natural or man-made), except to the extent that disposal are as within the Site are specified in the Contract.

8 COMMENCEMENT, DELAYS AND SUSPENSION

8.1 Commencement of Works

- 8.1.1 Except as otherwise specified in the Special Conditions of Contract, the Commencement Date shall be the date at which the following precedent condition shall have all been fulfilled and the Architect notification recording the agreement of both Parties on such fulfilment and instructing to commence the Work is received by the Contractor:
- Signature of the Contract Agreement by both Parties, and if required, approval of the Contract by relevant authorities of Kenya;
 - except if otherwise specified in the Special Conditions of Contract, effective access to and possession of the Site given to the Contractor together with such permission(s) under (a) of Sub-Clause 1.13 [Compliance with Laws] as required for the commencement of the Works.
 - Receipt by the Contractor of the Advance Payment under Sub-Clause 14.2 [Advance Payment] provided that the corresponding bank guarantee has been delivered by the Contractor.
- 8.1.2 If the said Architect instruction is not received by the Contractor within 180 days from his receipt of the Letter of Acceptance, the Contractor shall be entitled to terminate the Contract under Sub-Clause 16.2 [Termination by Contractor].

- 8.13 The Contractor shall commence the execution of the Works as soon as is reasonably practicable after the Commencement Date and shall then proceed with the Works with due expedition and without delay.

8.2 Time for Completion

The Contractor shall complete the whole of the Works, and each Section (if any), within the Time for Completion for the Works or Section (as the case may be), including:

- a) Achieving the passing of the Test on Completion, and
- b) completing all work which is stated in the Contract as being required for the Works or Section to be considered to be completed for the purposes of taking-over under Sub-Clause 10.1 [Taking Over of the Works and Sections].

8.3 Programme

- 8.3.1 The Contractor shall submit a detailed time programme to the Architect within 14 days after receiving the notice under Sub-Clause 8.1 [Commencement of Works]. The Contractor shall also submit a revised programme whenever the previous programme is inconsistent with actual progress or with the Contractor's obligations. Each programme shall include:

- a) The order in which the Contractor intends to carry out the Works, including the anticipated timing of each stage of design (if any), Contractor's Documents, procurement, manufacture of Plant, delivery to Site, construction, erection and testing,
- b) each of these stages for work by each nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]),
- c) the sequence and timing of inspections and tests specified in the Contract, and
- d) a supporting report which includes:
 - i) a general description of the methods which the Contractor intends to adopt, and of the major stages, in the execution of the Works, and
 - ii) details showing the Contractor's reasonable estimate of the number of each class of Contractor's Personnel and of each type of Contractor's Equipment, required on the Site for each major stage.

- 8.3.2 Unless the Engineer, within 14 days after receiving a programme, gives notice to the Contractor stating the extent to which it does not comply with the Contract, the Contractor shall proceed in accordance with the programme, subject to his other obligations under the Contract. The Procuring Entity's Personnel shall be entitled to rely upon the programme when planning their activities.

- 8.3.3 The Contractor shall promptly give notice to the Architect of specific probable future events or circumstances which may adversely affect the work, increase the Contract Price or delay the execution of the Works.

- 8.3.4 If, at anytime, the Architect gives notice to the Contractor that a programme fails (to the extent stated) to comply with the Contractor to be consistent with actual progress and the Contractor's stated intentions, the Contractor shall submit a revised programme to the Architect in accordance with this Sub-Clause.

8.4 Extension of Time for Completion

- 8.4.1 The Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to an extension of the Time for Completion if and to the extent that completion for the purposes of Sub-Clause 10.1 [Taking Over of the Works and Sections] is or will be delayed by any of the following causes:

- a) a Variation (unless an adjustment to the Time for Completion has been agreed under Sub-Clause 13.3 [Variation Procedure]) or other substantial change in the quantity of an item of work included in the Contract,
- b) a cause of delay giving an entitlement to extension of time under a Sub-Clause of these Conditions,
- c) exceptionally adverse climatic conditions,
- d) Unforeseeable shortages in the availability of personnel or Goods caused by epidemic or governmental actions, or
- e) any delay, impediment or prevention caused by or attributable to the Procuring Entity, the Procuring Entity's Personnel, or the Procuring Entity's other contractors.

- 8.4.2 If the Contractor considers itself to be entitled to an extension of the Time for Completion, the Contractor shall give notice to the Architect in accordance with Sub-Clause 20.1 [Contractor's Claims]. When

determining each extension of time under Sub-Clause 20.1, the Architect shall review previous determinations and may increase, but shall not decrease, the total extension of time.

8.5 Delays Caused by Authorities

If the following conditions apply, namely:

- a) The Contractor has diligently followed the procedures laid down by the relevant legally constituted public authorities in Kenya,
- b) These authorities delay or disrupt the Contractor's work, and
- c) the delay or disruption was Unforeseeable, then this delay or disruption will be considered as a cause of delay under sub-paragraph (b) of Sub-Clause 8.4 [Extension of Time for Completion].

8.6 Rate of Progress

- 8.6.1 If, at anytime:
- a) Actual progress is too slow to complete within the Time for Completion, and/or
 - b) Progress has fallen (or will fall) behind the current programme under Sub-Clause 8.3 [Programme], other than as a result of a cause listed in Sub-Clause 8.4 [Extension of Time for Completion], then the Architect may instruct the Contractor to submit, under Sub-Clause 8.3 [Programme], a revised programme and supporting report describing the revised methods which the Contractor proposes to adopt in order to expedite progress and complete within the Time for Completion.
- 8.6.2 Unless the Architect notifies otherwise, the Contractor shall adopt these revised methods, which may require increases in the working hours and/or in the numbers of Contractor's Personnel and/or Goods, at the risk and cost of the Contractor. If these revised methods cause the Procuring Entity to incur additional costs, the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay these costs to the Procuring Entity, in addition to delay damages (if any) under Sub-Clause 8.7 below.
- 8.6.3 Additional costs of revised methods including acceleration measures, instructed by the Architect to reduce delays resulting from causes listed under Sub-Clause 8.4 [Extension of Time for Completion] shall be paid by the Procuring Entity, without generating, however, any other additional payment benefit to the Contractor.

8.7 Delay Damages

- 8.7.1 If the Contractor fails to comply with Sub-Clause 8.2 [Time for Completion], the Contractor shall subject to notice under Sub-Clause 2.5 [Procuring Entity's Claims] pay delay damages to the Procuring Entity for this default. These delay damages shall be the sum stated in the **Special Conditions of Contract**, which shall be paid for everyday which shall elapse between the relevant Time for Completion and the date stated in the taking-Over Certificate. However, the total amount due under this Sub-Clause shall not exceed the maximum amount of delay damages (if any) stated in the Special Conditions of Contract.
- 8.7.2 These delay damages shall be the only damages due from the Contractor for such default, other than in the event of termination under Sub-Clause 15.2 [Termination by Procuring Entity] prior to completion of the Works. These damages shall not relieve the Contractor from his obligation to complete the Works, or from any other duties, obligations or responsibilities which he may have under the Contract.

8.8 Suspension of Work

- 8.8.1 The Architect may at anytime instruct the Contractor to suspend progress of part or all of the Works. During such suspension, the Contractor shall protect, store and secure such part or the Works against any deterioration, loss or damage.
- 8.8.2 The Architect may also notify the cause for the suspension. If and to the extent that the cause is notified and is the responsibility of the Contractor, the following Sub-Clauses 8.9, 8.10 and 8.11 shall not apply.

8.9 Consequences of Suspension

- 8.9.1 If the Contractor suffers delay and/or incurs Cost from complying with the Architect instructions under Sub-Clause 8.8 [Suspension of Work] and/or from resuming the work, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) Payment of any such Cost, which shall be included in the Contract Price.
- 8.9.2 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.
- 8.9.3 The Contractor shall not be entitled to an extension of time for, or to payment of the Cost incurred in, making good the consequences of the Contractor's faulty design, workmanship or materials, or of the Contractor's failure to protect, store or secure in accordance with Sub-Clause 8.8 [Suspension of Work].

8.10 Payment for Plant and Materials in Event of Suspension

The Contractor shall be entitled to payment of the value (as at the date of suspension) of Plant and/ or Materials which have not been delivered to Site, if:

- a) The work on Plant or delivery of Plant and/ or Materials has been suspended for more than 30 days, and
- b) the Contractor has marked the Plant and/or Materials as the Procuring Entity's property in accordance with the Architect instructions.

8.11 ProlongedSuspension

If the suspension under Sub-Clause 8.8 [Suspension of Work] has continued for more than 84 days, the Contractor may request the Architect permission to proceed. If the Architect does not give permission within 30 days after being requested to do so, the Contractor may, by giving notice to the Engineer, treat the suspension as an omission under Clause 13 [Variations and Adjustments] of the affected part of the Works. If the suspension affects the whole of the Works, the Contractor may give notice of termination under Sub-Clause 16.2 [Termination by Contractor].

8.12 Resumption of Work

After the permission or instruction to proceed is given, the Contractor and the Architect shall jointly examine the Works and the Plant and Materials affected by the suspension. The Contractor shall make good any deterioration or defect in or loss of the Works or Plant or Materials, which has occurred during the suspension after receiving from the Architect an instruction to this effect under Clause 13 [Variations and Adjustments].

9 TESTS ON COMPLETION

9.1 Contractor's Obligations

9.1.1 The Contractor shall carry out the Tests on Completion in accordance with this Clause and Sub-Clause 7.4 [Testing], after providing the documents in accordance with sub-paragraph (d) of Sub-Clause 4.1 [Contractor's General Obligations].

9.1.2 The Contractor shall give to the Architect not less than 21 days' notice of the date after which the Contractor will be ready to carry out each of the Tests on Completion. Unless otherwise agreed, Tests on Completion shall be carried out within 14 days after this date, on such day or days as the Architect shall instruct.

9.1.3 In considering the results of the Tests on Completion, the Architect shall make allowances for the effect of any use of the Works by the Procuring Entity on the performance or other characteristics of the Works. As soon as the Works, or a Section, have passed any Tests on Completion, the Contractor shall submit a certified report of the results of these Tests to the Engineer.

9.2 Delayed Tests

9.2.1 If the Tests on Completion are being unduly delayed by the Procuring Entity, Sub-Clause 7.4 [Testing] (fifth paragraph) and/ or Sub-Clause 10.3 [Interference with Tests on Completion] shall be applicable.

9.2.2 If the Tests on Completion are being unduly delayed by the Contractor, the Architect may by notice require the Contractor to carry out the Tests within 21 days after receiving the notice. The Contractor shall carry out the Tests on such day or days within that period as the Contractor may fix and of which he shall give notice to the Engineer.

9.2.3 If the Contractor fails to carry out the Tests on Completion within the period of 21 days, the Procuring Entity's Personnel may proceed with the Tests at the risk and cost of the Contractor. The Tests on Completion shall then be deemed to have been carried out in the presence of the Contractor and the results of the Tests shall be accepted as accurate.

9.3 Retesting of related works

If the Works, or a Section, fail to pass the Tests on Completion, Sub-Clause 7.5 [Rejection] shall apply, and the Architect or the Contractor may require the failed Tests, and Tests on Completion on any related work, to be repeated under the same terms and conditions.

9.4 Failure to Pass Tests on Completion

9.4.1 If the Works, or a Section, fail to pass the Tests on Completion repeated under Sub-Clause 9.3 [Retesting],

the Architect shall be entitled to:

- a) Order further repetition of Tests on Completion under Sub-Clause 9.3; or
- b) if the failure deprives the Procuring Entity of substantially the whole benefit of the Works or Section, reject the Works or Section (as the case may be), in which event the Procuring Entity shall have the same remedies as are provided in sub-paragraph (c) of Sub-Clause 1.4 [Failure to Remedy Defects].

10. PROCURING ENTITY'S TAKING OVER

10.1 Taking Over of the Works and Sections

- 10.1.1 Except as stated in Sub-Clause 9.4 [Failure to Pass Tests on Completion], the Works shall be taken over by the Procuring Entity when (i) the Works have been completed in accordance with the Contract, including the matters described in Sub-Clause 8.2 [Time for Completion] and except as allowed in sub-paragraph (a) below, and (ii) a Taking-Over Certificate for the Works has been issued, or is deemed to have been issued in accordance with this Sub-Clause.
- 10.1.2 The Contractor may apply by notice to the Architect for a Taking-Over Certificate not earlier than 14 days before the Works will, in the Contractor's opinion, be complete and ready for taking over. If the Works are divided into Sections, the Contractor may similarly apply for a Taking-Over Certificate for each Section.
- 10.1.3 The Architect shall, within 30 days after receiving the Contractor's application:
- a) Issue the Taking-Over Certificate to the Contractor, stating the date on which the Works or Section were completed in accordance with the Contract, except for any minor outstanding work and defects which will not substantially affect the use of the Works or Section for their intended purpose (either until or whilst this work is completed and these defects are remedied); or
 - b) reject the application, giving reasons and specifying the work required to be done by the Contractor to enable the Taking-Over Certificate to be issued. The Contractor shall then complete this work before issuing a further notice under his Sub-Clause.
- 10.1.4 If the Architect fails either to issue the Taking-Over Certificate or to reject the Contractor's application within the period of 30 days, and if the Works or Section (as the case may be) are substantially in accordance with the Contract, the Taking-Over Certificate shall be deemed to have been issued on the last day of that period.

10.2 Taking Over of Parts of the Works

- 10.2.1 The Architect may, at the sole discretion of the Procuring Entity, issue a Taking-Over Certificate for any part of the Permanent Works.
- 10.2.2 The Procuring Entity shall not use any part of the Works (other than as a temporary measure which is either specified in the Contract or agreed by both Parties) unless and until the Architect has issued a Taking-Over Certificate for this part. However, if the Procuring Entity does use any part of the Works before the Taking-Over Certificate is issued:
- a) The part which is used shall be deemed to have been taken over as from the date on which it is used,
 - b) the Contractor shall cease to be liable for the care of such part as from this date, when responsibility shall pass to the Procuring Entity, and
 - c) if requested by the Contractor, the Architect shall issue a Taking-Over Certificate for this part.
- 10.2.3 After the Architect has issued a Taking-Over Certificate for a part of the Works, the Contractor shall be given the earliest opportunity to take such steps as may be necessary to carry out any outstanding Tests on Completion. The Contractor shall carry out these Tests on Completion as soon as practicable before the expiry date of the relevant Defects Notification Period.
- 10.2.4 If the Contractor incurs Cost as a result of the Procuring Entity taking over and/or using a part of the Works, other than such use as is specified in the Contract agreed by the Contractor, the Contractor shall (i) give notice to the Architect and (ii) be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to payment of any such accrued costs, which shall be included in the Contract Price. After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this accrued cost.
- 10.2.5 If a Taking-Over Certificate has been issued for a part of the Works (other than a Section), the delay damages there after for completion of the remainder of the Works shall be reduced. Similarly, the delay damages for the remainder of the Section (if any) in which this part is included shall also be reduced. For any period of delay after the date stated in this Taking-Over Certificate, the proportional reduction in these delay damages shall be calculated as the proportion which the value of the part so certified bears to the value of the Works or

Section (as the case may be) as a whole. The Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these proportions. The provisions of this paragraph shall only apply to the daily rate of delay damages under Sub-Clause 8.7 [Delay Damages] and shall not affect the maximum amount of these damages.

103 Interference with Tests on Completion

- 103.1 If the Contractor is prevented, for more than 14 days, from carrying out the Tests on Completion by a cause for which the Procuring Entity is responsible, the Procuring Entity shall be deemed to have taken over the Works or Section (as the case may be) on the date when the Tests on Completion would otherwise have been completed.
- 103.2 The Architect shall then issue a Taking-Over Certificate accordingly, and the Contractor shall carry out the Tests on Completion as soon as practicable, before the expiry date of the Defects Notification Period. The Architect shall require the Tests on Completion to be carried out by giving 14 days' notice and in accordance with the relevant provisions of the Contract.
- 103.3 If the Contractor suffers delay and/or incurs Cost as a result of this delay in carrying out the Tests on Completion, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such accrued costs, which shall be included in the Contract Price.
- 103.4 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

104 Surfaces Requiring Reinstatement

Except as otherwise stated in a Taking-Over Certificate, a certificate for a Section or part of the Works shall not be deemed to certify completion of any ground or other surfaces requiring reinstatement.

11. DEFECTS LIABILITY

11.1 Completion of Outstanding Work and Remedying Defects

- 11.1.1 In order that the Works and Contractor's Documents, and each Section, shall be in the condition required by the Contract (fairwear and tear excepted) by the expiry date of the relevant Defects Notification Period or as soon as practicable there after, the Contractor shall:
- a) complete any work which is outstanding on the date stated in a Taking-Over Certificate, within such reasonable time as is instructed by the Engineer, and
 - b) execute all work required to remedy defects or damage, as may be notified by (or on behalf of) the Procuring Entity on or before the expiry date of the Defects Notification Period for the Works or Section (as the case may be).
- 11.1.2 If a defect appears or damage occurs, the Contractor shall be notified accordingly by the Engineer.

11.2 Cost of Remedying Defects

- 11.2.1 All work referred to in sub-paragraph (b) of Sub-Clause 11.1 [Completion of Outstanding Work and Remedying Defects] shall be executed at the risk and cost of the Contractor, if and to the extent that the work is attributable to:
- a) Any design for which the Contractor is responsible,
 - b) Plant, Materials or workmanship not being in accordance with the Contract, or
 - c) Failure by the Contractor to comply with any other obligation.
- 11.2.2 If and to the extent that such work is attributable to any other cause, the Contractor shall be notified promptly by (or on behalf of) the Procuring Entity, and Sub-Clause 13.3 [Variation Procedure] shall apply.

11.3 Extension of Defects Notification Period

- 11.3.1 The Procuring Entity shall be entitled subject to Sub-Clause 2.5 [Procuring Entity's Claims] to an extension

of the Defects Notification Period for the Works or a Section if and to the extent that the Works, Section or a major item of Plant (as the case may be, and after taking over) cannot be used for the purposes for which they are intended by reason of a defect or by reason of damage attributable to the Contractor. However, a Defects Notification Period shall not be extended by more than two years.

- 11.3.2 If delivery and/ or erection of Plant and/ or Materials was suspended under Sub-Clause 8.8 [Suspension of Work] or Sub-Clause 16.1 [Contractor's Entitlement to Suspend Work], the Contractor's obligations under this Clause shall not apply to any defect or damage occurring more than two years after the Defects Notification Period for the Plant and/ or Materials would otherwise have expired.

11.4 Failure to Remedy Defects

- 11.4.1 If the Contractor fails to remedy any defect or damage within a reasonable time, a date may be fixed by the Engineer, on or by which the defect or damage is to be remedied. The Contractor shall be given reasonable notice of this date.
- 11.4.2 If the Contractor fails to remedy the defect or damage by this notified date and this remedial work was to be executed at the cost of the Contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Procuring Entity may (at his option):
- (a) Carry out the work itself or by others, in a reasonable manner and at the Contractor's cost, but the Contractor shall have no responsibility for this work; and the Contractor shall subject to Sub-Clause 2.5 [Procuring Entity's Claims] pay to the Procuring Entity the costs reasonably incurred by the Procuring Entity in remedying the defect or damage;
 - (b) Require the Architect to agree or determine a reasonable reduction in the Contract Price in accordance with Sub-Clause 3.5 [Determinations]; or
 - (c) if the defect or damage deprives the Procuring Entity of substantially the whole benefit of the Works or any major part of the Works, terminate the Contract as a whole, or in respect of such major part which cannot be put to the intended use. Without prejudice to any other rights, under the Contract otherwise, the Procuring Entity shall then be entitled to recover all sums paid for the Works or for such part (as the case may be), plus financing costs and the cost of dismantling the same, clearing the Site and returning Plant and Materials to the Contractor.

11.5 Removal of Defective Work

If the defect or damage cannot be remedied expeditiously on the Site and the Procuring Entity gives consent, the Contractor may remove from the Site for the purposes of repair such items of Plant as are defective or damaged. This consent may require the Contractor to increase the amount of the Performance Security by the full replacement cost of these items, or to provide other appropriate security.

11.6 Further Tests

- 11.6.1 If the work of remedying of any defect or damage may affect the performance of the Works, the Architect may require the repetition of any of the tests described in the Contract. The requirement shall be made by notice within 14 days after the defect or damage is remedied.
- 11.6.2 These tests shall be carried out in accordance with the terms applicable to the previous tests, except that they shall be carried out at the risk and cost of the Party liable, under Sub-Clause 11.2 [Cost of Remedying Defects], for the cost of the remedial work.

11.7 Right of Access

Until the Completion Certificate has been issued, the Contractor shall have such right of access to the Works as is reasonably required in order to comply with this Clause, except as may be inconsistent with the Procuring Entity's reasonable security restrictions.

11.8 Contractor to Search

The Contractor shall, if required by the Engineer, search for the cause of any defect or parts of the works that have already accepted, under the direction of the Engineer. Unless the defect is to be remedied at the cost of the Contractor under Sub-Clause 11.2 [Cost of Remedying Defects], the Cost of the search plus profit shall be agreed or determined by the Architect in accordance with Sub-Clause 3.5 [Determinations] and shall be included in the Contract Price.

11.9 Completion Certificate

- 11.9.1 Performance of the Contractor's obligations shall not be considered to have been completed until the Architect has issued the Completion Certificate to the Contractor, stating the date on which the Contractor completed his obligations under the Contract.
- 11.9.2 The Architect shall issue the Completion Certificate within 30 days after the latest of the expiry dates of the Defects Liability Period, or as soon thereafter as the Contractor has supplied all the Contractor's Documents and completed and tested all the Works, including remedying any defects. A copy of the Completion Certificate shall be issued to the Procuring Entity.
- 11.9.3 Only the Completion Certificate shall be deemed to constitute acceptance of the Works.

11.10 Unfulfilled Obligations

After the Completion Certificate has been issued, each Party shall remain liable for the fulfilment of any obligation which remains unperformed at that time. For the purposes of determining the nature and extent of unperformed obligations, the Contract shall be deemed to remain in force.

11.11 Clearance of Site

- 11.11.1 Upon receiving the Completion Certificate, the Contractor shall remove any remaining Contractor's Equipment, surplus material, wreckage, rubbish and Temporary Works from the Site.
- 11.11.2 If all these items have not been removed within 30 days after receipt by the Contractor of the Completion Certificate, the Procuring Entity may sell or otherwise dispose of any remaining items. The Procuring Entity shall be entitled to be paid the costs incurred in connection with, or attributable to, such sale or disposal and restoring the Site.
- 11.11.3 Any balance of the moneys from the sale shall be paid to the Contractor. If these moneys are less than the Procuring Entity's costs, the Contractor shall pay the outstanding balance to the Procuring Entity.

12 MEASUREMENT AND DEVALUATION

12.1 Works to be Measured

- 12.1.1 The Works shall be measured, and valued for payment, in accordance with this Clause. The Contractor shall show in each application under Sub-Clauses 14.3 [Application for Interim Payment Certificates], 14.10 [Statement on Completion] and 14.11 [Application for Final Payment Certificate] the quantities and other particulars detailing the amounts which he considers to be entitled under the Contract.
- 12.1.2 Whenever the Architect requires any part of the Works to be measured, reasonable notice shall be given to the Contractor's Representative, who shall:
- a) promptly either attend or send another qualified representative to assist the Architect in making the measurement, and
 - b) supply any particulars requested by the Engineer.
- 12.1.3 If the Contractor fails to attend or send a representative, the measurement made by the Architect shall be accepted as accurate.
- 12.1.4 Except as otherwise stated in the Contract, wherever any Permanent Works are to be measured from records, these shall be prepared by the Engineer. The Contractor shall, as and when requested, attend to examine and agree her records with the Engineer, and shall sign the same when agreed. If the Contractor does not attend, the records shall be accepted as accurate.
- 12.1.5 If the Contractor examines and disagrees the records, and/ or does not sign them as agreed, then the Contractor shall give notice to the Architect of the respects in which the records are asserted to be inaccurate. After receiving this notice, the Architect shall review the records and either confirm or vary them and certify the payment of the undisputed part. If the Contractor does not so give notice to the Architect within 14 days after being requested to examine the records, they shall be accepted as accurate.

12.2 Method of Measurement

Except as otherwise stated in the Contract:

- a) Measurement shall be made of the net actual quantity of each item of the Permanent Works, and
- b) the method of measurement shall be in accordance with the Bill of Quantities or other applicable

Schedules.

12.3 Evaluation

- 12.3.1 Except as otherwise stated in the Contract, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of work one by evaluating each item of work, applying the measurement agreed or determined in accordance with the above Sub-Clauses 12.1 and 12.2 and the appropriate rate or price for the item.
- 12.3.2 For each item of work, the appropriate rate or price for the item shall be the rate or price specified for such item in the Contractor, if there is no such item, specified for similar work.
- 12.3.3 Any item of work included in the Bill of Quantities for which no rate or price was specified shall be considered as included in other rates and prices in the Bill of Quantities and will not be paid for separately.
- 12.3.4 However, for a new item of work, a new rate or price shall be appropriate for such item of work if:
- a) The work is instructed under Clause 13 [Variations and Adjustments],
 - b) no rate or price is specified in the Contract for this item, and
 - c) no specified rate or price is appropriate because the item of work is not of similar character, or is not executed under similar conditions, as any item in the Contract.
- 12.3.5 Each new rate or price shall be derived from any relevant rates or prices in the Contract. If no rates or prices are relevant for the new item of work, it shall be derived from the reasonable Cost of executing such work, prevailing market rates, together with profit, taking account of any other relevant matters.
- 12.3.6 Until such time as an appropriate rate or price is agreed or determined, the Architect shall determine a provisional rate or price for the purposes of Interim Payment Certificates as soon as the concerned work commences.
- 12.3.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (*which would be the tender price*), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$.

12.4 Omissions

Whenever the omission of any work forms part (or all) of a Variation, the value of which has not been agreed, if:

- a) The Contractor will incur (or has incurred) cost which, if the work had not been omitted, would have been deemed to be covered by a sum forming part of the Accepted Contract Amount;
- b) The omission of the work will result (or has resulted) in this sum not forming part of the Contract Price; and
- c) this cost is not deemed to be included in the evaluation of any substituted work; then the Contractor shall give notice to the Architect accordingly, with supporting particulars. Upon receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine this cost, which shall be included in the Contract Price.

13. VARIATIONS AND ADJUSTMENTS

13.1 Right to Vary

- 13.1.1 Variations may be initiated by the Architect at any time prior to issuing the Taking-Over Certificate for the Works, either by an instruction or by a request for the Contractor to submit a proposal. No Variation instructed by the Architect under this Clause shall in any way vitiate or invalidate the Contract.
- 13.1.2 The Contractor shall execute and be bound by each Variation, unless the Contractor promptly gives notice to the Architect stating (with supporting particulars) that (i) the Contractor cannot readily obtain the Goods required for the Variation, or (ii) such Variation triggers a substantial change in the sequence or progress of the Works. Upon receiving this notice, the Architect shall cancel, confirm or vary the instruction.
- 13.1.3 Each Variation may include:
- a) changes to the quantities of any item of work included in the Contract (however, such changes do not necessarily constitute a Variation),

- b) changes to the quality and other characteristics of any item of work,
- c) changes to the levels, positions and/ or dimensions of any part of the Works,
- d) omission of any work unless it is to be carried out by others,
- e) any additional work, Plant, Materials or services necessary for the Permanent Works, including any associated Tests on Completion, boreholes and other testing and exploratory work, or
- f) changes to the sequence or timing of the execution of the Works.

13.14 The Contractor shall not make any alteration and/or modification of the Permanent Works, unless and until the Architect instructs after obtaining approval of the Procuring Entity.

132 Variation Order Procedure

13.21 Prior to any Variation Order under Sub-Clause 13.1.4 the Architect shall notify the Contractor of the nature and form of such variation. As soon as possible after having received such notice, the Contractor shall submit to the Engineer:

- a) A description of work, if any, to be performed and a programme for its execution, and
- b) the Contractor's proposals for any necessary modifications to the Programme according to Sub-Clause 8.3 or to any of the Contractor's obligations under the Contract, and
- c) the Contractor's proposals for adjustment to the Contract Price.

Following the receipt of the Contractor's submission the Architect shall, after due consultation with the Employer and the Contractor, decide as soon as possible whether or not the variation shall be carried out. If the Architect decides that the variation shall be carried out, he shall issue a Variation Order clearly identified as such in accordance with the Contractor's submission or as modified by agreement.

If the Architect and the Contractor are unable to agree the adjustment of the Contract Price, the provisions of Sub-Clause 13.2.2 shall apply.

132.2 Disagreement on Adjustment of the Contract Price

If the Contractor and the Architecture unable to agree on the adjustment of the Contract Price, the adjustment shall be determined in accordance with the rates specified in the Bills of Quantities or Schedule of Daywork Prices. If the rates contained in the Bills of Quantities or Dayworks Prices are not directly applicable to the specific work in question, suitable rates shall be established by the Architect reflecting the level of pricing in the Dayworks Prices. Where rates are not contained in the said Prices, the amount shall be such as is in all the circumstances reasonable, reflecting a market price. Due account shall be taken of any over- or under-recovery of overheads by the Contractor in consequence of the variation. The Contractor shall also be entitled to be paid:

- a) The cost of any partial execution of the Work rendered useless by any such variation,
- b) The cost of making necessary alterations to Plant already manufactured or in the course of manufacture or of any work done that has to be altered in consequence of such a variation,
- c) any additional costs incurred by the Contractor by the disruption of the progress of the Works as detailed in the Programme, and
- d) the net effect of the Contractor's financial costs, including interest, caused by the variation.

The Architect shall on this basis determine the rates or prices to enable on-account payment to be included in certificates of payment.

132.3 Contractor to Proceed

On receipt of a Variation Order, the Contractor shall forth with proceed to carry out the variation and be bound to these Conditions in so doing as if such variation was stated in the Contract. The work shall not be delayed pending the granting of an extension of the Time for Completion or an adjustment to the Contract Price under Sub-Clause 13.3.

133 Value Engineering

13.3.1 The Contractor may, at anytime, submit to the Architect written proposal which (in the Contractor's opinion) will, if adopted, (i) accelerate completion, (ii) reduce the cost to the Procuring Entity of executing, maintaining or operating the Works, (iii) improve the efficiency or value to the Procuring Entity of the completed Works, or
(iv) otherwise be of benefit to the Procuring Entity.

- 13.3.2 The proposal shall be prepared at the cost of the Contractor and shall include the items listed in Sub-Clause 13.3 [Variation Procedure].
- 13.2.3 If a proposal, which is approved by the Engineer, includes a change in the design of part of the Permanent Works, then unless otherwise agreed by both Parties:
- a) The Contractor shall design this part,
 - b) sub-paragraphs (a) to (d) of Sub-Clause 4.1 [Contractor's General Obligations] shall apply, and
 - c) if this change results in a reduction in the contract value of this part, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine a fee, which shall be included in the Contract Price. This fee shall be half (50%) of the difference between the following amounts:
 - i) such reduction in contract value, resulting from the change, excluding adjustments under Sub-Clause 13.8 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost], and
 - ii) the reduction (if any) in the value to the Procuring Entity of the varied works, taking account of any improvement in quality, anticipated life or operational efficiencies.
- 13.3.4 However, if the amount established in item 13.2.3 (c) (i) is less than amount established in item 13.2.3 (c) (ii), there shall not be a fee. However, if the if the amount established in item 13.2.3 (c) (i) is more than amount established in item 13.2.3 (c) (ii), it shall result in a price variation to the Procuring Entity.

134 Variation Procedure for Value Engineering proposal

- 13.4.1 If the Architect requests a proposal, prior to instructing a Variation, the Contractor shall respond in writing as soon as practicable, either by giving reasons why he cannot comply (if this is the case) or by submitting:
- a) A description of the proposed work to be performed and a programme for its execution,
 - b) the Contractor's proposal for any necessary modifications to the programme according to Sub-Clause 8.3 [Programme] and to the Time for Completion, and
 - c) the Contractor's proposal for evaluation of the Variation.
- 13.4.2 The Architect shall, as soon as practicable after receiving such proposal (under Sub-Clause 13.2 [Value Project Engineering] or otherwise), respond with approval, disapproval or comments. The Contractor shall not delay any work whilst a waiting a response.
- 13.4.3 Each instruction to execute a Variation, with any requirements for the recording of Costs, shall be issued by the Architect to the Contractor, who shall acknowledge receipt.
- 13.4.4 Each Variation shall be evaluated in accordance with Clause 12 [Measurement and Evaluation], unless the Architect instructs or approves otherwise in accordance with this Clause.

135 Payment in Applicable Currencies

If the Contract provides for payment of the Contract Price in more than one currency, then whenever an adjustment is agreed, approved or determined as stated above, the amount payable in each of the applicable currencies shall be specified. For this purpose, reference shall be made to the actual or expected currency proportions of the Cost of the varied work, and to the proportions of various currencies specified for payment of the Contract Price.

136 Provisional Sums

- 13.6.1 Each Provisional Sum shall only be used, in whole or in part, in accordance with the Architect instructions, and the Contract Price shall be adjusted accordingly. The total sum paid to the Contractor shall include only such amounts, for the work, supplies or services to which the Provisional Sum relates, as the Architect shall have instructed. For each Provisional Sum, the Architect May instruct:
- a) Work to be executed (including Plant, Materials or services to be supplied) by the Contractor and valued under Sub-Clause 13.3 [Variation Procedure]; and/or
 - b) Plant, Materials or services to be purchased by the Contractor, from a nominated Subcontractor (as defined in Clause 5 [Nominated Subcontractors]) or otherwise; and for which there shall be included in the Contract Price:
 - i) The actual amounts paid (or due to be paid) by the Contractor, and
 - ii) a sum for overhead charges and profit, calculated as a percentage of these actual amounts by applying the relevant percentage rate (if any) stated in the appropriate Schedule. If there is no such rate, the percentage rate stated in the **Special Conditions of Contract** shall be applied.

13.6.2 The Contractor shall, when required by the Engineer, produce quotations, invoices, vouchers and accounts or receipts in substantiation.

13.7 Dayworks

13.7.1 For work of a minor or incidental nature, the Architect may instruct that a Variation shall be executed on a daywork basis. The work shall then be valued in accordance with the Daywork Schedule included in the Contract, and the following procedure shall apply. If a Daywork Schedule is not included in the Contract, this Sub-Clause shall not apply.

13.7.2 Before ordering Goods for the work, the Contractor shall submit quotations to the Engineer. When applying for payment, the Contractor shall submit invoices, vouchers and accounts or receipts for any Goods.

13.7.3 Except for any items for which the Daywork Schedule specifies that payment is not due, the Contractor shall deliver each day to the Architect accurate statements induplicate which shall include the following details of the resources used in executing the previous day's work:

- a) The names, occupations and time of Contractor's Personnel,
- b) the identification, type and time of Contractor's Equipment and Temporary Works, and
- c) the quantities and types of Plant and Materials used.

13.7.4 One copy of each statement will, if correct, or when agreed, be signed by the Architect and returned to the Contractor. The Contractor shall then submit priced statements of these resources to the Engineer, prior to their inclusion in the next Statement under Sub-Clause 14.3 [Application for Interim Payment Certificates].

13.8 Adjustments for Changes in Legislation

13.8.1 The Contract Price shall be adjusted to take account of any increase or decrease in Cost resulting from a change in the Laws of Kenya (including the introduction of new Laws and the repeal or modification of existing Laws) or in the judicial or official governmental interpretation of such Laws, made after the Base Date, which affect the Contractor in the performance of obligations under the Contract.

13.8.2 If the Contractor suffers (or will suffer) delay and/or incurs (or will incur) additional Cost as a result of these changes in the Laws or in such interpretations, made after the Base Date, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) payment of any such Cost, which shall be included in the Contract Price.

13.8.3 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

13.8.4 Notwithstanding the foregoing, the Contractor shall not be entitled to an extension of time if the relevant delay has already been taken into account in the determination of a previous extension of time and such Cost shall not be separately paid if the same shall already have been taken into account in the indexing of any inputs to the table of adjustment data in accordance with the provisions of Sub-Clause 13.8 [Adjustments for Changes in Cost].

13.9 Adjustments for Changes in Cost

13.9.1 In this Sub-Clause, "table of adjustment data" means the completed table of adjustment data for local and foreign currencies included in the Schedules. If there is no such table of adjustment data, this Sub-Clause shall not apply.

13.9.2 If this Sub-Clause applies, the amounts payable to the Contractor shall be adjusted for rises or falls in the cost of labor, Goods and other inputs to the Works, by the addition or deduction of the amounts determined by the formulae prescribed in this Sub-Clause. To the extent that full compensation for any rise or fall in Costs is not covered by the provisions of this or other Clauses, the Accepted Contract Amount shall be deemed to have included a mounts to cover the contingency of other rises and falls in costs.

13.9.3 The adjustment to be applied to the amount otherwise payable to the Contractor, as valued in accordance with the appropriate Schedule and certified in Payment Certificates, shall be determined from formulae for each of the currencies in which the Contract Price is payable. No adjustment is to be applied to work valued on the basis of Cost or current prices. The formulae shall be of the following general type:

Price Adjustment Formula

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

$$P = A + B \frac{I_m}{I_o}$$

where:

P is the adjustment factor for the portion of the Contract Price payable.

A and **B** are coefficients **specified in the SCC**, representing then on adjustable and adjustable portions, respectively, of the Contract Price payable and

I_m is the index prevailing at the end of the month being invoiced and **I_o** is the index prevailing 30 days before Bid opening for inputs payable.

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

- 1394 The cost indices or reference prices stated in the table of adjustment data shall be used. If their source is in doubt, it shall be determined by the Engineer. Forth is purpose, reference shall be made to the values of the indices at stated dates (quoted in the fourth and fifth columns respectively of the table) for the purposes of clarification of the source; although these dates (and thus these values) may not correspond to the base cost indices.
- 1395 Incases where the “currency of index” is not the relevant currency of payment, each index shall be converted into the relevant currency of payment at the selling rate, established by the Central Bank of Kenya, of this relevant currency on the above date for which the index is required to be applicable.
- 1396 Until such time as each current cost index is available, the Architect shall determine a provisional index for the issue of Interim Payment Certificates. When a current cost index is available, the adjustment shall be recalculated accordingly.
- 1397 If the Contractor fails to complete the Works within the Time for Completion, adjustment of prices there after shall be made using either (i) each index or price applicable on the date 49 days prior to the expiry of the Time for Completion of the Works, or (ii) the current index or price, whichever is more favorable to the Procuring Entity.
- 1398 The weightings (coefficients) for each of the factors of cost stated in the table(s) of adjustment data shall only be adjusted if they have been rendered unreasonable, unbalanced or in applicable, as a result of Variations.

14 CONTRACT PRICE AND PAYMENT

14.1 The Contract Price

14.1.1 Unless otherwise stated in the Special Conditions:

- The value of the payment certificate shall be agreed or determined under Sub-Clause 12.3 [Evaluation] and be subject to adjustments in accordance with the Contract;
- the Contractor shall pay all taxes, duties and fees required to be paid by him under the Contract, and the Contract Price shall not be adjusted for any of these costs except as stated in Sub-Clause 13.7 [Adjustments for Changes in Legislation];
- any quantities which may be set out in the Bill of Quantities or other Schedule are estimated quantities and are not to be taken as the actual and correct quantities:

- i) of the Works which the Contractor is required to execute, or
 - ii) for the purposes of Clause 12 [Measurement and Evaluation]; and
- d) the Contractor shall submit to the Engineer, within 30 days after the Commencement Date, a proposed breakdown of each lump sum price in the Schedules. The Architect may take account of the break down when preparing Payment Certificates but shall not be bound by it.

14.12 Notwithstanding the provisions of subparagraph (b), Contractor's Equipment, including essential spare parts there for, imported by the Contractor for the sole purpose of executing the Contract shall not be exempt from the payment of import duties and taxes upon importation.

14.2 Advance Payment

14.2.1 The Procuring Entity shall make an advance payment, as an interest-free loan for mobilization and cashflow support, when the Contractor submits a guarantee in accordance with this Clause. The total advance payment, the number and timing of instalments (if more than one), and the applicable currencies and proportions, shall be as stated in the **Special Conditions of Contract**.

14.2.2 Unless and until the Procuring Entity receives this guarantee, or if the total advance payment is not stated in the Special Conditions of Contract, this Sub-Clause shall not apply.

14.2.3 The Architect shall deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate for the advance payment or its first instalment after receiving a Statement (under Sub-Clause 14.3 [Application for Interim Payment Certificates]) and after the Procuring Entity receives (i) the Performance Security in accordance with Sub-Clause 4.2 [Performance Security] and (ii) a guarantee in amounts and currencies equal to the advance payment. This guarantee shall be issued by a reputable bank or financial institutions elected by the Contractor and shall be in the form annexed to the Special Conditions or in another form approved by the Procuring Entity.

14.2.4 The Contractor shall ensure that the guarantee is valid and enforceable until the advance payment has been repaid, but its amount shall be progressively reduced by the amount repaid by the Contractor as indicated in the Payment Certificates. If the terms of the guarantee specify its expiry date, and the advance payment has not been repaid by the date 30 days prior to the expiry date, the Contractor shall extend the validity of the guarantee until the advance payment has been repaid.

14.2.5 Unless stated otherwise in the **Special Conditions of Contract**, the advance payment shall be repaid through percentage deductions from the interim payments determined by the Architect in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates], as follows:

- a) Deductions shall commence in the next interim Payment Certificate following that in which the total of all certified interim payments (excluding the advance payment and deductions and repayments of retention) exceeds 30 percent (30%) of the Accepted Contract Amount less Provisional Sums; and
- b) deductions shall be made at the amortization rate stated in the **Special Conditions of Contract** of the amount of each Interim Payment Certificate (excluding the advance payment and deductions for its repayments as well as deductions for retention money) in the currencies and proportions of the advance payment until such time as the advance payment has been repaid; provided that the advance payment shall be completely repaid prior to the time when 90 percent (90%) of the Accepted Contract Amount less Provisional Sums has been certified for payment.

14.2.6 If the advance payment has not been repaid prior to the issue of the Taking-Over Certificate for the Works or prior to termination under Clause 15 [Termination by Procuring Entity], Clause 16 [Suspension and Termination by Contractor] or Clause 19 [Force Majeure] (as the case may be), the whole of the balance then outstanding shall immediately become due and in case of termination under Clause 15 [Termination by Procuring Entity], except for Sub-Clause 14.2.7 [Procuring Entity's Entitlement to Termination for Convenience], payable by the Contractor to the Procuring Entity.

14.3 Application for Interim Payment Certificates

14.3.1 The Contractor shall submit a Statement (in number of copies indicated in the **Special Conditions of**

Contract) to the Architect after the end of each month, in a form approved by the Engineer, showing in detail the amounts to which the Contractor considers itself to be entitled, together with supporting documents which shall include there portion the progress during this month in accordance with Sub-Clause 4.21 [Progress Reports].

- 14.3.2 The Statement shall include the following items, as applicable, which shall be expressed in the various currencies in which the Contract Price is payable, in the sequence listed:
- a) the estimated contract value of the Works executed and the Contractor's Documents produced up to the end of the month (including Variations but excluding items described in sub-paragraphs (b) to (g) below);
 - b) any amounts to be added and deducted for changes in legislation and changes in cost, in accordance with Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost];
 - c) any amount to be deducted for retention, calculated by applying the percentage of retention stated in **the Special Conditions of Contract** to the total of the above amounts, until the amount so retained by the Procuring Entity reaches the limit of Retention Money (if any) stated in **the Special Conditions of Contract**;
 - d) any amounts to be added for the advance payment and (if more than one instalment) and to be deducted for its repayments in accordance with Sub-Clause 14.2 [Advance Payment];
 - e) any amounts to be added and deducted for Plant and Materials in accordance with Sub-Clause 14.5 [Plant and Materials intended for the Works];
 - f) any other additions or deductions which may have become due under the Contract otherwise, including those under Clause 20 [Claims, Disputes and Arbitration]; and
 - g) the deduction of amounts certified in all previous Payment Certificates.

14.4 Schedule of Payments

- 14.4.1 If the Contract includes a schedule of payments specifying the instalments in which the Contract Price will be paid, then unless otherwise stated in this schedule:
- a) The instalments quoted in this schedule of payments shall be the estimated contract values for the purposes of sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates];
 - b) Sub-Clause 14.5 [Plant and Materials intended for the Works] shall not apply; and
 - c) If these instalments are not defined by reference to the actual progress achieved in executing the Works, and if actual progress is found to be less or more than that on which this schedule of payments was based, then the Architect may proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine revised instalments, which shall take account of the extent to which progress is less or more than that on which the instalments were previously based.

- 14.4.2 If the Contract does not include a schedule of payments, the Contractor shall submit non-binding estimates of the payments which he expects to become due during each quarterly period. The first estimate shall be submitted within 42 days after the Commencement Date. Revised estimates shall be submitted at quarterly intervals, until the Taking-Over Certificate has been issued for the Works.

14.5 Plant and Materials intended for the Works

- 14.5.1 If this Sub-Clause applies, Interim Payment Certificates shall include, under sub-paragraph (e) of Sub-Clause 14.3, (i) an amount for Plant and Materials which have been sent to the Site for incorporation in the Permanent Works, and (ii) a reduction when the contract value of such Plant and Materials is included as part of the Permanent Works under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates].
- 14.5.2 If the lists referred to in sub-paragraphs (b)(i) or (c)(i) below are not included in the Schedules, this Sub-Clause shall not apply.
- 14.5.3 The Architect shall determine and certify each addition if the following conditions are satisfied:
- a) The Contractor has:
 - i) kept satisfactory records (including the orders, receipts, Costs and use of Plant and Materials) which are available for inspection, and
 - (ii) submitted statement of the Cost of acquiring and delivering the Plant and Materials to the Site, supported by satisfactory evidence;

and either:

- b) the relevant Plant and Materials:
 - i) are those listed in the Schedules for payment when shipped,
 - ii) have been shipped to Kenya, enroute to the Site, in accordance with the Contract; and
 - iii) are described in a clean shipped bill of lading or other evidence of shipment, which has been submitted to the Architect together with evidence of payment of freight and insurance, any other documents reasonably required, and a bank guarantee in a form and issued by an entity approved by the Procuring Entity in amounts and currencies equal to the amount due under this Sub-Clause: this guarantee may be in a similar form to the form referred to in Sub-Clause 14.2 [Advance Payment] and shall be valid until the Plant and Materials are properly stored on Site and protected against loss, damage or deterioration; or
- c) the relevant Plant and Materials:
 - i) are those listed in the Schedules for payment when delivered to the Site, and
 - ii) have been delivered to and are properly stored on the Site, are protected against loss, damage or deterioration and appear to be in accordance with the Contract.

14.5.4 The additional amount to be certified shall be the equivalent of eighty percent (80%) of the Architect determination of the cost of the Plant and Materials (including delivery to Site), taking account of the documents mentioned in this Sub-Clause and of the contract value of the Plant and Materials.

14.5.5 The currencies for this additional amount shall be the same as those in which payment will become due when the contract value is included under sub-paragraph (a) of Sub-Clause 14.3 [Application for Interim Payment Certificates]. At that time, the Payment Certificate shall include the applicable reduction which shall be equivalent to, and in the same currencies and proportions as, this additional amount for the relevant Plant and Materials.

14.6 Issue of Interim Payment Certificates

14.6.1 No amount will be certified or paid until the Procuring Entity has received and approved the Performance Security. Thereafter, the Architect shall, within 30 days after receiving a Statement and supporting documents, deliver to the Procuring Entity and to the Contractor an Interim Payment Certificate which shall state the amount which the Architect fairly determines to be due, with all supporting particulars for any reduction or withholding made by the Architect on the Statement if any.

14.6.2 However, prior to issuing the Taking-Over Certificate for the Works, the Architect shall not be bound to issue an Interim Payment Certificate in an amount which would (after retention and other deductions) be less than the minimum amount of Interim Payment Certificates (if any) stated **in the Special Conditions of Contract**. In this event, the Architect shall give notice to the Contractor accordingly.

14.6.3 An Interim Payment Certificate shall not be withheld for any other reason, although:

- a) if anything supplied or work done by the Contractor is not in accordance with the Contract, the cost of rectification or replacement may be withheld until rectification or replacement has been completed; and/or
- b) if the Contractor was or is failing to perform any work or obligation in accordance with the Contract, and had been so notified by the Engineer, the value of this work or obligation may be withheld until the work or obligation has been performed.

4.6.4 The Architect may in any Payment Certificate make any correction or modification that should properly be made to any previous Payment Certificate. A Payment Certificate shall not be deemed to indicate the Architect acceptance, approval, consent or satisfaction.

14.7 Payment

14.7.1 The Procuring Entity shall pay to the Contractor:

- a) The advance payment shall be paid within 60 days after signing of the contract by both parties or within 60 days after receiving the documents in accordance with Sub-Clause 4.2 [Performance Security] and Sub-Clause 14.2 [Advance Payment], whichever is later;
- b) The amount certified in each Interim Payment Certificate within 60 days after the Architect Issues Interim Payment Certificate; and

- c) the amount certified in the Final Payment Certificate within 60 days after the Procuring Entity Issues Interim Payment Certificate; or after determination of any disputed amount shown in the Final Statement in accordance with Sub-Clause 16.2 [Termination by Contractor].

14.7.2 Payment of the amount due in each currency shall be made into the bank account, nominated by the Contractor, in the payment country (forth is currency) specified in the Contract.

14.8 Delayed Payment

14.8.1 If the Contractor does not receive payment in accordance with Sub-Clause 14.7 [Payment], the Contractor shall be entitled to receive financing charges (simple interest) monthly on the amount unpaid during the period of delay. This period shall be deemed to commence on the date for payment specified in Sub-Clause 14.7 [Payment], irrespective (in the case of its sub-paragraph (b) of the date on which any Interim Payment Certificate is issued.

14.8.2 These financing charges shall be calculated at the annual rate of three percentage points above the mean rate of the Central Bank in Kenya of the currency of payment, or if not available, the inter bank offered rate, and shall be paid in such currency.

14.8.3 The Contractor shall be entitled to this payment without formal notice and certification, and without prejudice to any other right or remedy.

14.9 Payment of Retention Money

14.9.1 When the Taking-Over Certificate has been issued for the Works, the first half of the Retention Money shall be certified by the Architect for payment to the Contractor. If a Taking-Over Certificate is issued for a Section or part of the Works, a proportion of the Retention Money shall be certified and paid. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section or part, by the estimated final Contract Price.

14.9.2 Promptly after the latest of the expiry dates of the Defects Liability Periods, the outstanding balance of the Retention Money shall be certified by the Architect for payment to the Contractor. If a Taking-Over Certificate was issued for a Section, a proportion of the second half of the Retention Money shall be certified and paid promptly after the expiry date of the Defects Notification Period for the Section. This proportion shall be half (50%) of the proportion calculated by dividing the estimated contract value of the Section by the estimated final Contract Price.

14.9.3 However, if any work remains to be executed under Clause 11 [Defects Liability], the Architects shall be entitled to withhold certification of the estimated cost of this work until it has been executed.

14.9.4 When calculating these proportions, no account shall be taken of any adjustments under Sub-Clause 13.7 [Adjustments for Changes in Legislation] and Sub-Clause 13.8 [Adjustments for Changes in Cost].

14.9.5 Unless otherwise stated in the Special Conditions, when the Taking-Over Certificate has been issued for the Works and the first half of the Retention Money has been certified for payment by the Engineer, the Contractor shall be entitled to substitute a Retention Money Security guarantee, in the form annexed to the Special Conditions or in another form approved by the Procuring Entity and issued by a reputable bank or financial institution selected by the Contractor, for the second half of the Retention Money.

14.9.6 The Procuring Entity shall return the Retention Money Security guarantee to the Contractor within 14 days after receiving a copy of the Completion Certificate.

14.10 Statement at Completion

14.10.1 Within 84 days after receiving the Taking-Over Certificate for the Works, the Contractor shall submit to the Architect three copies of a Statement at completion with supporting documents, in accordance with Sub-Clause 14.3 [Application for Interim Payment Certificates], showing:

- a) the value of all work done in accordance with the Contract up to the date stated in the Taking-Over Certificate for the Works,
- b) any further sums which the Contractor considers to be due, and

- c) an estimate of any other amounts which the Contractor considers will become due to him under the Contract. Estimated amounts shall be shown separately in this Statement at completion.

14.102 The Architect shall then certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates].

14.11 Application for Final Payment Certificate

14.11.1 Within 60 days after receiving the Completion Certificate, the Contractor shall submit, to the Engineer, six copies of a draft final statement with supporting documents showing in detail in a form approved by the Engineer:

- a) The value of all work done in accordance with the Contract, and
- b) Any further sums which the Contractor considers to be due to him under the Contractor otherwise.

14.11.2 If the Architect disagrees with or cannot verify any part of the draft final statement, the Contractor shall submit such further information as the Architect may reasonably require within 30 days from receipt of said draft and shall make such changes in the draft as may be agreed between them. The Contractor shall then prepare and submit to the Architect the final statement as agreed. This agreed statement is referred to in these Conditions as the "Final Statement".

14.11.3 However, if, following discussions between the Architect and the Contractor and any changes to the draft final statement which are agreed, it becomes evident that a dispute exists, the Architect shall deliver to the Procuring Entity (with a copy to the Contractor) an Interim Payment Certificate for the agreed parts of the draft final statement. Thereafter, if the dispute is finally resolved under Sub-Clause 20.4 [Obtaining Dispute Board's Decision] or Sub-Clause 20.5 [Amicable Settlement], the Contractor shall then prepare and submit to the Procuring Entity (with a copy to the Engineer) a Final Statement.

14.12 Discharge

When submitting the Final Statement, the Contractor shall submit a discharge which confirms that the total of the Final Statement represents full and final settlement of all moneys due to the Contractor under or in connection with the Contract. This discharge may state that it becomes effective when the Contractor has received the Performance Security and the out standing balance of this total, in which event the discharge shall be effective on such date.

14.13 Issue of Final Payment Certificate

14.13.1 Within 30 days after receiving the Final Statement and discharge in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Architect shall deliver, to the Procuring Entity and to the Contractor, the Final Payment Certificate which shall state:

- a) The amount which he fairly determines is finally due, and
- b) After giving credit to the Procuring Entity for all amounts previously paid by the Procuring Entity and for all sums to which the Procuring Entity is entitled, the balance (if any) due from the Procuring Entity to the Contractor or from the Contractor to the Procuring Entity, as the case may be.

14.13.2 If the Contractor has not applied for a Final Payment Certificate in accordance with Sub-Clause 14.11 [Application for Final Payment Certificate] and Sub-Clause 14.12 [Discharge], the Architect shall request the Contractor to do so. If the Contractor fails to submit an application within a period of 30 days, the Architect shall issue the Final Payment Certificate for such amount as he fairly determines to be due.

14.14 Cessation of Procuring Entity's Liability

14.14.1 The Procuring Entity shall not be liable to the Contractor for any matter or thing under or in connection with the Contract or execution of the Works, except to the extent that the Contractor shall have included an amount expressly for it:

- a) in the Final Statement and also,
- b) (except for matters or things arising after the issue of the Taking-Over Certificate for the Works) in the Statement at completion described in Sub-Clause 14.10 [Statement at Completion].

14.14.2 However, this Sub-Clause shall not limit the Procuring Entity's liability under his in demnification

obligations, or the Procuring Entity's liability in any case of fraud, deliberate default or reckless misconduct by the Procuring Entity.

14.15 Currencies of Payment

The Contract Price shall be paid in the currency or currencies named in the Schedule of Payment Currencies. If more than one currency is so named, payments shall be made as follows:

- a) If the Accepted Contract Amount was expressed in Local Currency only:
 - i) the proportions or amounts of the Local and Foreign Currencies, and the fixed rates of exchange to be used for calculating the payments, shall be as stated in the Schedule of Payment Currencies, except as otherwise agreed by both Parties;
 - ii) payments and deductions under Sub-Clause 13.5 [Provisional Sums] and Sub-Clause 13.7 [Adjustments for Changes in Legislation] shall be made in the applicable currencies and proportions; and
 - iii) other payments and deductions under sub-paragraphs (a) to (d) of Sub-Clause 14.3 [Application for Interim Payment Certificates] shall be made in the currencies and proportions specified in sub-paragraph (a) (i) above;
- b) payment of the damages specified in the Special Conditions of Contract, shall be made in the currencies and proportions specified in the Schedule of Payment Currencies;
- c) other payments to the Procuring Entity by the Contractor shall be made in the currency in which the sum was expended by the Procuring Entity, or in such currency as may be agreed by both Parties;
- d) if any amount payable by the Contractor to the Procuring Entity in a particular currency exceeds the sum payable by the Procuring Entity to the Contractor in that currency, the Procuring Entity may recover the balance of this amount from the sums otherwise payable to the Contractor in other currencies; and
- e) if no rates of exchange are stated in the Schedule of Payment Currencies, they shall be those prevailing on the Base Date and determined by the Central Bank of Kenya.

15 TERMINATION BY PROCURING ENTITY

15.1 Notice to correct any defects or failures

If the Contractor fails to carry out any obligation under the Contract, the Architect may by notice require the Contractor to make good the failure and to remedy it within 30 days.

15.2 Termination by Procuring Entity

15.2.1 The Procuring Entity shall be entitled to terminate the Contract if the Contractor breaches the contract based on following circumstances which shall include but not limited to:

- a) fails to comply with Sub-Clause 4.2 [Performance Security] or with a notice under Sub-Clause 15.1 [Notice to Correct],
- b) abandons the Works or otherwise plainly demonstrates the intention not to continue performance of his obligations under the Contract,
- c) without reasonable excuse fails:
 - i) to proceed with the Works in accordance with Clause 8 [Commencement, Delays and Suspension], or
 - ii) to comply with a notice issued under Sub-Clause 7.5 [Rejection] or Sub-Clause 7.6 [Remedial Work], within 30 days after receiving it,
- d) subcontracts the major part or whole of the Works or assigns the Contract without the consent of the Procuring Entity,
- e) becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events, or
- f) gives or offers to give (directly or indirectly) to any person any bribe, gift, gratuity, commission or other thing of value, as an induce mentor reward:
 - i) for doing or for bearing to do any action in relation to the Contract, or
 - ii) for showing or for bearing to show favor or disfavor to any person in relation to the Contract, or
 - iii) if any of the Contractor's Personnel, agents or Subcontractors gives or offers to give (directly or indirectly) to any person any such induce mentor reward as is described in this sub-paragraph (f).

However, lawful inducements and rewards to Contractor's Personnel shall not entitle termination, or

- g) If the contract or repeatedly fails to remedy delivers defective work,
- h) based on reasonable evidence, has engaged in Fraud and Corruption as defined in paragraph 2.2 of the Appendix B to these General Conditions, incompeting for or in executing the Contract.

1522 In any of these events or circumstances, the Procuring Entity may, upon giving 14 days' notice to the Contractor, terminate the Contract and expel the Contractor from the Site. However, in the case of sub-paragraph (e) or (f) or (g) or (h), the Procuring Entity may by notice terminate the Contract immediately.

1523 The Procuring Entity's election to terminate the Contract shall not prejudice any other rights of the Procuring Entity, under the Contractor otherwise.

1524 The Contractor shall then leave the Site and deliver any required Goods, all Contractor's Documents, and other design documents made by or for him, to the Engineer. However, the Contractor shall use his best efforts to comply immediately with any reasonable instructions included in the notice (i) for the assignment of any subcontract, and (ii) for the protection of life or property or for the safety of the Works.

1525 After termination, the Procuring Entity may complete the Works and/ or arrange for any other entities to do so. The Procuring Entity and these entities may then use any Goods, Contractor's Documents and other design documents made by or on behalf of the Contractor.

1526 The Procuring Entity shall then give notice that the Contractor's Equipment and Temporary Works will be released to the Contractor at or near the Site. The Contractor shall promptly arrange their removal, at the risk and cost of the Contractor. However, if by this time the Contractor has failed to make a payment due to the Procuring Entity, these items may be sold by the Procuring Entity in order to recover this payment. Any balance of the proceeds shall then be paid to the Contractor.

153 Valuation at Date of Termination

Assoon as practicable after a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine the value of the Works, Goods and Contractor's Documents, and any other sums due to the Contractor for work executed in accordance with the Contract.

154 Payment after Termination

After a notice of termination under Sub-Clause 15.2 [Termination by Procuring Entity] has taken effect, the Procuring Entity may:

- a) Proceed in accordance with Sub-Clause 2.5 [Procurin Entity's Claims],
- b) withhold further payments to the Contractor until the costs of execution, completion and remedying of any defects, damages for delay in completion (if any), and all other costs incurred by the Procuring Entity, have been established, and/ or
- c) recover from the Contractor any losses and damages incurred by the Procuring Entity and any extra costs of completing the Works, after allowing for any sum due to the Contractor under Sub-Clause 15.3 [Valuation at Date of Termination]. After recovering any such losses, damages and extra costs, the Procuring Entity shall pay any balance to the Contractor.

155 Procuring Entity's Entitlement to Termination for Convenience

The Procuring Entity shall be entitled to terminate the Contract, at any time at the Procuring Entity's convenience, by giving notice of such termination to the Contractor. The termination shall take effect 30 days after the later of the dates on which the Contractor receives this notice or the Procuring Entity returns the Performance Security. The Procuring Entity shall not terminate the Contract under this Sub-Clause in order to execute the Works itself or to arrange for the Works to be executed by another contractor or to avoid a termination of the Contract by the Contractor under Clause 16.2 [Termination by Contractor]. After this termination, the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment] and shall be paid in accordance with Sub-Clause 16.4 [Payment on Termination].

156 Fraud and Corruption

The Contractor shall ensure compliance with the Kenya Government's Anti-Corruption Laws and its prevailing sanctions.

15.7 Corrupt gifts and payments of commission

- 15.7.1 The Contractor shall not;
- a) Offer or give or agree to give to any person in the service of the Procuring Entity any gift or consideration of any kind as an inducement or reward for doing or for bearing to door for having done or for borne to do any act in relation to the obtaining or execution of this or any other Contract for the Procuring Entity or for showing or for bearing to show favor or disfavor to any person in relation to this or any other contract for the Procuring Entity.
 - b) Enter into this or any other contract with the Procuring Entity in connection with which commission has been paid or agreed to be paid by him or on his behalf or to his knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any agreement for the payment there of have been disclosed in writing to the Procuring Entity.
- 15.7.2 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 provisions of the Public Procurement and Asset Disposal Act (2015) and the Anti-Corruption and Economic Crimes Act (2003) of the Laws of Kenya.

16 SUSPENSION AND TERMINATION BY CONTRACTOR

16.1 Contractor's Entitlement to Suspend Work

- 16.1.1 If the Architect fails to certify in accordance with Sub-Clause 14.6 [Issue of Interim Payment Certificates] or Sub-Clause 14.7 [Payment], or not receiving instructions that would enable the contractor to proceed with the works in accordance with the program, the Contractor may, after giving not less than 30 days' notice to the Procuring Entity, suspend work (or reduce the rate of work) unless and until the Contractor has received the Payment Certificate, reasonable evidence or payment, as the case may be and as described in the notice.
- 16.1.2 The Contractor's action shall not prejudice his entitlements to financing charges under Sub-Clause 14.8 [Delayed Payment] and to termination under Sub-Clause 16.2 [Termination by Contractor].
- 16.1.3 If the Contractor subsequently receives such Payment Certificate, evidence or payment (as described in the relevant Sub-Clause and in the above notice) before giving a notice of termination, the Contractor shall resume normal working as soon as is reasonably practicable.
- 16.1.4 If the Contractor suffers delay and/or incurs Cost as a result of suspending work (or reducing the rate of work) in accordance with this Sub-Clause, the Contractor shall give notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - b) payment of any such Cost-plus profit, which shall be included in the Contract Price.

- 16.2** After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

16.3 Termination by Contractor

- 16.3.1 The Contractor shall be entitled to terminate the Contract if:
- a) the Architect fails, within 60 days after receiving a Statement and supporting documents, to issue the relevant Payment Certificate,
 - b) the Contractor does not receive the amount due under an Interim Payment Certificate within 90 days after the expiry of the time stated in Sub-Clause 14.7 [Payment] within which payment is to be made (except for deductions in accordance with Sub-Clause 2.5 [Procuring Entity's Claims]),
 - c) the Procuring Entity substantially fails to perform his obligations under the Contract in such manner as to materially and adversely affect the economic balance of the Contract and/or the ability of the Contractor to perform the Contract,
 - d) a prolonged suspension affects the whole of the Works as described in Sub-Clause 8.11 [Prolonged Suspension], or
 - e) the Procuring Entity becomes bankrupt or insolvent, goes into liquidation, has a receiving or administration order made against him, compounds with his creditors, or carries on business under a

receiver, trustee or manager for the benefit of his creditors, or if any act is done or event occurs which (under applicable Laws) has a similar effect to any of these acts or events.

- f) the Contractor does not receive the Architect instruction recording the agreement of both Parties on the fulfilment of the conditions for the Commencement of Works under Sub-Clause 8.1 [Commencement of Works].

16.3.2 In any of these events or circumstances, the Contractor may, upon giving 14 days' notice to the Procuring Entity, terminate the Contract. However, in the case of sub-paragraph (f) or (g), the Contractor may by notice terminate the Contract immediately.

16.3.3 The Contractor's election to terminate the Contract shall not prejudice any other rights of the Contractor, under the Contract otherwise.

16.4 Cessation of Work and Removal of Contractor's Equipment

After a notice of termination under Sub-Clause 15.5 [Procuring Entity's Entitlement to Termination for Convenience], Sub-Clause 16.2 [Termination by Contractor] or Sub-Clause 19.6 [Optional Termination, Payment and Release] has taken effect, the Contractor shall promptly:

- a) cease all further work, except for such work as may have been instructed by the Architect for the protection of life or property or for the safety of the Works,
- b) hand over Contractor's Documents, Plant, Materials and other work, for which the Contractor has received payment, and
- c) remove all other Goods from the Site, except as necessary for safety, and leave the Site.

16.5 Payment on Termination

After a notice of termination under Sub-Clause 16.2 [Termination by Contractor] has taken effect, the Procuring Entity shall promptly:

- a) Return the Performance Security to the Contractor,
- b) pay the Contractor in accordance with Sub-Clause 19.6 [Optional Termination, Payment and Release], and
- c) pay to the Contractor the amount of any loss or damage sustained by the Contractor as a result of this termination.

17. RISK AND RESPONSIBILITY

17.1 Indemnities

17.1.1 The Contractor shall indemnify and hold harmless the Procuring Entity, the Procuring Entity's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of:

- a) Bodily injury, sickness, disease or death, of any person whatsoever arising out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, or any of their respective agents, and
- b) damage to or loss of any property, real or personal (other than the Works), to the extent that such damage or loss arises out of or in the course of or by reason of the Contractor's design (if any), the execution and completion of the Works and the remedying of any defects, unless and to the extent that any such damage or loss is attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, their respective agents, or anyone directly or indirectly employed by any of them.

17.1.2 The Procuring Entity shall indemnify and hold harmless the Contractor, the Contractor's Personnel, and their respective agents, against and from all claims, damages, losses and expenses (including legal fees and expenses) in respect of (1) bodily injury, sickness, disease or death, which is attributable to any negligence, willful act or breach of the Contract by the Procuring Entity, the Procuring Entity's Personnel, or any of their respective agents, and (2) the matters for which liability may be excluded from insurance cover, as described in sub-paragraphs (d)(i), (ii) and (iii) of Sub-Clause 18.3 [Insurance Against Injury to Persons and Damage to Property], unless and to the extent that any such damage or loss is attributable to any negligence, willful act or breach of the Contract by the contractor, the contractor's Personnel, their respective agents, or anyone directly or indirectly employed by any of them.

172 Contractor's Care of the Works

- 172.1 The Contractor shall take full responsibility for the care of the Works and Goods from the Commencement Date until the Taking-Over Certificate is issued (or is deemed to be issued under Sub-Clause 10.1 [Taking Over of the Works and Sections]) for the Works, when responsibility for the care of the Works shall pass to the Procuring Entity. If a Taking-Over Certificate is issued (or is so deemed to be issued) for any Section or part of the Works, responsibility for the care of the Section or part shall then pass to the Procuring Entity.
- 172.2 After responsibility has accordingly passed to the Procuring Entity, the Contractor shall take responsibility for the care of any work which is outstanding on the date stated in a Taking-Over Certificate, until this outstanding work has been completed.
- 172.3 If any loss or damage happens to the Works, Goods or Contractor's Documents during the period when the Contractor is responsible for their care, from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks], the Contractor shall rectify the loss or damage at the Contractor's risk and cost, so that the Works, Goods and Contractor's Documents conform with the Contract.
- 172.4 The Contractor shall be liable for any loss or damage caused by any actions performed by the Contractor after a Taking-Over Certificate has been issued. The Contractor shall also be liable for any loss or damage which occurs after a Taking-Over Certificate has been issued and which arose from a previous event for which the Contractor was liable.

173 Procuring Entity's Risks

The risks referred to in Sub-Clause 17.4 [Consequences of Procuring Entity's Risks] below, in so far as they directly affect the execution of the Works in Kenya, are:

- a) War hostilities (whether war be declared or not),
- b) rebellion, riot, commotion or disorder, terrorism, sabotage by persons other than the Contractor's Personnel,
- c) explosive materials, ionizing gradiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such explosives, radiation or radio-activity,
- d) pressure waves caused by aircraft or other aerial devices traveling at sonic or supersonic speeds,
- e) use or occupation by the Procuring Entity of any part of the Permanent Works, except as may be specified in the Contract,
- f) design of any part of the Works by the Procuring Entity's Personnel or by others for whom the Procuring Entity is responsible, and
- g) any operation of the forces of nature which is Unforeseeable or against which an experienced contractor could not reasonably have been expected to have taken adequate preventive precautions.

174 Consequences of Procuring Entity's Risks

- 174.1 If and to the extent that any of the risks listed in Sub-Clause 17.3 above results in loss or damage to the Works, Goods or Contractor's Documents, the Contractor shall promptly give notice to the Architect and shall rectify this loss or damage to the extent required by the Engineer.
- 174.2 If the Contractor suffers delay and/ or incurs Cost from rectifying this loss or damage, the Contractor shall give a further notice to the Architect and shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:
- (a) An extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
 - (b) payment of any such Cost, which shall be included in the Contract Price. In the case of sub-paragraphs (e) and (g) of Sub-Clause 17.3 [Procuring Entity's Risks], Accrued Costs shall be payable.
- 174.3 After receiving this further notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

175 Intellectual and Industrial Property Rights

- 175.1 In this Sub-Clause, "infringement" shall refer to an infringement (or alleged infringement) of any patent, registered design, copyright, trade mark, trade name, trade secret or other intellectual or industrial property right relating to the Works; and "claim" shall refer to a claim (or proceedings pursuing a claim) alleging an

infringement.

- 17.5.2 Whenever a Party does not give notice to the other Party of any claim within 30 days of receiving the claim, the first Party shall be deemed to have waived any right to indemnity under this Sub-Clause.
- 17.5.3 The Procuring Entity shall indemnify and hold the Contractor harmless against and from any claim alleging an infringement which is or was:
- a) An unavoidable result of the Contractor's compliance with the Contract, or
 - b) A result of any Works being used by the Procuring Entity:
 - i) for a purpose other than that indicated by, or reasonably to be inferred from, the Contract, or
 - ii) in conjunction with anything not supplied by the Contractor, unless such use was disclosed to the Contractor prior to the Base Date or is stated in the Contract.
- 17.5.4 The Contractor shall indemnify and hold the Procuring Entity harmless against and from any other claim which arises out of or in relation to (i) the manufacture, use, sale or import of any Goods, or (ii) any design for which the Contractor is responsible.
- 17.5.5 If a Party is entitled to be indemnified under this Sub-Clause, the indemnifying Party may (at its cost) conduct negotiations for the settlement of the claim, and any litigation or arbitration which may arise from it. The other Party shall, at the request and cost of the indemnifying Party, assist in contesting the claim. This other Party (and its Personnel) shall not make any admission which might be prejudicial to the indemnifying Party, unless the indemnifying Party failed to take over the conduct of any negotiations, litigation or arbitration upon being requested to do so by such other Party.
- 17.5.6 For operation and maintenance of any plant or equipment installed, the contractor shall grant a non-exclusive and non-transferable license to the Procuring Entity under the patent, utility models, or other intellectual rights owned by the contractor or a third party from whom the contractor has received the rights to grant sub-licenses and shall also grant to the Procuring Entity a non-exclusive and non-transferable right (without the right to sub-license) to use the know-how and other technical information disclosed to the contractor or under the contract. Nothing contained here-in shall be construed as transferring ownership of any patent, utility model, trademark, design, copy right, know-how or other intellectual rights from the contractor or any other third party to the Procuring Entity.

17.6 Limitation of Liability

- 17.6.1 Neither Party shall be liable to the other Party for loss of use of any Works, loss of profit, loss of any contractor for any indirect or consequential loss or damage which may be suffered by the other Party in connection with the Contract, other than as specifically provided in Sub-Clause 8.7 [Delay Damages]; Sub-Clause 11.2 [Cost of Remedying Defects]; Sub-Clause 15.4 [Payment after Termination]; Sub-Clause 16.4 [Payment on Termination]; Sub-Clause 17.1 [Indemnities]; Sub-Clause 17.4(b) [Consequences of Procuring Entity's Risks] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights].
- 17.6.2 The total liability of the Contractor to the Procuring Entity, under or in connection with the Contract other than under Sub-Clause 4.19 [Electricity, Water and Gas], Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], Sub-Clause 17.1 [Indemnities] and Sub-Clause 17.5 [Intellectual and Industrial Property Rights], shall not exceed the sum resulting from the application of a multiplier (less or greater than one) to the Accepted Contract Amount, as stated in **the Special Conditions of Contract**, or (if such multiplier or other sum is not so stated) the Accepted Contract Amount.
- 17.6.3 This Sub-Clause shall not limit liability in any case of fraud, deliberate default or reckless misconduct by the defaulting Party.

17.7 Use of Procuring Entity's Accommodation/Facilities

- 17.7.1 The Contractor shall take full responsibility for the care of the Procuring Entity provided accommodation and facilities, if any, as detailed in the Specification, from the respective dates of hand-over to the Contractor until cessation of occupation (where hand-over or cessation of occupation may take place after the date stated in the Taking-Over Certificate for the Works).
- 17.7.2 If any loss or damage happens to any of the above items while the Contractor is responsible for their care arising from any cause whatsoever other than those for which the Procuring Entity is liable, the Contractor shall, at his own cost, rectify the loss or damage to the satisfaction of the Engineer.

18 INSURANCE

18.1 General Requirements for Insurances

- 18.1.1 In this Clause, “insuring Party” means, for each type of insurance, the Party responsible for effecting and maintaining the insurance specified in the relevant Sub-Clause.
- 18.1.2 Wherever the Contractor is the insuring Party, each insurance shall be effected with insurers and in terms approved by the Procuring Entity. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.
- 18.1.3 Wherever the Procuring Entity is the insuring Party, each insurance shall be effected with insurers and in terms acceptable to the Contractor. These terms shall be consistent with any terms agreed by both Parties before the date of the Letter of Acceptance. This agreement of terms shall take precedence over the provisions of this Clause.
- 18.1.4 If a policy is required to indemnify joint insured, the cover shall apply separately to each insured as though a separate policy had been issued for each of the joint insured. If a policy indemnifies additional joint insured, namely in addition to the insured specified in this Clause, (i) the Contractor shall act under the policy on behalf of these additional joint insured except that the Procuring Entity shall act for Procuring Entity's Personnel, (ii) additional joint insured shall not be entitled to receive payments directly from the insurer or to have any other direct dealings with the insurer, and (iii) the insuring Party shall require all additional joint insured to comply with the conditions stipulated in the policy.
- 18.1.5 Each policy insuring against loss or damage shall provide for payments to be made in the currencies required to rectify the loss or damage. Payments received from insurers shall be used for the rectification of the loss or damage.
- 18.1.6 The relevant insuring Party shall, within the respective periods stated in **the Special Conditions of Contract** (calculated from the Commencement Date), submit to the other Party:
- a) Evidence that the insurances described in this Clause have been affected, and
 - b) copies of the policies for the insurances described in Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment] and Sub-Clause 18.3 [Insurance against Injury to Persons and Damage to Property].
- 18.1.7 When each premium is paid, the insuring Party shall submit evidence of payment to the other Party. Whenever evidence or policies are submitted, the insuring Party shall also give notice to the Engineer.
- 18.1.8 Each Party shall comply with the conditions stipulated in each of the insurance policies. The insuring Party shall keep the insurers informed of any relevant changes to the execution of the Works and ensure that insurance is maintained in accordance with this Clause.
- 18.1.9 Neither Party shall make any material alteration to the terms of any insurance without the prior approval of the other Party. If an insurer makes (or attempts to make) any alteration, the Party first notified by the insurer shall promptly give notice to the other Party.
- 18.1.10 If the insuring Party fails to effect and keep in force any of the insurances it is required to effect and maintain under the Contract, the Contractor fails to provide satisfactory evidence and copies of policies in accordance with this Sub-Clause, the other Party may (at its option and without prejudice to any other right or remedy) effect insurance for the relevant coverage and pay the premiums due. The insuring Party shall pay the amount of these premiums to the other Party, and the Contract Price shall be adjusted accordingly.
- 18.1.11 Nothing in this Clause limits the obligations, liabilities or responsibilities of the Contractor or the Procuring Entity, under the other terms of the Contract otherwise. Any amounts not insured or not recovered from the insurers shall be borne by the Contractor and/or the Procuring Entity.
- 18.1.12 Procuring Entity in accordance with these obligations, liabilities or responsibilities. However, if the insuring Party fails to effect and keep in force an insurance which is available and which it is required to effect and maintain under the Contract, and the other Party neither approves the omission nor effects insurance for the coverage relevant to this default, any moneys which should have been recoverable under this insurance shall be paid by the insuring Party.
- 18.1.13 Payments by one Party to the other Party shall be subject to Sub-Clause 2.5 [Procuring Entity's Claims] or Sub-Clause 20.1 [Contractor's Claims], as applicable.

18.1.14 The Contractor shall be entitled to place all insurance relating to the Contract (including, but not limited to the insurance referred to Clause 18) with insurers from any eligible source country.

182 Insurance for Works and Contractor's Equipment

18.2.1 The insuring Party shall insure the Works, Plant, Material and Contractor's Documents for not less than the full reinstatement cost including the costs of demolition, removal of debris and professional fees and profit. This insurance shall be effective from the date by which the evidence is to be submitted under sub-paragraph (a) of Sub-Clause 18.1 [General Requirements for Insurances], until the date of issue of the Taking-Over Certificate for the Works.

18.2.2 The insuring Party shall maintain this insurance to provide cover until the date of issue of the Performance Certificate, for loss or damage for which the Contractor is liable arising from a cause occurring prior to the issue of the Taking-Over Certificate, and for loss or damage caused by the Contractor in the course of any other operations (including those under Clause 11 [Defects Liability]).

18.2.3 The insuring Party shall insure the Contractor's Equipment for not less than the full replacement value, including delivery to Site. For each item of Contractor's Equipment, the insurance shall be effective while it is being transported to the Site and until it is no longer required as Contractor's Equipment.

18.2.4 Unless otherwise stated in the Special Conditions, insurances under this Sub-Clause:

- a) Shall be effected and maintained by the Contractor as insuring Party,
- b) shall be in the joint names of the Parties, who shall be jointly entitled to receive payments from the insurers, payments being held or allocated to the Party actually bearing the costs of rectifying the loss or damage,
- c) shall cover all loss and damage from any cause not listed in Sub-Clause 17.3 [Procuring Entity's Risks],
- d) shall also cover, to the extent specifically required in the tendering documents of the Contract, loss or damage to a part of the Works which is attributable to the use or occupation by the Procuring Entity of another part of the Works, and loss or damage from the risks listed in sub-paragraphs (c), (g) and (h) of Sub-Clause 17.3 [Procuring Entity's Risks], excluding (in each case) risks which are not insurable at commercially reasonable terms, with deductibles per occurrence of not more than the amount stated **in the Special Conditions** of Contract (if an amount is not so stated, this sub-paragraph (d) shall not apply), and
- e) may however exclude loss of, damage to, and reinstatement of:
 - i) a part of the Works which is in a defective condition due to a defect in its design, materials or workmanship (but cover shall include any other parts which are lost or damaged as a direct result of this defective condition and not as described in sub-paragraph (ii) below),
 - ii) a part of the Works which is lost or damaged in order to reinstate any other part of the Works if this other part is in a defective condition due to a defect in its design, materials or workmanship,
 - iii) a part of the Works which has been taken over by the Procuring Entity, except to the extent that the Contractor is liable for the loss or damage, and
 - iv) Goods while they are not in Kenya, subject to Sub-Clause 14.5 [Plant and Materials intended for the Works].

18.2.5 If, more than one year after the Base Date, the cover described in sub-paragraph (d) above ceases to be available at commercially reasonable terms, the Contractor shall (as insuring Party) give notice to the Procuring Entity, with supporting particulars. The Procuring Entity shall then (i) be entitled subject to Sub-Clause 2.5 [Procuring Entity's Claims] to payment of an amount equivalent to such commercially reasonable terms as the Contractor should have expected to have paid for such cover, and (ii) be deemed, unless he obtains the cover at commercially reasonable terms, to have approved the omission under Sub-Clause 18.1 [General Requirements for Insurances].

183 Insurance against Injury to Persons and Damage to Property

18.3.1 The insuring Party shall insure against each Party's liability for any loss, damage, death or bodily injury which may occur to any physical property (except things insured under Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment]) or to any person (except persons insured under Sub-Clause 18.4 [Insurance for Contractor's Personnel]), which may arise out of the Contractor's performance of the Contract and occurring before the issue of the Performance Certificate.

- 1832 This insurance shall be for a limit per occurrence of not less than the amount stated in **the Special Conditions of Contract**, with no limit on the number of occurrences. If an amount is not stated in the **Special Conditions of Contract**, this Sub-Clause shall not apply.
- 1833 Unless otherwise stated in the Special Conditions, the insurances specified in this Sub-Clause:
- a) Shall be effected and maintained by the Contractor as insuring Party,
 - b) shall be in the joint names of the Parties,
 - c) shall be extended to cover liability for all loss and damage to the Procuring Entity's property (except things insured under Sub-Clause 18.2) arising out of the Contractor's performance of the Contract, and
 - d) may however exclude liability to the extent that it arises from:
 - i) the Procuring Entity's right to have the Permanent Works executed on, over, under, in or
 - ii) through any land, and to occupy this land for the Permanent Works,
 - iii) damage which is an unavoidable result of the Contractor's obligations to execute the
 - iv) Works and remedy any defects, and
 - v) a cause listed in Sub-Clause 17.3 [Procuring Entity's Risks], except to the extent that cover is available at commercially reasonable terms.

184 Insurance for Contractor's Personnel

- 184.1 The Contractor shall effect and maintain insurance against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel.
- 184.2 The insurance shall cover the Procuring Entity and the Architect against liability for claims, damages, losses and expenses (including legal fees and expenses) arising from injury, sickness, disease or death of any person employed by the Contractor or any other of the Contractor's Personnel, except that this insurance may exclude losses and claims to the extent that they arise from any act or neglect of the Procuring Entity or of the Procuring Entity's Personnel.
- 184.3 The insurance shall be maintained in full force and effect during the whole time that these personnel are assisting in the execution of the Works. For a Subcontractor's employees, the insurance may be effected by the Subcontractor, but the Contractor shall be responsible for compliance with this Clause.

19. FORCE MAJEURE

19.1 Definition of Force Majeure

- 19.1.1 In this Clause, "Force Majeure" means an exceptional event or circumstance:
- a) Which is beyond a Party's control,
 - b) Which such Party could not reasonably have provided against before entering into the Contract,
 - c) which, having arisen, such Party could not reasonably have avoided or overcome, and
 - d) which is not substantially attributable to the other Party.
- 19.1.2 Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:
- a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies,
 - b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war,
 - c) riot, commotion, disorder, strike or lock out by persons other than the Contractor's Personnel,
 - d) munitions of war, explosive materials, ionizing radiation or contamination by radio-activity, except as may be attributable to the Contractor's use of such munitions, explosives, radiation or radio-activity, and
 - e) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

19.2 Notice of Force Majeure

- 19.2.1 If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.
- 19.2.2 The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.

1923 Notwithstanding any other provision of this Clause, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.

193 Duty to Minimize Delay

Each Party shall at all times use all reasonable endeavors to minimize any delay in the performance of the Contract as a result of Force Majeure. A Party shall give notice to the other Party when it ceases to be affected by the Force Majeure.

194 Consequences of Force Majeure

194.1 If the Contractor is prevented from performing his substantial obligations under the Contract by Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], and suffers delay and/ or incurs Cost by reason of such Force Majeure, the Contractor shall be entitled subject to Sub-Clause 20.1 [Contractor's Claims] to:

- a) an extension of time for any such delay, if completion is or will be delayed, under Sub-Clause 8.4 [Extension of Time for Completion], and
- b) if the event or circumstance is of the kind described in sub-paragraphs (i) to (iv) of Sub-Clause 19.1 [Definition of Force Majeure] and, in sub-paragraphs (ii) to (iv), occurs in Kenya, payment of any such Cost, including the costs of rectifying or replacing the Works and/or Goods damaged or destroyed by Force Majeure, to the extent they are not indemnified through the insurance policy referred to in Sub-Clause 18.2 [Insurance for Works and Contractor's Equipment].

194.2 After receiving this notice, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine these matters.

195 Force Majeure Affecting Subcontractor

If any Subcontractor is entitled under any contract or agreement relating to the Works to relief from force majeure on terms additional to or broader than those specified in this Clause, such additional or broader force majeure events or circumstances shall not excuse the Contractor's non-performance or entitle him to relief under this Clause.

196 Optional Termination, Payment and Release

196.1 If the execution of substantially all the Works in progress is prevented for a continuous period of 84 days by reason of Force Majeure of which notice has been given under Sub-Clause 19.2 [Notice of Force Majeure], or for multiple periods which total more than 140 days due to the same notified Force Majeure, then either Party may give to the other Party a notice of termination of the Contract. In this event, the termination shall take effect 7 days after the notice is given, and the Contractor shall proceed in accordance with Sub-Clause 16.3 [Cessation of Work and Removal of Contractor's Equipment].

196.2 Upon such termination, the Architect shall determine the value of the work done and issue a Payment Certificate which shall include:

- a) the amount payable for any work carried out for which a price is stated in the Contract;
- b) the Cost of Plant and Materials ordered for the Works which have been delivered to the Contractor, or of which the Contractor is liable to accept delivery: this Plant and Materials shall become the property of (and be at the risk of) the Procuring Entity when paid for by the Procuring Entity, and the Contractor shall place the same at the Procuring Entity's disposal;
- c) other Cost or liabilities which in the circumstances were reasonably and necessarily incurred by the Contractor in the expectation of completing the Works;
- d) the Cost of removal of Temporary Works and Contractor's Equipment from the Site and the return of these items to the Contractor's works in his country (or to any other destination at no greater cost); and
- e) the Cost of repatriation of the Contractor's staff and lab or employed wholly in connection with the Works at the date of termination.

197 Release from Performance

Notwithstanding any other provision of this Clause, if any event or circumstance outside the control of the Parties (including, but not limited to, Force Majeure) arises which makes it impossible or unlawful for either or both Parties to fulfil its or their contractual obligations or which, under the law governing the Contract, entitles the Parties to be released from further performance of the Contract, then upon notice by either Party to the other Party of such event or circumstance:

- a) The Parties shall be discharged from further performance, without prejudice to the rights of either Party in respect of any previous breach of the Contract, and
- b) The sum payable by the Procuring Entity to the Contractor shall be the same as would have been payable under Sub-Clause 19.6 [Optional Termination, Payment and Release] if the Contract had been terminated under Sub-Clause 19.6.

20. SETTLEMENT OF CLAIMS AND DISPUTES

20.1 Contractor's Claims

- 20.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Engineer, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 20.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 20.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 20.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at an other location acceptable to the Engineer. Without admitting the Procuring Entity's liability, the Architect may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/ or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Architect to inspect all these records and shall (if instructed) submit copies to the Engineer.
- 20.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Engineer, the Contractor shall send to the Architect fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/ or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
 - a) This fully detailed claim shall be considered as interim;
 - b) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/ or amount claimed, and such further particulars as the Architect may reasonably require; and
 - c) The Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Engineer.
- 20.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Architect and approved by the Contractor, the Architect shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars but shall nevertheless give his response on the principles of the claim within the above defined time period.
- 20.1.7 Within the above defined period of 42 days, the Architect shall proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 20.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 20.1.9 If the Architect does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Architect and any of the Parties may refer the dispute for amicable settlement in accordance with Clause 20.3.
- 20.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a

claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/ or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 20.3.

202 Procuring Entity's Claims

- 202.1 If the Procuring Entity considers itself to be entitled to any payment under any Clause of these Conditions or otherwise in connection with the Contract, and/or to any extension of the Defects Notification Period, the Procuring Entity or the Architect shall give notice and particulars to the Contractor. However, notice is not required for payments due under Sub-Clause 4.19 [Electricity, Water and Gas], under Sub-Clause 4.20 [Procuring Entity's Equipment and Free-Issue Materials], or for other services requested by the Contractor.
- 202.2 The notice shall be given as soon as practicable and no longer than 30 days after the Procuring Entity became aware, or should have become aware, of the event or circumstances giving rise to the claim. A notice relating to any extension of the Defects Notification Period shall be given before the expiry of such period.
- 202.3 The particulars shall specify the Clause or other basis of the claim and shall include substantiation of the amount and/or extension to which the Procuring Entity considers itself to be entitled in connection with the Contract. The Architect shall then proceed in accordance with Sub-Clause 3.5 [Determinations] to agree or determine (i) the amount (if any) which the Procuring Entity is entitled to be paid by the Contractor, and/ or (ii) the extension (if any) of the Defects Notification Period in accordance with Sub-Clause 11.3 [Extension of Defects Notification Period].
- 202.4 This amount may be included as a deduction in the Contract Price and Payment Certificates. The Procuring Entity shall only be entitled to set off against or make any deduction from an amount certified in a Payment Certificate, or to otherwise claim against the Contractor, in accordance with this Sub-Clause.

203 Amicable Settlement

Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 20.1 above should move to commence arbitration after 60 days from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

204 Matters that may be referred to arbitration

Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:

- a) Whether or not the issue of an instruction by the Architect is empowered by these Conditions.
- b) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- c) Any dispute arising in respect risks arising from matters referred to in Clause 17.3 and Clause 19.
- e) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

205 Arbitration

- 205.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 20.3 shall be finally settled by arbitration.
- 205.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 205.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 205.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.

- 20.5.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision require mentor notice had been given.
- 20.5.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Engineer, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Architect from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 20.5.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 20.5.7 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Architect shall not be altered by reason of any arbitration being conducted during the progress of the Works.
- 20.5.8 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

20.6 Arbitration with National Contractors

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

20.7 Arbitration with Foreign Contractors

- 20.7.1 Arbitration with foreign contractors shall be conducted in accordance with the arbitration rules of the United Nations Commission on International Trade Law (UNCITRAL); or with proceedings administered by the International Chamber of Commerce (ICC) and conducted under the ICC Rules of Arbitration; by one or more arbitrators appointed in accordance with said arbitration rules.
- 20.7.2 The place of arbitration shall be a location specified in the SCC; and the arbitration shall be conducted in the language for communications defined in Sub-Clause 1.4 [Law and Language].

20.8 Alternative Arbitration Proceedings

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

20.9 Failure to Comply with Arbitrator's Decision

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

20.10 Contract operations to continue

Notwithstanding any reference to arbitration herein,

- 1.1.1 the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- 1.1.2 the Procuring Entity shall pay the Contractor any monies due the Contractor.

SECTION 16

SPECIAL CONDITIONS OF

CONTRACT

Section 16 - Special Conditions of Contract

The following Special Conditions shall supplement the GCC. Whenever there is a conflict, the provisions here in shall prevail over those in the GCC.

Conditions	Sub-Clause	Data
Part A - Contract Data		
Procuring Entity's name and address	Heading	<i>Insert</i>
Name and Reference No. of the Contract	Heading and 1.1	<i>Insert</i>
Engineers Name and address	Heading and 3.1.1	<i>Insert</i>
Contractor's Representative's name	4.3.1	<i>[insert the name of the Contractor's Representative agreed by the Procuring Entity prior to Contract signature]</i>
Key Personnel names	16.9.1	<i>[insert the name of each Key Personnel agreed by the Procuring Entity prior to Contract signature]</i>
Time for Completion	1.1.	_____ days <i>If Sections are to be used, refer to Table: Summary of Sections below</i>
Defects Notification Period	1.1	_____ days
Sections	1.1	<i>If Sections are to be used, refer to Table: Summary of Sections below</i>
Electronic transmission systems	1.3	
Time for the Parties entering into a Contract Agreement	1.6	Within 30days
Commencement Date	8.1.1	
Time for access to the Site	2.1.1	No later than the Commencement Date, and not later than _____ days after Commencement Date
Architect Duties and Authority	3.1.6 (b) (ii)	Variations resulting in an increase of the Accepted Contract Amount in excess of ____% shall require approval of the Procuring Entity.
Performance Security	4.2.1	The performance security will be in the form of a _____ <i>[insert either one of "demand guarantee" or "performance bond"]</i> in the amount(s) of <i>[insert related figure(s)]</i> percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.
Normal working hours	6.5	Specify
Delay damages for the Works	8.7 & 14.15(b)	_____ % of the Contract Price per day. <i>If Sections are to be used, refer to Table: Summary of Sections below</i>
Maximum amount of delay damages	8.7.1	_____ % of the final Contract Price.

Conditions	Sub-Clause	Data
Provisional Sums	13.6. (b)(ii)	<i>[If there are Provisional Sums, insert a percentage for adjustment of Provisional Sums]</i> _____%
Adjustments for Changes in Cost	13.9	Period “n” applicable to the adjustment multiplier “Pn”: _____ <i>[Insert the period if different from one (1) month; if period “n” is one (1) month, insert “not applicable”]</i>
Total advance payment	14.2.1	_____% Percentage of the Accepted Contract Amount payable in the currencies and proportions in which the Accepted Contract Amount is payable <i>[Insert number and timing of installments if applicable]</i>
Repayment amortization rate of advance payment	14.2.5 (b)	_____%
Percentage of Retention	14.3.2 (c)	_____%
Limit of Retention Money	14.3.2 (c)	_____% of the Accepted Contract Amount
Plant and Materials	14.5.3(b)(i)	If Sub-Clause 14.5 applies: Plant and Materials for payment Free on Board _____ <i>[list].</i>
	14.5.3(c)(i)	Plant and Materials for payment when delivered to the Site _____ <i>[list].</i>
Minimum Amount of Interim Payment Certificates	14.6.2	_____% of the Accepted Contract Amount.
Publishing source of commercial interest rates for financial charges in case of delayed payment	14.8	Specify _____% rate per month of delayed payment.
Maximum total liability of the Contractor to the Procuring Entity	17.6.2	<i>[Select one of the two options below as appropriate]</i> The product of _____ <i>[insert a multiplier less or greater than one]</i> times the Accepted Contract Amount, <i>or</i> _____ <i>[insert amount of the maximum total liability]</i>
Periods for submission of insurance: a. evidence of insurance. b. relevant policies	18.1.6	<i>[Insert period for submission of evidence of insurance and policy. Period may be from 14 days to 30days.]</i> _____ days _____ days
Maximum amount of deductibles for insurance of the Procuring Entity's risks	18.2.4 (d)	<i>[Insert maximum amount of deductibles]</i>
Minimum amount of third-party insurance	18.3.2	<i>[Insert amount of third-party insurance]</i>
The place of arbitration	20.7.2	<i>Insert city and Country</i>

SECTION 17

CONTRACT FORMS

SECTION 17 - CONTRACT FORMS

FORM No. 1 - NOTIFICATION OF INTENTION TO AWARD

FORM NO. 2 – REQUEST FOR REVIEW

FORM No. 3-LETTEROF AWARD

FORM No. 4 - CONTRACT AGREEMENT

FORM No. 5 - PERFORMANCE SECURITY [Option 1 - Unconditional Demand Bank Guarantee]

FORM No. 6- PERFORMANCE SECURITY [Option 2– Performance Bond]

FORM No. 7 - ADVANCE PAYMENT SECURITY

FORM No. 8 - RETENTION MONEY SECURITY

FORM No 1: NOTIFICATION OF INTENTION TO AWARD OF CONTRACT

This Notification of Award shall be sent to each Tenderer that submitted a Tender and was not successful. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

FORMAT1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by *(Name and designation)* _____

3. Notification of Award

- i) Procuring Entity: *[insert the name of the Procuring Entity]*
- ii) Project: *[insert name of project]*
- iii) Contract title: *[insert the name of the contract]*
- iv) ITT No: *[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender by submitting a Procurement-related Complaint in relation to the decision to award the contracts.

a) The successful tenderers

i) Name of successful Tender _____

ii) Address of the successful Tender _____

iii) Contract price of the successful Tender Kenya Shillings _____
(in words _____)

b) The reasons for your tender being unsuccessful are as follows:

c) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.

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

(Note a) State NE if not evaluated

5. How to request a debriefing

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

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [*insert date*] (*local time*).
- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - i) Attention: [*insert full name of person, if applicable*]
 - ii) Title/position: [*insert title/ position*]
 - iii) Agency: [*insert name of Procuring Entity*]
 - iv) Email address: [*insert email address*]
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website www.ppra.go.ke.

You should read these documents before preparing and submitting your complaint.

- e) There are four essential requirements:
 - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process and is the recipient of a Notification of Intention to Award.
 - ii) The complaint can only challenge the decision to award the contract.
 - iii) You must submit the complaint within the period stated above.
 - iv) You must include, in your complaint, all of the information required to support your complaint.

7. Standstill Period

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

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

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

FORM NO. 2- REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....**APPLICANT**

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

FORM NO 3: LETTER OF AWARD

letterhead paper of the Procuring Entity]

[date]

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

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Contract Data]* for the Accepted Contract Amount *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers, is here by accepted by..... *(name of Procuring Entity)*.

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

Authorized Signature:

Name and Title of Signatory:

Name of Procuring Entity:

Attachment: *Contract Agreement*:

FORM NO 4: CONTRACT AGREEMENT

THIS AGREEMENT made the day of..... 20....., between.....
.....of..... (hereinafter “the Procuring Entity”), of the one part, and.....of..... (hereinafter “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as..... should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects there in,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - a) the Notification of Award
 - b) the Form of Tender
 - c) the addenda Nos.....(if any)
 - d) the Special Conditions of Contract
 - e) the General Conditions of Contract;
 - f) the Specifications
 - g) the Drawings; and
 - h) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this Agreement, the Contractor here by covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring Entity here by covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects there in, 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 where of the parties here to have caused this Agreement to be executed in accordance with the Laws of Kenya on the day, month and year specified above.

Signed and sealed by.....(for the Procuring Entity)

Signed and sealed by.....(for the Contractor).

FORM NO. 5 - PERFORMANCE SECURITY**[Option 1 - Unconditional Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** *[insert name and Address of Procuring Entity]***Date:** _____ *[Insert date of issue]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (hereinafter called "the Contractor") has entered into Contract No. _____ dated _____ with (name of Procuring Entity) _____ (the Procuring Entity as the Beneficiary), for the execution of _____ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, here by irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (in words),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the Day of², and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee."

*[Name of Authorized Official, signature(s) and seals/stamps]***Note:** *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*¹The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the Beneficiary.²Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. The Procuring Entity should note that in the event of an extension of this date for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

FORM No. 6- PERFORMANCE SECURITY**[Option 2– Performance Bond]**

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

[Guarantor letterhead or SWIFT identifier code]

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

Date: _____ *[Insert date of issue]*

PERFORMANCE BOND No.: _____

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond _____ as Principal (hereinafter called “the Contractor”) and _____] as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____] as Obligee (hereinafter called “the Procuring Entity”) in the amount of _____ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the _____ day of _____, 20_____, for _____ in accordance with the documents, plans, specifications, and amendments there to, which to the extent here in provided for, are by reference made part here of and are here in after referred to as the Contract.
3. 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 there under, the Surety may promptly remedy the default, or shall promptly:
 - a) Complete the Contract in accordance with its terms and conditions; or
 - b) 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 Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make a 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 Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
 - c) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions upto a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. 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 here in or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.
6. In testimony whereof, the Contractor has here unto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly at tested by the signature of his legal representative, this day _____ of _____ 20_____.

SIGNED ON _____ on behalf of _____

By _____ in the capacity of _____

In the presence of _____

SIGNED ON _____ on behalf of _____

By _____ in the capacity of _____

In the presence of _____

FORM NO. 7 - ADVANCE PAYMENT SECURITY**[Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** _____ *[Insert name and Address of Procuring Entity]***Date:** _____ *[Insert date of issue]***ADVANCE PAYMENT GUARANTEE No.:** *[Insert guarantee reference number]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

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

[Name of Authorized Official, signature(s) and seals/stamps]

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

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.

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

FORM NO. 8 – RETENTION MONEY SECURITY**[Demand Bank Guarantee]***[Guarantor letterhead]***Beneficiary:** _____ *[Insert name and Address of Procuring Entity]***Date:** _____ *[Insert date of issue]***Advance payment guarantee no.** *[Insert guarantee reference number]***Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Contractor") has entered into Contract No. _____ *[insert reference number of the contract]* dated _____ with the Beneficiary, for the execution of _____ *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys upto the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of *[insert the second half of the Retention Money]* is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* _____ *([insert amount in words _____])¹* upon receipt by us of the Beneficiary's complying demands supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified there in.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number _____ at _____ *[insert name and address of Applicant's bank]*.
5. This guarantee shall expire no later than the.....Day of.....², and any demand for payment under it must be received by us at the office indicated above on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

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

¹The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.

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

FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM

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

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:

- Directly or indirectly holding 25% or more of the shares.
- Directly or indirectly holding 25% or more of the voting rights.
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.

Tender Reference No.: _____

_____ [insert identification no] Name of the

Assignment: _____ [insert name of
the assignment] to: _____ [insert complete name of Procuring Entity]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We hereby provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
[include full name]			

<i>(last, middle, first), nationality, country of residence]</i>			
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OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”

Name of the Tenderer:[insert complete name of the Tenderer]_____*

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

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

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

Date signed [insert date of signing] day of..... [Insert month], [insert year]