



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF WAJIR**

**PROPOSED RENOVATION WORKS AT
MANSA HEALTH CENTRE**

BILLS OF QUANTITIES

ISSUED BY:

**COUNTY WORKS OFFICER
PUBLIC WORKS DEPARTMENT
P.O. BOX 120
WAJIR**

JANUARY, 2016

FORM OF INVITATION FOR TENDERS

_____ [date]

To: _____ [name of Contractor]

_____ [address]

Dear Sirs:

Reference: _____ [Contract Name]

You have been prequalified to tender for the above project.

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

A complete set of tender documents may be purchased by you from _____

_____ [mailing address, cable/telex/facsimile numbers].

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____ number of copies of the same and a security in the form and amount specified in the tendering documents, and must be delivered to

_____ [address and location]

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

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

Yours faithfully,

_____ Authorised Signature

_____ Name and Title

FORM OF TENDER

TO: _____ [Name of Employer] _____ [Date]
_____ [Name of Contract]

Dear Sir,

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, install and complete such Works and remedy any defects therein for the sum of Kshs. _____ [Amount in figures] Kenya Shillings _____ [Amount in words]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender until _____ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

Signature _____ in the capacity of _____

duly authorized to sign tenders for and on behalf of
_____ [Name of Employer]
of _____ [Address of Employer]

Witness; Name _____

Address _____

Signature _____

Date _____

LETTER OF ACCEPTANCE

[letterhead paper of the Employer]

_____ [date]

To: _____
[name of the Contractor]

[address of the Contractor]

Dear Sir,

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

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

Authorized Signature

Name and Title of Signatory

Attachment : Agreement

FORM OF AGREEMENT

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

WHEREAS THE Employer is desirous that the Contractor executes

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

NOW THIS AGREEMENT WITNESSETH as follows:

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

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

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

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

[ii] Name _____

Address _____

Signature _____

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer

.....

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

.....

3. Telephone number (s) of tenderer

.....

4. Telex address of tenderer

.....

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

.....

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

.....

.....

Signature of Tenderer

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

Location of business premises; Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

*Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1.....				
2.....				
3.....				

Part 2(c) – Registered Company:

Private or public.....

State the nominal and issued capital of the Company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full. Nationality. Citizenship Details*. Shares.

1.
.....

2.
.....

3.
.....

4.
.....

Part 2(d) – Interest in the Firm:

Is there any person / persons in (Name of Employer) who has interest in this firm? Yes/No.....(Delete as necessary)

I certify that the information given above is correct.

.....
(Title)

.....
(Signature)

.....
(Date)

- Attach proof of citizenship

Mandatory criteria for Evaluation

S/No	Required Documents	YES	NO
1	Certified copy of certificate of incorporation		
2	Copy of Current tax compliance certificate		
3	Certified Current business permit		
4	NCA category 5 and above for Building works		
5	Bid bond of 2% of quoted total sum per project		
6	Dully filled original and copy of the BQ		
7	All pages must be serialized		

Completeness and Responsiveness

The Evaluation Committee will checked for completeness and responsiveness of the Bid as Follows:-

- **Tender Form:** The Form of Bid was to be properly filled and signed and amount of the tender price indicated in it.
- **Confidential Business Questionnaire:** Bid were required to properly fill and sign the Confidential Business Questionnaire and provide all the required information.
- **Form of Power of Attorney:** Bid were required to fill and sign the Form of Power of Attorney and provide copies of national I.D or passport of person with Power of Attorney.
- **Tax Compliance Certificate:** Bidders were required to provide a Certified Valid Copy of Tax Compliance Certificate certified
- **Certified Certificate of Incorporation:** - Bidders were required to submit a valid and certified copy of Certificate of Incorporation.
- **Eligibility:** Bidder were required to provide copies of National ID or passport for all directors, certified copy of a system generated CR12.
- **Conflict of Interest:** Bidders were required to state explicitly whether they have conflict of interest.
- **Debarment:** Bidders were required to fill and Sign the Debarment Form.
- **Pending Litigation:** Bidders were required to provide a valid Sworn Affidavit.
- **Litigation History:** Bidders were required to fill information and sign.
- **Anti –Corruption declaration/commitment/pledge form:** Bidders were required to properly fill and sign the form.

- **Copy of Bid Document:** Bidders were required submit a replica of the original.
- **Serialization of documents:** bidders were required to continuously serialize all pages of the bid document.

Note:

- companies who fails to meet mandatory criteria will not be evaluated further and will be disqualified at this stage
- All docuduments should be certified by the commissioner of oath to confirm the validity of the document .
- Evaluation should the Due diligency on the company submitted .

TECHNICAL REQUIREMENT

S/No	Required Documents	Score/Rate	Give score/Rate
1	Dully filled confidential business questionnaire SignedandStamped	10	
2	Litigation History and dully fill the Anti- corruption Declaration Form	10	
3	Provid Work Methodology and Schedule of Ongoing Projects	10	
4	Dully filled tender form signed and stamped	10	
5	Equipment and plants (50% owned and 50% Leased)	10	
6	Certified CR 12 and Copy of directors IDs as per CR 12.	10	
7	Proof of at least three similar work done	10	
8	Key Personnel and Experience for two years	10	
	Total Score	80	

3.0 FINANCIAL EVALUATION

S/no	Required Documents	Score/ Rate	Give score/Rate
	Audited Financial Report 2015/2016 and 2016/2017	20	

Total Pass Mark = T (80) + F (20) = 100%

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<p><u>ELEMENT NO. 1</u></p> <p><u>SUB-STRUCTURES:</u> <u>(ALL PROVISIONAL)</u></p> <p><u>CHAINLINK FENCING:</u></p>					
A	<p>14 Gauge galvanized chain-link fence, 2.5 meter high, complete with and including 7 strands of 12.5 gauge barbed wire all fastened on and including 150x150mm. Precast concrete posts with 450mm long cranked top at 3050mm centres, 2450mm above ground level, seven times holed for 4no. S.W.G. wire and 3no. barbed wire through cranked ends. Including embedding posts in 600x600x600mm. mass concrete-(1:3:6), surround with all necessary excavations, formwork and disposal. And including embedding the chain-link fence at ground level in mass concrete-(1:3:6)</p>	19600	Lm.			
B	<p><u>GATES:</u> Purpose made mild steel gate overall size 6100x2150mm. High, fabricated from 50x50mm. Square hollow section framing with 25x25mm.S.H.S. Vertical members at 150mm.centres, welded to create rectangular profile with 150mm. long pieces welded in between at 300mm. centers running vertically .I including metal spikes fabricated from 25x25mm. S.H.S. with one end pointed and other end welded to an approved top profile.</p>	1	No.			
C	<p>Ditto, pedestrian gate, size 900x2150mm. High.</p>	1	No.			

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<p><u>PERIMETER FENCE AND GATES INCLUDING SENTRY BOX.</u> SUB-STRUCTURES: (ALL PROVISIONAL). <u>Site clearance.</u></p>					
A	Clear the site of all bushes, grass and small trees and cart away the arising materials from site.	1568	Sm.			
	<p><u>EXCAVATIONS AND EARTH WORKS:</u></p>					
B	Excavate for pits for R.C . poles and the supporting braces.	686	No.			
C	Ditto, but column's bases.	4	No.			
	<p><u>DIPOSAL</u></p>					
D	Load the excavated material and cart away from site.	-	-	Item.		
	<p><u>CONCRETE WORKS.</u></p>					
E	Mass concrete -(1:3:6),precast concrete posts and bracings anchorage and including embedding chain-link at the ground level.	194.9	Cm.			
	<p><u>MASONARY WORKS.</u></p>					
F	Construct 4No. Masonry pillars, size 450x450x2450mm. High, with inner core reinforced with 4D12bars and D8 rings at 200mm. centers, as described to carry the gates,					

G	including electrical conduits. Construct forming/enclosing masonry walls 2100mm. high, with and including concrete coping.	4	No.			
		9	Sm.			
TOTAL CARRIED TO SUMMARY						

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
A	<u>SENTRY BOX.</u> Site Clearance. Excavate oversight average 250mm. deep to remove vegetable soil, load up and cart away from site.	6	Sm.			
B	<u>TRENCH EXCAVATIONS:</u> Excavate for strip foundation trenches, not exceeding 1.2m deep, commencing from stripped level.	6	Cm.			
C	Extra over for excavating in rock.	3	Cm.			
D	Disposal. Load surplus excavated material and cart away from site.	2	Cm.			
E	FILLING. Return, fill and ram selected excavated material around the foundations.	5	Cm.			
F	HARDCORE FILLING. 300mm.thick layer of hardcore filling including leveling, consolidating and/ or hand packing.	6	Sm.			
G	BLINDING. 50mm. thick layer of murrum or other equal and approved blinding to the surface of hardcore, rolled smooth to receive slab concrete.	6	Sm.			
H	I insecticide Treatment. 'Termidor' 25 EC' or other equal and approved chemical treatment prepared and applied according to the manufacturer's printed instructions.	6	Sm.			
J	In- Situ concrete work-(mix 1; 3:6).	1	Cm.			
K	In- strip foundations.					
L	100mm. thick slab. Sawn formwork as described to;- Edges of slab exceeding 75mm., not exceeding 150mm. high.	8	Lm.			
	<u>Foundation Walling</u> 200mm.thick machine cut natural rock					

M	<p>building stones, bedded and ointed in cement/sand mortar-(1:3), and reinforced with and including 20swgx25mm. wide hoop iron in every alternate course</p> <p><u>DAMP PROOFING.</u></p>	9	Sm.			
N	<p>150mm.wide hessian based damp proof course leveled with 1:4 cement/ sand mortar.</p>	12	Lm.			
N	<p><u>Plinth Area Finishes:</u></p>	2	Sm.			
Q	<p>12mm.thick cement/sand mortar-(1:3), wood floated render to plinth area.</p>	2	Sm.			
	<p>Prepare and apply two coats of bitumen paint to rendered surface.</p>	2	Sm.			
TOTAL CARRIED TO SUMMARY						

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<u>Reinforced Concrete and Walling.</u>					
	<u>Reinforced concrete.</u>					
A	Vibrated reinforced concrete –(1:2:4), 12-20 mm. aggregates as described in:- 150 mm. thick cover slab	8	Sm.			
	<u>Steel Reinforcement:</u>					
B	Supply and fix bars/ steel reinforcement, including cutting/ bending, hooks tying wire, spacer blocks and supporting all in position. (Measured net,-allow for laps) . 12mm. diameter bars.	82	Kgs.			
C	Sawn formwork as described in :- Soffits and sides of cover slab.	8	Sm.			
	<u>WALLING:</u>					
D	Machine cut natural rock building stones walling bedded and jointed in cement /sand –(1:3), mortar as described in :- 200mm. thick reinforced with and / including 20swgx25mm. Wide hoop iron in every alternate course.	21.1	Sm.			

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TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<p><u>ROOFING</u></p> <p>All timber to be sawn cypress of G.S grade, well seasoned and to the requirements of K.S.0227101 OF 1991, and treated with approved wood preservative.</p>					
A	<p>100 x 50mm thick wall plate on and including 10mm. cement/sand -(1:4), mortar bed secured to natural stone wall-(M.S),by mild steel anchor or as approved.</p> <p>The following in 4No. Nailed timber trusses spanning clear 1800mm.-(average), including hoisting and placing 2450mm. above floor slab level.</p>	8	Lm.			
B	100 x 50mm truss rafters.	4	No.			
C	75 x 50mm wall plate	30	Lm.			
D	200 x 25mm fascia and barge boards	20	Lm.			
	<p><u>Roof Covering</u></p> <p>Pre-painted 28 gauge IT4 sheets as MRM-resincott or equal and approved, nailed to purlins-(m.s), with 150mm. side laps.</p>					
E	Roof covering	6	Sm.			

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TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
F	<p>PAINING AND DECORATION WITH “CROWN” SOLO OR OTHER AND EQUAL AND APPROVED QUALITY:</p> <p>Knot, prime, stop, prepare and apply three coats gloss oil paint on general surfaces of timber over 200 – 300mm girth.</p>	20	Lm.			

	TOTAL CARRIED TO SUMMARY					

TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
A	<p><u>Windows:</u></p> <p>Window openings, with/ and including the required biddings and bat proofing.</p> <p>Opening size 200 x 300mm high.</p>	2	No.			
B	<p><u>Painting:</u></p> <p>Prepare and apply one premier coat to timber surfaces.</p>	2	Lm.			
TOTAL CARRIED TO SUMMARY						

TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<u>Doors</u>					
	Panelled hardwood doors 50mm thick mahogany, with four fielded and raised panels.					
A	Door size 820 x 2060mm single leaf.	1	No.			
	Wrought mahogany, selected and kept clean;					
B	100 x 75mm rebated door frame with two labors	5.1	No.			
C	45 x 25mm architrave	5.1	Lm.			
D	20 x 20mm quadrant beading.	5.1	Lm.			
	<u>IRON MONGERY:</u>					
	Supply and fix the following iron monger as "Union" or other equal and approved quality to Manufacturer's Specifications.					
E	Two lever mortise lock	1	No.			
F	100mm long heavy duty brass butt hinges	2	Prs			
G	40mm diameter rubber door stop rawl bolted to floor or wall.	1	No.			
	Painting and Decoration with 'Crown' solo as before described.					
H	Prepare and apply three coats wood varnish to general wood surfaces internally.	4	Sm.			
I	Ditto externally	4	Sm.			
J	Ditto: surfaces over 100mm but not exceeding 200mm high.	10	Lm.			
K	Prepare and apply one coat aluminum wood primer on surfaces of woodwork: over 100mm but not exceeding 200mm girth; before fixing.	10	Lm.			
L	Prepare and apply three coats clear varnish to timber frame girth not exceeding 100mm high.	12	Lm.			
	TOTAL CARRIED TO SUMMARY					

TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	<u>Finishes</u>					
	<u>Floor Finishes:</u>					
	Cement and sand (1:4), screed on concrete: to:					
A	25mm thick cement/sand (1:4), hardened floor screed steel trowelled smooth finish.	3.2	Sm.			
B	100 x 10mm matching cement/sand mortar skirting with coved junction at floor and rounded edges at top.	7.2	Lm.			
	<u>Wall finishes</u>					
C	12mm thick cement/sand mortar (1:3) in 3No. coat work; steel trowelled smooth finish to natural rock masonry base (M.S.) to	17.6	Sm.			
D	Wall internally	17.6	Sm.			

TEM NO.	DESCRIPTION	QTY	UNIT	RATE	KSHS.	CTS
	TOTAL CARRIED TO SUMMARY					

GRAND SUMMARY

TEM NO.	DESCRIPTION	Tenderers' use.		For official use.	
1	Total for perimeter fence, gate and sentry box carried to summary.				
	Total amount carried to form tender.				
	<p>Contractors' name:</p> <p>Address:</p> <p>Amount in words:</p> <p>.....</p> <p>Date:</p> <p>Signature:</p> <p>Witness' name:</p> <p>Address:</p> <p>Date:</p> <p>Signature:</p>				