

COAST WATER SERVICES BOARD



BIDDING DOCUMENTS

Project Name: De-Silting and Expansion of water pans and earth dams, Drilling and Equipping of Boreholes

Issued on: **5th March 2019**

For

Contract Name: Drilling and Equipping of Muyu wa Nyufu Borehole in Kakuyuni - Malindi Constituency

Reference No. CWSB/T/SPB/W/28/18-19

Employer:

COAST WATER SERVICES BOARD

P.O. BOX 90417-80100

MOMBASA, KENYA

MARCH 2019

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SECTION I

COAST WATER SERVICES BOARD



INVITATION TO TENDER

CONTRACT NAME AND DESCRIPTION: WORKS FOR SMALL DAMS, PANS, BOREHOLES AND PROVISION OF MOTOR VEHICLE INSURANCE FOR F/Y 2018-2019.

1. The Coast Water Services Board a State Corporation in the Ministry of Water and Sanitation (MW&S), has received funding from The National Treasury (TNT) towards the cost of financing water projects in the Coast Region under **Works for Small Dams, Pans And Boreholes**, and it intends to apply part of the proceeds of this fund to payments of Contracts shown in the table below:

TABLE 1:

S/no.	Tender No.	Tender Name	Closing Date	Closing Time	Tender Security	Target Group
1	CWSB/T/SPB/W/25/18-19	Extension of Water Supply to Nduru Village – Garsen Constituency ,Tana River County	19/3/2019	1100hrs	100,000	Open to All
2	CWSB/T/SPB/W/26/18-19	Construction of elevated tanks in Galole Constituency ,Tana River County	19/3/2019	1100hrs	100,000	Open to All
3	CWSB/T/SPB/W/27/18-19	Drilling of Borehole in Hashaka in Garsen Constituency ,Tana River County	19/3/2019	1100hrs	100,000	Open to All
4	CWSB/T/SPB/W/28/18-19	Muyu wa Nyufu Borehole Kakuyuni ward Malindi Kilifi County	19/3/2019	1400hrs	100,000	Open to All
5	CWSB/T/S/03/18-19	Provision of Motor Vehicle Insurance	19/3/2019	1400hrs	100,000	Open to All

2. Interested eligible candidates may obtain further information and inspect tender documents during normal working hours from 0800 hours to 1630 hours local time from Monday to Friday, except during lunch hour (1230 hours to 1400 hours), and during weekends and public holidays.
3. A complete set of tender documents may be obtained by interested candidates upon payment of a **non-refundable fee of Ksh.1000 in cash or Bankers Cheque** payable to the **Chief Executive Officer** or can be downloaded free of charge from Coast Water Services Board website www.cwsb.go.ke and immediately email the firms' names and contact details to: procurement@cwsb.go.ke for records and communication of any tender clarifications or addenda.
4. Prices quoted should be inclusive of all taxes, must be in Kenya shillings and shall remain valid for 90 days from the closing date of tender. Tenders must be accompanied by Tender security or Tender securing declaration (TSD) as shown in attached table.
5. Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at Procurement Office, Coast Water Services Board Mikindani Street Off- Nkrumah road, Mombasa and be to:

Chief Executive Officer
Coast Water Services Board
Mikindani Street (Off- Nkrumah road)
P.O. Box 90417 – 80100
MOMBASA.

6. So as to be received on or before as indicated in the table above
7. Tenders will be opened immediately thereafter in the **Boardroom, Coast Water Services Board, Mikindani Street (Off- Nkrumah road)** in presence of the candidates or their representatives who choose to attend.

CHIEF EXECUTIVE OFFICER
COAST WATER SERVICES BOARD

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INSTRUCTIONS TO TENDERERS.

1. General

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

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

- (a) copies of certificates of registration, and principal place of business;**
- (b) Ensure your firm is e- citizen linked**
- (c) Submit Anti-Corruption Declaration Commitment/ Pledge**
- (d) Valid Tax Compliance Certificate**
- (e) Copies of PIN Certificate**
- (f) Copies of VAT Certificate**
- (g) Valid Copies of CR 12**
- (h) Copies valid AGPO Certificate**
- (i) Dully completed , Signed & Stamped Tender Securing declaration**
- (j) Dully filled, signed and stamped price schedules & Bill of quantities.**
- (k) Bid Validity shall be 90 days**
- (l) Power of attorney shall be required**
- (m) Dully completed , Signed & Stamped Form of Tender**
- (n) Dully completed , Signed & Stamped Business questionnaire**
- (o) Copies of certificate of registration NCA 8 and above on water works**
- (p) Document must be paginated**
- (q) total monetary value of construction work performed for each of the last Three (3) years;**
- (r) experience in works of a similar nature and size for each of the last Three (3) years, and clients who may be contacted for further information on these contracts;**
- (s) major items of construction equipment owned or leased**
- (t) qualifications and experience of key site management and technical personnel proposed for the Contract;**
- (u) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last two years;**
- (v) Authority to seek references from the Tenderer's bankers.**

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

- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.
- 1.5 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.6 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 1.7 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 herebelow:-
 - (a) These instructions to Tenderers
 - (b) Form of Tender
 - (c) Conditions of Contract and Appendix to Conditions of Contract
 - (d) Specifications
 - (e) Drawings
 - (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
 - (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions
- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the Employer.

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

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English Language.
- 3.2 The tender submitted by the Tenderer shall comprise the following:-
- (a) The Tender;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
 - (d) Any other materials required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the Tenderer.
- 3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of ninety (90) days from the date of submission. However in exceptional circumstances, the Employer may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.
- 3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.
- 3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.

- 3.9 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.10 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4. Submission of Tenders

- 4.1 The tender duly filled and sealed in an envelope shall;-
- (a) be addressed to the Employer at the address provided in the invitation to tender;
 - [b] bear the name and identification number of the Contract as defined in the invitation to tender; and
 - [c] provide a warning not to open before the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.
- Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.
- 5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer . Minutes of the tender opening,

including the information disclosed to those present will also be prepared by the Employer.

- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
 - (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.
 - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).
 - (e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.
- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

- 5.7 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%
- 5.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.
- 5.11 The Tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

6. Award of Contract

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.
- 6.2 Notwithstanding the provisions of clause 6.1 above, the Employer reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.
- 6.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum [hereinafter and in all Contract documents called the "Contract Price" which the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- 6.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days

following the notification of award. Within 21 days of receipt ,the successful Tenderer will sign the Agreement and return it to the Employer.

- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Performance Security amount stipulated in the Appendix to Conditions of Contract.
- 6.6 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.8 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 das of receiving the request from any tenderer.

7. Corrupt and fraudulent practices

- 7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.
- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

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SECTION III - CONDITIONS OF CONTRACT

1. Definitions

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

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

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

“The Completion Date” means the date of completion of the Works as certified by the Employer’s Representative.

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

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

“The Contractor’s Tender” is the completed tendering document submitted by the Contractor to the Employer.

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

“Days” are calendar days; **“Months”** are calendar months.

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

“The Defects Liability Certificate” is the certificate issued by Employer’s Representative upon correction of defects by the Contractor.

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

“Drawings” include calculations and other information provided or approved by the Employer’s Representative for the execution of the Contract.

“Employer” Includes Central or Local Government administration, Universities, Public Institutions and Corporations and is the party who employs the Contractor to carry out the Works.

“Equipment” is the Contractor’s machinery and vehicles brought temporarily to the Site for the execution of the Works.

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

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

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

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

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

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

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

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

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

2. Contract Documents

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

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

3. Employer’s Representative’s Decisions

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

4. Works, Language and Law of Contract

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

5. Safety, Temporary works and Discoveries

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

6 Work Program and Sub-contracting

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

7 The site

- 7.1 The Employer shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the Employer's Representative and any other person authorised by the Employer's Representative ,access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

8 Instructions

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

9 Extension of Completion Date

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

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

Delay by:-

- (a) force majeure, or
- (b) reason of any exceptionally adverse weather conditions, or
- (c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or
- (d) reason of the Employer's Representative's instructions issued under these Conditions, or
- (e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or
- (f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or
- (g) reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or
- (h) reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or

- (i) reason of delay in appointing a replacement Employer's Representative, or
- (j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or
- (k) delay in receiving possession of or access to the Site.

10 Management Meetings

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

11 Defects

- 11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.
- 11.2 The Employer's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract.
- 11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

12 Bills of Quantities/Schedule of Rates

- 12.1 The Bills of Quantities/Schedule of Rates shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rates in the Bills of Quantities/Schedule of Rates for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the rates for other items in the Bills of Quantities/Schedule of Rates.
- 12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

13 Variations

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

14 Payment Certificates and Final Account

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

- (i) Advance payment **N/A**

- (ii) First stage (*define stage*) _____
- (iii) Second stage (*define stage*) _____
- (iv) Third stage (*define stage*) _____
- (v) After defects liability period .

14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application .The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.

14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 days a schedule that states the scope of the corrections or additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.

14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the

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

15. Insurance

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

16. Liquidated Damages

16.1 The Contractor shall pay liquidated damages to the Employer at the rate 0.01 per cent of the Contract price per day for each day that the actual Completion Date is later than the Intended Completion Date except in the case of any of the occurrences listed under clause 9.2. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

17. Completion and Taking Over

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

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

18. Termination

18.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;

- (a) the Contractor stops Work for 30 days continuously without reasonable cause or authority from the Employer's Representative;
- (b) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove.
- (d) the Employer's Representative gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time.

18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

19. Payment Upon Termination

- 19.1 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on Site, plant, equipment and temporary works.
- 19.2 The Contractor shall, during the execution or after the completion of the Works under this clause, remove from the Site as and when required within such reasonable time as the Employer's Representative may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to him, and in default thereof, the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.
- 19.3 Until after completion of the Works under this clause, the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefor the Employer's Representative shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

20. Corrupt Gifts and Payments of Commission

- 20.1 The Contractor shall not;
- (a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.
 - (b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

21. Settlement of Disputes

- 21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be

agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS

Name: **Coast Water Services Board**

Address: **P.O. Box 90417-80100, Mombasa Mikindani off- Nkrumah Road**

Name of Employer's Representative: **Jacob K. Torrut**

Title; **Chief Executive officer**

Telephone: **041-2315230**

The name (and identification number) of the Contract is for **Drilling and Equipping of One Borehole in Malindi Constituency**

The Works consist of Drilling, **Test Pumping, Equipping, and Installation of a 10,000 litre Elevated Plastic Tank, Reticulation system and Commissioning**

The Start Date shall be **fourteen (14) days after site handover**

The Intended Completion Date for the whole of the Works shall be **6 months**

The following documents also form part of the Contract:

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

The Site Possession Date shall be **Fourteen (14) days after contract signature**

The Site is located at **Kakuyuni Location of Malindi Constituency as per the attached Bills of Quantities** and is defined in the sketch drawings

The Defects Liability Period is **Six (6) Calendar months.**

Amount of Tender Security is **Kshs 100,000.00**

The name and Address of the Employer for the purposes of submission of tenders is **Chief Executive officer, Coast Water Services Board, Mikindani Street off-Nkrumah, Mombasa**

The tender opening date and time is **1100hrs on 19th day of March 2019**

The amount of performance security is **10% of the contract price in the form of** bank guarantee or a performance bond on the other hand from an insurance company of **thirty (30) percent** of the Contract Price.

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

I. SPECIFICATIONS

Section I

1.1: Drilling

The objective of drilling shall be to install a plumb 17-inch (445mm) open bore to the recommended depth or to a final depth instructed by the Engineer. The Contractor shall be responsible for selecting the drilling method and neither the Client nor the Engineer shall be held responsible should the method deployed fail in the objective of drilling the borehole to specification. Foam and other additives used must be suited to environmental applications. The Contractor shall be responsible for ensuring that the additives deployed are suitable for the anticipated conditions and shall supply the Engineer with the additive specifications on request. Fluid additives of a bentonitic clay type will not be acceptable for use in these Works: if additives are required, a cellulose-based reconstituted powder or artificial liquid polymeric additive may be used for viscosity enhancement. However, bentonite may be used to prevent loss of circulation in those parts of the borehole located above the aquifer zone. Authorisation for the use of bentonite for this purpose must be explicitly sought from and given by the Engineer in writing in advance.

5.1. Cleaning and Rehabilitation

All the boreholes to be rehabilitated / cleaned are currently not lined (cased). The purpose of cleaning shall be to clear the bore of any blockage and to ensure that the hole diameter is at least 17" (445mm) to final depth.

In case there is need to stabilize the borehole during cleaning, the conditions under "Drilling" above shall apply.

5.2. Reaming and Temporary Casing

If collapse occurs, temporary stabilization casing may be required. If so, and with the consent of the Engineer, the Contractor will ream the borehole and supply, install and remove

appropriate temporary casing. A hole where temporary casing is not successfully removed from known aquifer zones will be considered a lost bore, and must be replaced at the Contractor's cost.

5.3. Sample Collection, Storage and Record Keeping

During drilling of new boreholes, the Contractor shall be responsible for collecting geological samples of dry weight 500g at 2m intervals and at prominent lithological boundaries. These are to be packed in polythene bags and marked with date of collection, depth interval and borehole name and number.

The Contractor shall keep a record of zones of loss in circulation, and rate of bit penetration in minutes per metre drilled. The depth of voids, particularly rapid penetration, or significant changes in geological condition shall also be noted. Water levels shall be measured and recorded at the start and end of every shift, after significant breaks in activity (such as meal breaks, if taken) and during periods of equipment downtime (as necessary). Water levels shall be measured using a sounding and / or lighting dipper approved for use by the Engineer.

5.4. Casing and Screens

Casings shall be new 8" (200mm) internal diameter 8-inch UPVC casing and continuous slot type screens suitable for water well applications in boreholes of up to 100m depth. The upper first aquifer of between 24 – 32 m shall be sealed off to avoid sand ingress during pumping and all the screened casings shall be placed below the anticipated dynamic pumping water level.

Alternative screens may be prepared using either plasma-cutting or machine-sawn slots, provided the method meets the specification of minimum 4% open area and slot width not greater than 1mm, subject to approval by the Engineer.

Before installation of casings and screens, the Contractor shall ensure that the hole is clear for the total depth of the bore and shall flush out any backfilled material if present. The Engineer shall draw up the final design of the borehole after drilling is satisfactorily completed. The top of the casing string at completion of construction shall terminate 0.30m above original ground level.

5.5. Gravel Pack

Gravel shall be used in packing the annular space within the water-bearing zones. The material shall be siliceous, clean and free of non-siliceous material. It shall consist of well rounded fine grains of 1-2mm or to size, which shall approved by the Engineer before installation. 66% chlorine granular calcium hypochlorite will be introduced into the annular space along with gravel pack at a concentration of 500 grammes dry weight per cubic metre of gravel pack. The gravel pack shall terminate not less than 10m above the uppermost slotted casing un-bridged, or as otherwise directed by the Engineer and shall be at least 4.5" around the annular space. The Contractor shall provide a means by which this level may be measured.

5.6. Backfill

Backfill material comprising fine or clayey drill cuttings shall be installed from the top of the bentonite / cement seal to 3m bgl unless otherwise directed by the Engineer. The installation method adopted must ensure that no bridging occurs within the annular space.

5.7. Borehole Development

The Contractor will choose what method to use to ensure a completely developed borehole. Methodologies for development must, however, be approved by the Engineer.

5.8. Borehole Pumping Tests

The borehole shall be comprehensively tested by step-drawdown, constant discharge and recovery tests. A one hour pre-test will precede formal tests during which the Contractor will test his equipment. A 5 by 2 hr step-drawdown test with no recovery measurements and a 24hr constant discharge and 24hr recovery test are envisaged.

Formal tests shall begin in the morning so that frequent early test time measurements are made during daylight hours. Pumps used in tests may be of any type provided they are approved by the Engineer. Intake depth will not be greater than 60 metres below ground level. Pumps must include an integral functioning non-return valve, or a non- return valve must be installed in the rising main immediately above the top of the pump.

Test discharges are expected to be in the range 40 to 50m³/hr at dynamic heads of 35 to 42 metres and the Contractor shall provide a pump or pumps covering this discharge and head range. The Contractor shall provide the specification for the pump or pumps he proposes to deploy for these works to the Engineer for approval.

The Contractor will ensure that water pumped from the borehole is discharged to waste at distances not less than 30m from the wellhead and in such a manner that it does not flow back towards the borehole, create excessive erosion or lead to localized flooding.

Discharge measurement shall be by an approved accurate method. Discharge shall be controlled by means of a globe valve of suitable diameter. Discharge shall not vary by more than 15% across each step of the step-drawdown test or the constant discharge test. Water level measurement shall be by an electric sounding and / or lighting dipper provided by the Contractor and approved by the Engineer, and shall be made in a dipper tube of diameter not exceeding

25mm.

All times shall be recorded by means of a stopwatch or similar approved timepiece. The Contractor shall ensure that spare batteries, bulbs, cables etc. for all equipment are available on site prior to commencing tests.

5.9. Water Level Measurements in Neighbouring Boreholes

Since there are other boreholes sharing the same aquifer, it is required that neighbouring boreholes be monitored throughout the pumping tests. Boreholes to be monitored will be indicated to the Contractor by the Engineer.

At least two boreholes shall be monitored during each pumping test: separate water level measuring equipment will be required for each monitoring borehole.

5.10. Water Sampling and Analysis

In the closing hour of the constant discharge test, water samples shall be collected from the new borehole for standard chemical, physical and bacteriological analyses at a water quality laboratory approved by the Engineer. Duplicate chemical water samples will be collected.

The Contractor shall ensure that the collection of a water sample for bacteriological analysis is undertaken correctly by a trained technician from the laboratory undertaking the analysis.

The Engineer shall check the completeness of chemical analyses. If the analysis is found inaccurate, it shall be repeated at the Contractor's cost including taking a duplicate water sample.

5.11. Wellbore Disinfection

After removal of test pumping equipment, the borehole shall be disinfected using a chlorine /water solution with a concentration of not less than 50mg/l of free chlorine. This will be sprayed into the borehole to ensure that all exposed borehole wall surfaces are coated. The Contractor should allow in his rates the provision of 2m³ of solution per borehole.

5.12. Borehole Head works

5.13.1 Sanitary seal

A sanitary seal and concrete plinth shall be constructed at the wellhead of the

borehole.

The sanitary grout seal shall be installed between the 17” surface casing and the 8” well casing. Grout shall be of cement slurry, or cement and fine sand, with a density of not less than 1.75kg/l. This shall be introduced into the annular space from the top of the inert backfill at 3m bgl to 1m bgl, using a method approved by the Engineer.

5.13.2 Concrete plinth

The concrete plinth will comprise a 1 x 1 x 1 m pit excavated at the wellhead, which will be filled with concrete and finished flush with the ground surface. Concrete shall be 1:2:4, OPC: sand: 20/12mm ballast. This shall be cast with two 0.8m lengths of 12mm reinforcing bar welded horizontally to the 8” (200mm) casing 0.7m below ground level.

5.13.3 Capping the borehole

The Contractor shall supply and install a temporary seal for the borehole. This seal shall comprise a round plate of mild steel, of thickness not less than ¼” (approximately 6mm). This will be spot-welded to the mild steel sanitary seal casing so that the plate can be removed with a hammer and cold chisel.

5.13.4 Records

Pumping test times, discharge and water level data for the production borehole and observation boreholes will be forwarded to the Engineer within seven days of completion of tests. Copies of the field data sheets must be handed over to the Engineer on completion of the tests.

The following records shall be submitted to the Engineer within fourteen days of completion of works:

- Borehole number/name and schematic diagram of borehole in section;
- Results of chemical analysis;
- Copies of signed daily reports;
- Drilling penetration log;
- Driller's log;

WAB 28 Borehole Completion Record in draft for perusal and return

II DRAWINGS

NOTE:

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

III BILL OF QUANTITIES/SCHEDULE OF RATES

**DRILLING AND EQUIPING OF MUYU WA LUFU BOREHOLE IN MALINDI -
KAKUYUNI**

ITEM	DESCRIPTION	UNIT	QTY	RATE (Kshs)	AMOUNT (KSHS)
<u>1</u>	BILL NO. 1 PRELIMINARY & GENERAL ITEMS				
	Contractual Requirements				
1.1	Performance Security , according to clause 55 of GCC.	Item	1		
1.2	Insurance for loss or damage to the works , plant and materials according to Clause 14 (a) of GCC.	Item	1		
	Performance Requirements				
1.3	Provide, erect and maintain sign boards at locations shown by the Engineer (During and after construction).	Nr	2		
	Administration Costs				
1.4	Allow for Upkeep and subsistence allowances for CWSB staff during project implementation	Sum	1	250,000	250,000.00
1.4.1	Allow for profit and overheads on Item No. 1.8 above	%	250,000	
1.5	Conduct a hydrogeological Survey for appropriate drilling site selection and submit the report to WARMA for approval.The Contractor will be required to make applications on behalf of the Board and ensure timely acquisition of the permits.	Sum	1		
	TOTAL BILL NO. 1: PRELIMINARY & GENERAL ITEMS carried to SUMMARY PAGE				
					-
	BILL NO. 2 : BOREHOLE DRILLING				-
2.1	Mobilization				-
2.1.1	Mobilization of drilling unit to site, all other plant, equipment, stores, personnel materials and demobilize on completion	Sum	1		
2.1.2	Mobilization of test pumping equipment, erect, dismantle and demobilize on completion	Sum	1		
2.1.4	Allow for all costs involved in providing water for all site and any other drilling requirements	Sum	1		

2.2	Drilling				
	Mud or Air drilling				
2.2.1	Drilling a 254mm bore from 0 - 100m	M	100		
2.2.2	Allow for collection and sampling of drill cuttings at 2 meter intervals	Sum	1		
2.3	Well Construction				
2.3.1	Supply and install 152 mm plain uPVC casing class E	M	30		
2.3.2	Supply and install 152 mm uPVC screens class E	M	70		
2.3.3	Supply and install gravel pack with average grain size of 2 mm	Ton	8		
2.3.4	Grouting of top 3 metres of annular space between casing and borehole	m3	1		
2.3.5	Form concrete surface plug around casing with dimensions 1000 x 1000 x 1000 mm	m3	1		
2.4	Well Development and Testing				
2.4.1	Well development using air or water jetting as recommended by the Engineer or his appointed representative (In their presence)	Hr	6		
2.4.2	Insertion and Removal of equipment	Hr	6		
	Test pumping				
2.4.3	Undertake a discharge test as directed by the Engineer	Hr	24		
	Recovery Test				
2.4.4	Undertake a Recovery Test as specified or until the initial water rest level	Hr	8		
2.4.5	Supply and install 200 mm diameter well cap	Sum	1		
2.4.6	Chemical analysis of water from 3 reputable laboratories as directed by the Engineer	No	3		
2.5	Erection of Gantry				
Aa	Fabrication and erection of Borehole gantry (GI pipe 3 inch diameter Class B with climbing ladder on concreted foot foundation)	Nr	1		
	TOTAL BILL NO. 2 : BOREHOLE DRILLING carried to SUMMARY PAGE				
3	BILL NO. 3: BOREHOLE EQUIPPING				
	<i>Allow for Supply and Installation of the following. The cost should include all the required fittings</i>				

3.1	Solar Energy Driven Submersible Pump				
3.1.1	Allow for provisional sum Ksh 1,500,000 for purchase of a submersible pump with metallic impellers complete with a three Phase Motor with capacity to pump approximately 5m³/hr against a pumping head of 120m. Precise head and flow are to be established after test pumping the borehole above. This should include a complete solar powered system capable of running the pump set	Sum	1		
3.2	Drawdown Pipes and Cables				
	<i>Supply and install the following</i>				
3.2.1	65mm diameter GI Pipes Include all the required joinery fittings	m	110		
3.2.2	10mm ² x 4core submersible drop cable	m	110		
3.2.3	Electrode cable (1mm ² x 1core)	m	110		
3.2.4	Electrodes	Nr	2		
3.2.5	Cable splicing Kit	Nr	1		
3.2.6	uPVC dipper pipes 20mm Diameter	m	110		
3.2.7	Float Switch	Nr	1		
3.2.8	Earth rod 1.2m c/w earth lead cables	Set	1		
3.3	Borehole Surface Sundries				
3.3.1	Borehole cover plate 200mm complete with fittings	Nr	1		
3.3.2	GI Plug 65mm diameter	Nr	1		
3.3.3	GI bend 65mm diameter	Nr	2		
3.3.4	GI union 65mm diameter	Nr	1		
3.3.5	65x25mm diameter GI Tee	Nr	1		
3.3.6	Gate valve 65mm diameter Peglar type or equivalent	Nr	1		
3.3.7	GI reducer tee diameter 38mm	Nr	2		
3.3.8	Single orifice air valve 25mm complete with fittings	Nr	1		
3.3.9	Non-Return Valve 65mm Peglar flap type or equivalent	Nr	1		
3.3.10	Pressure gauge minimum 10 bars	Nr	1		
3.3.11	Water meter complete with accessories 65mm	Nr	1		
	Control Panel				
3.3.12	Provide and Install a 4m high solar support structure for the 64 control panels above	Nr	1		
3.4	Disinfection and Testing of works				
3.4.1	Allow for disinfection and testing of works	Sum	1		

	TOTAL BILL NO. 3: BOREHOLE EQUIPPING carried to SUMMARY PAGE				
4	BILL NO. 4 : POWER HOUSE				
4.1	Construction of Standard Power House as directed by Engineer	Sum	1		
	TOTAL BILL NO. 4: POWERHOUSE carried to SUMMARY PAGE				
5	BILL NO. 5: ELEVATED PLASTIC STORAGE TANK				
5.1	Plastic Storage Tank on an Elevated Platform				
5.1.1	Allow for supply, Delivery and installation of 10m ³ Plastic tank above (Top tank heavy duty)	Nr	1		
5.1.2	Allow for construction of a 6m high steel girder to act as water holding platform for 10m ³ Plastic tank above (to specifications).	Nr	1		
5.2	Cattle Trough				
5.2.1	Allow for construction of a standard Cattle trough to specifications.	Nr	1		
5.3	Plumbing works				
5.3.1	Supply all materials and connect to tank to be installed to the borehole with 65mm diameter uPVC/GI pipe for length not exceeding 50m and as per the Engineers instruction.	m	50		
5.3.2	Allow for fittings consisting of a gate Valve, Air valve Sockets, Wash out and a stand pipe all on a 65mm diameter pipe	Sum	1		
5.3.3	Construct a standard communal water draw-off point with 2 taps, to specification	nr	1		
5.4	Sanitation facilities				
5.4.1	Allow for construction of pit latrine plinth area 4.0m ² , two room with masonry walling, fixtures and roofing	nr	1		
	TOTAL BILL NO. 5: ELEVATED PLASTIC STORAGE TANK carried to SUMMARY PAGE				
6	BILL NO. 6: FENCING				
6.1	Fencing Posts and Chain link				
6.1.1	Supply ALL materials and Erect Chain Link Security Fence with one vehicular access gate 2.5m high concrete posts at 3.0m C/C supported by barbed wire, concrete foundation all complete to the satisfaction of the Engineer	nr	1		

	TOTAL BILL NO.6 : FENCING carried to SUMMARY PAGE				
7	BILL NO. 7: CAPACITY BUILDING				
7.1	Community training and formation of Project water Committee	P.Sum	1		
8	BILL NO.8: PROJECT BRANDING				
8.1	Branding of Project	Sum	1		

	SUMMARY PAGE	
1	BILL NO. 1 PRELIMINARY & GENERAL ITEMS	
2	BILL NO. 2 BOREHOLE DRILLING	
3	BILL NO. 3 BOREHOLE EQUIPPING	
4	BILL NO. 4 POWER HOUSE	
5	BILL NO. 5 ELEVATED PLASTIC STORAGE TANK	
6	BILL NO. 6 FENCING	
7	BILL NO. 7 CAPACITY BUILDING	
8	BILL NO. 8 PROJECT BRANDING	
	TOTAL	
	Add 3 % Contingency	
	Add 16%VAT	
	GRAND TOTAL	

Amount In Words

.....

Signature:.....

Date:.....

-

Official Stamp

SECTION V
STANDARD FORMS

List of Standard Forms

- (i) Form of Invitation for Tenders**
- (ii) Form of Tender**
- (iii) Letter of Acceptance**
- (iv) Form of Agreement**
- (v) Form of Tender Security**
- (vi) Performance Bank Guarantee**
- (vii) Performance Bond**
- (viii) Bank Guarantee for Advance Payment**
- (ix) Qualification Information**
- (x) Tender Questionnaire**
- (xi) Confidential Business Questionnaire**
- (xii) Details of Sub-Contractors**
- (xiii) Request for Review Form**

FORM OF INVITATION FOR TENDERS

_____ [date]

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

Dear Sirs:

Reference: _____ [Contract Name]

You have been prequalified to tender for the above project.

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

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

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

Upon payment of a non-refundable fee of Kshs _____

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

_____ [address and location]

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

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

Yours faithfully,

_____ Authorized Signature

_____ Name and Title

FORM OF TENDER

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

Dear Sir,

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

Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____

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

Witness; Name _____

Address _____

Signature _____

Date _____

(Amend accordingly if provided by Insurance Company)

LETTER OF ACCEPTANCE
[letterhead paper of the 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
 - (iv) Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities/Priced Schedule of Rates [whichever is applicable]
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 _____

FORM OF TENDER SECURITY

WHEREAS(hereinafter called “the Tenderer”) has submitted his tender dated for the construction of
..... (name of Contract)

KNOW ALL PEOPLE by these presents that WE having our registered office at(hereinafter called “the Bank”), are bound unto(hereinafter called “the Employer”) in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

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

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

[date]

[signature of the Bank]

[witness]

[seal]

PERFORMANCE BANK GUARANTEE

To: _____(Name of Employer) _____(Date)
_____(Address of Employer)

Dear Sir,

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

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

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

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

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

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

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

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

PERFORMANCE BOND

By this Bond, We _____ of (or whose registered office is situated at] _____ as Principal (hereinafter called “the Contractor”) and _____ of[or whose registered office is situated at] _____ as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____ of[or whose registered office is situated at] _____ as Obligee (hereinafter called “the Employer”) in the amount of Kshs. _____ [amount of Bond in figures] Kenya Shillings

_____ [amount of Bond in words], for the payment of which sum well and truly, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a Contract with the Employer dated the _____ day of _____ 20 _____ for the execution of

_____ [name of Contract] in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

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

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

The term “Balance of the Contract Price”, as used in this paragraph, shall mean the total amount payable by the Employer to the Contractor under the

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

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

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

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

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

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

SIGNED ON _____ SIGNED ON _____

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

By _____ By _____

In the capacity of _____ In the capacity of _____

In the presence of;Name _____ In the presence of;Name _____

Address _____

Address _____

Signature _____

Signature _____

Date _____

Date _____

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ [name of Employer] _____ (Date)
_____ [address of Employer]

Gentlemen,

Ref: _____ [name of Contract]

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

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

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

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

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

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

QUALIFICATION INFORMATION

1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of tenderer **(Shall attach copy of Incorporation Certificate);**

Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender **shall be required**

1.2 Total annual volume of construction work performed in the last **Three (3) years shall be Ksh.20,000,000.00**

Year	Volume	
	Currency	Value
Yr 1		
Yr 2		
Yr 3		

1.3 Work performed as Main Contractor on works of a similar nature within the last Three (3) years with a *minimum value of Ksh.10Million.* Also list details of work under way or committed, including expected completion date.

Year	Project name	Name of Client	Description of Similar work performed	Value of Contract (Ksh)
Yr 1				
Yr 2				
Yr 3				

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

No.	Equipment Type and Characteristics	Minimum Number required
1	A Complete Drilling Equipment	1
1	Water bowser	1
2	Test Pumping Unit	1
3	Compressor	1

4	Truck lorry	1
5	Rock breakers	
6	Back hoe excavator	
8	Hand tools equipment (Assorted)	Various

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

The Bidder must demonstrate that it will have the personnel for the key positions that meet the following requirements:

No.	Position	Total Work Similar Experience (years)	In Similar Works Experience (years)
1	Drilling Technologist	5	3
2	Hydro geologist	5	3
	Drillers	5	4
3	Construction Technicians	7	5

1.6 Financial reports for the last three (3) years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

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

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

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

1.10 Proposed program (work method and schedule) for the whole of the Works shall be submitted

2 Joint Ventures

- 2.0 The information listed in 1.1 – 2.0 above shall be provided for each partner of the joint venture.
- 2.1 The information required in 1.11 above shall be provided for the joint venture.
- 2.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture
- 2.3 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:
- a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - b) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
 - c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;
.....
2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);
.....
3. Telephone number (s) of tenderer;
.....
4. Telex of tenderer;
.....
5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;
.....
6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);
.....
.....

Signature of Tenderer

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

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

Plot No..... Street/Road

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

Nature of Business.....

Current Trade 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

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet:

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

.....

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

.....

.....

(2) Portion of Works to sublet:

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

.....

.....

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

.....

[Signature of Tenderer)

Date

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary

ANNEX 1 – EVALUATION CRITERIA

PRELIMINARY EXAMINATION OF COMPLETENESS OF BID DOCUMENTS

A. MANDATORY REQUIREMENTS

- (a) copies of certificates of registration of the Company
- (b) Ensure your firm is e- citizen linked
- (c) Valid Tax Compliance Certificate
- (d) Copies of PIN Certificate
- (e) Copies of VAT Certificate
- (f) Dully filled, signed and stamped Bill of quantities.
- (g) Bid Validity shall be 90 days
- (h) Dully completed , Signed & Stamped Form of Tender
- (i) Dully completed , Signed & Stamped Business questionnaire
- (j) Copies of certificate of registration NCA 8 and above on water works
- (k) Document must be paginated
- (l) Total annual volume of construction work performed in the last Three (3) years.
- (m) experience in works of a similar nature and size for each of the last Three (3) years, and clients who may be contacted for further information on these contracts;
- (n) major items of construction equipment owned or leased
- (o) qualifications and experience of key site management and technical personnel proposed for the Contract;
- (p) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last two years;
- (q) Authority to seek references from the Tenderer's bankers.
- (r) Submit Anti-Corruption Declaration Commitment/ Pledge

B. QUALIFICATION CRITERIA

- a) Access to Liquid assets
- b) Minimum average annual construction turnover
- c) General construction experience
- d) Minimum contracts of similar experience
- e) Adequacy of technical proposal
- f) Key Personnel
- g) Equipment