



# **KIAMBU COUNTY GOVERNMENT**

## **DEPARTMENT OF ROADS TRANSPORT, PUBLIC WORKS AND UTILITIES**

### **REHABILITATION OF MATATHIA WANJOKI 1.5KM**

#### **TENDER NUMBER**

**CGK/RTPW&U/26/2018/2019**

**Closing date**

**17<sup>th</sup> September 2018**

## **SECTION 1: TENDER NOTICE AND REQUEST FOR QUOTATION**

**TENDER NAME: REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km**

**DEPARTMENT OF ROADS TRANSPORT, PUBLIC WORKS AND UTILITIES** hereby invites **Pre-qualified contractors**

For works to be executed under this Contract comprises **REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km IN THIKA SUB COUNTY IN KIAMBU COUNTY**

Qualification requirements are as stated in Appendix to the Instruction to Tenderers

Completed tender document **MUST** be enclosed in plain sealed envelopes marked with the Tender Number and Name and be deposited in the tender box located at DEPARTMENT of Roads and public works in **Ruiru offices**

All Tenders and supporting documents must be sealed in a closed envelope clearly endorsed: **REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km, THIKA SUB COUNTY IN KIAMBU COUNTY**

And addressed to:

**Chief Officer**  
**Department of public works, roads**  
**Transport and public works and**  
**utilities**  
**P.O. Box 2344-00900-kiambu**

The completed tender must be deposited in the official tender box at the above address. Tenders will be opened immediately after the closing date and time at the above address and in the presence of the Tenderer's representatives who choose to attend. The Employer reserves the right to:

- a) amend the scope and value of any contract to be Tendered;
- b) reject any Tender and any late Tender; and
- c) Cancel the Tender process and reject all Tenderers.

## SECTION 4: QUALIFICATION AND EVALUATION CRITERIA

### APPENDIX B OF THE INSTRUCTION TO TENDERERS

#### TENDER EVALUATION CRITERIA

#### MANDATORY REQUIREMENTS - Absence of any leads to bid being declared non responsive

	Yes	No
Certificate of Incorporation		
CR12 FORM		
PIN Registration		
KRA Tax compliance		
Registration by National Construction Authority Category 5		
PREQUALIFICATION LETTER		

#### THE TECHNICAL EVALUATION

SCORING SUMMARY			Bidders Score
	Description	Maxim Possible Score	
1	Woks of similar nature	26	
2	Equipment for the works	30	
3	Staff Competence (Technical)	20	
4	Evidence of financial capability for the work	20	
5	Mandatory requirements	4	
<b>TOTAL SCORE</b>		<b>100</b>	

Pass mark 75 points

#### FINANCIAL EVALUATION

The Contract will be awarded to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price subject to possessing the capability and resources to effectively carry out the Contract Works.

## **SCHEDULE OF QUANTITIES**

### **PREAMBLE TO THE SCHEDULE OF QUANTITIES**

#### General

The Bills of Quantities forms part of the Contract Documents and must be read and priced in conjunction with all the other documents comprising the Contract Documents.

#### Description of Items in the Schedule

The short descriptions of the items in the Bills of Quantities are for identification purposes only and are not fully descriptive. Reference must be made to the Standardized Specifications, the Project Specifications and the Particular Specifications, read together with the relevant clauses of the Scope of Work and directives on the drawings, in order to ascertain what ancillary or associated work and activities are to be included in the rates for the operations specified.

The schedule has been drawn up generally in accordance with the latest issue of the Standard System of Measurement of Civil Engineering Quantities.

#### Pricing of the Bill of Quantities

The prices and rates to be inserted by the Tenderer in the Bills of Quantities shall be the full inclusive prices to be paid by the Employer for the work described under the several items, and shall include full compensation for all costs and expenses that may be required in and for the completion of the work and maintenance during the Defects Notification Period of all the work described and as shown on the drawings as well as all overheads, profits, incidentals and the cost of all general risks, liabilities and obligations set forth or implied in the documents on which the Tender is based. Where the Scope of Work requires detailed drawings and designs or other information to be provided, all costs associated therewith are deemed to have been provided for and included in the unit rates and sum amount Tendered such items. Reasonable unit rates and prices shall be entered in the Bills of Quantities as these will be used as a basis for assessment of payment for additional work that may have to be carried out.

Each item shall be priced and extended to the "Total" column by the Tenderer, with the exception of the items for which only rates are required, or items, which already have Prime Cost or Provisional Sums, affixed thereto. If the Contractor omits to price any items in the Bill of Quantities, then these items will be considered to have a nil rate or price.

All items for which terminology such as "inclusive" or "not applicable" have been ~~added by the Tenderer will be regarded as having a nil rate which shall be valid~~

irrespective of any change in quantities during the execution of the Contract.

The Tenderer shall fill in rates for all items where the words "rate only" appear in the "Total" column. "Rate Only" items have been included where:

- (a) An alternative item or material is contemplated;
- (b) Variations of specified components in the make-up of a pay item may be expected; and
- (c) No work under the item is foreseen at Tender stage but the possibility that such work may be required is not excluded.

For "Rate Only" items no quantities may be given in the "Quantity" column but the quoted rate shall apply in the event of work under this item being required. The Tenderer shall however note that in terms of the Tender Data the Tenderer may be asked to reconsider any such rates, which the Employer may regard as unbalanced.

All rates and amounts quoted in the Bills of Quantities shall be in Kenyan Shillings and shall include all levies and taxes (other than VAT). VAT shall be added in the summary of the Bills of Quantities.

### 6.1.5 Provisional Sums

Where Provisional sums or prime cost sums are provided for items in the Bills of Quantities, payment for the work done under such items will be made in accordance with the provisions of the General Conditions of Contract. The Employer reserves the right, during the execution of the works, to adjust the stated amounts upwards or downwards according to the work actually done under the item, or the item may be omitted altogether, without affecting the validity of the Contract.

The Tenderer shall not under any circumstances whatsoever delete or amend any of the sums inserted in the "Amount" column of the Bills of Quantities and in the Summary of the Bills of Quantities unless ordered or authorized in writing by the Employer before closure of tenders. Unauthorized changes made by the Tenderer to provisional items in the Bills of Quantities, or to the stated provisional percentages and sums in the Summary of the Bills of Quantities, will not be tolerated.

### 6.1.6 Correction of Entries

Incorrect entries shall not be erased or obliterated with correction fluid but must be crossed out neatly. The correct figures must be entered above or adjacent to the deleted entry, and the alteration must be initialed by the Tenderer.

### 6.1.7 Arithmetical Errors

Arithmetical errors found in the Bills of Quantities as a result of faulty multiplication or addition, will be corrected by the Engineer at the Tender evaluation stage, as set out in the Conditions of Tender.

### 6.1.8 Units of Measurement

The units of measurement described in the Bills of Quantities are metric units for which the standard international abbreviations are used. Abbreviations used in the Bill of Quantities, including some non- standard abbreviations, are as follows:

Mm	=	millimeters	h	=	hour
m	=	metre	kg	=	kilogram
Km	=	kilometre	t	=	ton (1000 kg)
m <sup>2</sup>	=	square metre	No.	=	number
m <sup>2</sup> .pas	=	square metre-pass	sum	=	lump sum
S					
Ha	=	hectare	MN	=	mega newton
m <sup>3</sup>	=	cubic metre	MN.m	=	meganewtonmetre

m<sup>3</sup>.km = cubic metre-  
kilometre  
ℓ = litre  
kℓ = kilolitre  
Mpa = mega Pascal  
KW = kilowatt

P C sum = Prime Cost  
sum  
Prov sum = Provisional  
sum  
% = per cent  
pers. = person days  
Days

## SCHEDULE OF QUANTITIES

### REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km BILL 1: PRELIMINARY AND GENERAL ITEMS

<b>BOQ FOR REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km</b>					
BIL L NO	DESCRIPTION	UNIT	QTY	RATE	AMOUN T
	<b>BILL 1: GENERAL</b>				
1.01	Provide,erect and maintain for a period of 1yr publicity signboard as directed by the Engineer	No	1		
	<i>Total for Bill 1 Carried to summary page</i>				
	<b>BILL 4: SITE CLEARANCE AND TOPSOIL STRIPPING</b>				
	Clear site on road reserve including removal of trees, hedges, bushes, vegetation and other deleterious materials grub up roots and backfill to 100% MDD (AASHTO T99) with approved material in accordance with the specifications, and as directed by the Engineer.	M <sup>2</sup>	3000		
	<i>Total for Bill 4 Carried to summary page</i>				
	<b>BILL 8: CULVERTS AND DRAINAGE WORKS</b>				
8.01	Excavate for culverts and side ditches in soft material	M <sup>3</sup>	100		
8.02	Excavate for, provide and install 600 ID pcc culvert pipes include 100mm class 15/20 concrete bed and 150mm surround as well as class 25/20 concrete wingwalls and head walls	M	24		
	<i>Total for Bill 8 Carried to summary page</i>				
	<b>BILL 12: NATURAL MATERIAL BASE AND SUBBASE</b>				



12.01	Provide, spread, water and compact quarry chips of CBR greater than 30% to a thickness not less than 150mm as directed by the Engineer.	M <sup>3</sup>	1350		
<i>Total for Bill 12 Carried to summary page</i>					
<b>BILL10: GRADING AND GRAVELLING</b>					
10.01	Heavy grading to a thickness greater than 200mm. This will include watering and compaction.	M <sup>3</sup>	2100		
<i>Total for Bill 10 Carried to summary page</i>					
<b>SUMMARY PAGE</b>					
	<b>DESCRIPTION</b>	<b>AMOUNT</b>			
	BILL 1: GENERAL				
	BILL 4: SITE CLEARANCE AND TOPSOIL STRIPPING				
	BILL 8: CULVERTS AND DRAINAGE WORKS				
	BILL10: GRADING AND GRAVELLING				
	BILL 12: NATURAL MATERIAL BASE AND SUBBASE				
	<b>SUB-TOTAL 1</b>				
	<b>ADD 16% VAT</b>				
	<b>GRAND TOTAL</b>				

### Description and Scope of Works

This Contract is for **REHABILITATION OF MATATHIA- WANJOKI ROAD 1.5Km** of classified roads at the **DEPARTMENT of roads, public works and utilities In Kiambu COUNTY**

### Construction schedule

The Construction Works must be completed within the contract period after issuance date of the Contractor's Notice to Commence within two (2) weeks after issuance date of the Employer's "Notice to Proceed".

TO:FO  
RM OF

TENDER  
(On letterhead of the tenderer)

\_\_\_\_\_ [Date]

TENDER NAME: TENDER NO      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, complete and maintain the whole of the said 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 Engineer'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 \_\_\_\_\_

### APPENDIX TO FORM OF TENDER

(This appendix forms part of the tender)

CONDITIONS OF CONTRACT	CLAUSE	AMOUNT
Governing Law	5.1	Laws of the republic of Kenya
Language for communication	5.1	English
Program to be submitted	14.1	Not later than 1 day after issuance of Order to Commence 4 s r e r
Period for commencement, from the Engineer's order to commence	41.1	14 calendar days
Time for completion	43.1	1 MONTH
Limit of Retention Money	60.5	10 % of Contract Price
Notice to Employer and Engineer	68.2	The Employer's address is: CHIEF OFFICER KIAMBU COUNTY GORVERNMENT DEPARTMENT OF PUBLIC WORKS AND UTILITIES P. O. Box 2344 - 00900. Kiambu  The Engineer /Project Manager shall be appointed by the Employer and notified to the contractor

Name of tenderer.....

Signature of Tender.....

Date.....

## 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. Email 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: Ksh \_\_\_\_\_

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:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details*</i>	<i>Shares.</i>
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

In the case of a Joint Venture, the following shall be attached:

- Written power of attorney for authorised signatory
- Pro-forma of the joint venture agreement

**Part 2(e) - Registration**

Company Registration No.	
PIN No.	
National Construction Authority Registration Certificate	

In the case of a Joint Venture, provide the above information for each member of the Joint Venture on an attached page.