

REPUBLIC OF KENYA



**KIAMBU COUNTY GOVERNMENT
P.O. BOX 2344-00900
KIAMBURU-KENYA**

**THE STANDARD TENDER
REGISTRATION DOCUMENT
AND LIST OF REQUIREMENTS**

TENDER NO. KCG/T/015/2017/2019

**TENDER FOR SUPPLY & DELIVERY OF
PLUMBING, ELECTRICAL
& HARDWARE MATERIALS**

CLOSING DATE & TIME:

19th February 2018 at 10.00 AM.

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INTRODUCTION

- 1.1 This standard procurement prequalification and registration document has been prepared for use by the public procuring entities in Kenya and is intended for use in prequalifying and registering enterprises wishing to tender for various services and works such as buildings, civil engineering works, large plant, heavy equipment and certain types of **services**, supply and installation contracts where the procuring entity determines it is necessary for procurement to be made through a prequalification and registration process. It may also be used by a procuring entity for the purpose of registration of enterprises.
- 1.2 The standard document includes a form for invitation for prequalification and registration, instructions to enterprises and a letter of application with attached forms for enterprises to complete.
- 1.3 For purposes of simplifying presentation, the document has been written for supply & delivery of Linen (Gumboots, Staff & patient uniforms). Care should therefore be taken when preparing prequalification and registration document for specific cases to ensure that the prequalification and registration criteria are clear and explicit, and that they refer to the needs and characteristics of the specific procurement. For this purpose where appropriate, “Works” should be substituted by “Equipment” or “Plant” as the case may be and “**Contractor**” should be replaced with “**Service provider**”, “Supplier” or “Manufacturer” as the case may be.
- 1.4 The following directions should be observed when using the standard procurement prequalification and registration document.
 - (a) The forms **will** require adaptation to suit the requirement of each proposed procurement
 - (b) specific details, such as the names of the procuring entity should be furnished in the spaces indicated in the text.
 - (c) Where alternative clauses or texts are shown, the user **should select** those that best suit the particular contract and should discard the alternative text that will not apply.
 - (d) The instructions to enterprises **should basically remain unchanged**. Any necessary amendments to any clause or additions should be made through Appendix to instructions to enterprises.
- 1.5 The notes in the text of the prequalification and registration documents are meant to assist the procuring entity in the preparation of the document. They are not part of the prequalification and registration document and should therefore be deleted as the document is prepared.
- 1.6 The cover of the tender document should be modified to include:
 - i. Tender number.
 - ii. Tender name.
 - iii. Name of procuring entity.
 - iv. Delete name and address of PPOA.

**SECTION I - INVITATION FOR PREQUALIFICATION AND REGISTRATION
(IFPR)**

Tender No. KCG/T/015/2017/2019

**TENDER FOR THE SUPPLY & DELIVERY OF PLUMBING,
ELECTRICALS & HARDWARE MATERIALS**

1. The County Government of Kiambu hereinafter referred as “Procuring entity” intended to prequalify enterprises for the following **TENDER FOR THE SUPPLY & DELIVERY OF PLUMBING, ELECTRICALS & HARDWARE MATERIALS**
2. Prequalification and registration is open to all eligible suppliers currently domicile in the republic of Kenya.
3. Eligible enterprises may obtain by down loading the prequalification and registration document from www.kiambu.go.ke or supplier.treasury.go.ke for free.
4. The minimum requirements for qualification are to have successfully provided **documentary evidences** as shall be requested in the tender for registration and prequalification documents here in.
5. Applications for prequalification and registration **must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number** and deposited in the tender box located outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Police Station** or to be addressed to the

**County Secretary
Kiambu County,
P.O. Box 2344 00900
Kiambu**

so as to be received on or before

19th February 2018 on or before 10:00 am.

6. All enterprises whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only enterprises prequalified under this prequalification and registration process will be invited to tender.

**DR. MARTIN NJOGU
COUNTY SECRETARY**

Note

1. The IFPQ shall be advertised as per the procurement law and the regulations
2. The IFPQ provides information that enables enterprises to decide whether or not to participate
3. The IFPQ shall be incorporated into the prequalification and registration document and the information contained in the IFPQ shall conform to it.

SECTION II - INSTRUCTIONS TO ENTERPRISES

Notes on Instructions to Enterprises

1. The instructions to enterprises should provide the enterprises with adequate information to facilitate preparation and submission of a good prequalification and registration application.
2. All the blank spaces should be properly completed by the procuring entity before the prequalification and registration document is given to the enterprises.
3. The note accompanying the clauses in this part are not part of the text. They are meant to assist the procuring entity when preparing the prequalification and registration document. The notes should not be incorporated in the actual prequalification and registration documents.
4. Where in the text alternative clauses are shown, the procuring entity should select those suitable for the particular contract and discard the alternative text that will not apply. This should also be clarified in the appendix to instructions to enterprises.
5. The instructions to enterprises may be amended or supplemented by clauses in the appendix to instructions to enterprises.

SECTION II - INSTRUCTIONS TO ENTERPRISES

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SECTION II - INSTRUCTIONS TO ENTERPRISES

2.1 Scope of Tender

The County Government of Kiambu hereinafter referred to as the procuring entity intends to prequalify contractors for the following **KCG/T/015/2017/2019) TENDER FOR THE SUPPLY & DELIVERY OF PLUMBING, ELECTRICALS & HARDWARE MATERIALS**

It is expected that prequalification and registration applications will be submitted to be received by the procuring entity not later than **19th February 2018** on or before **10:00 am** in the tender boxes located outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Divisional Headquarters Thika Police Station** or to be addressed to the

**County Secretary
Kiambu County,
P.O. Box 2344 00900
Kiambu**

- 2.1.1 Prequalification and registration is open to eligible firms and voluntarily formed joint ventures as indicated in appendix to instructions to enterprises.
- 2.1.2 General information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to enterprises. The contract will be a unit price/lump sum/turnkey contract as the need may be specified thereafter. The tender documents will be issued to all successful bidders after the registration exercise.

2.2 Submission of Application

Applications for prequalification and registration shall be submitted in **sealed envelopes marked with the tender name and reference number** and deposited in the tender box at outside **room 15 B in Thika Sub County Thika Town Hall Chambers along Kenyatta Highway adjacent to the Divisional Headquarters Thika Police Station** or to be addressed to the

**County Secretary
Kiambu County,
P.O. Box 2344 00900 Kiambu**

so as to be received on or before 19th February,2018 on or before 10:00 am.

The procuring entity **reserves the right to accept or reject late applications.**

- 2.2.1 The name and mailing address of the applicant **shall** not be marked on the outer envelopes.
- 2.2.2 All the information requested for pre qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.4 A consultations and clarifications meeting will not be necessary and may not be held.
- 2.2.5 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or email at the entity's address indicated in the Invitation for tenders or by sending an email to procure022@gmail.com . The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) may be sent to all prospective tenderers who have received the tender document.

2.3 Eligible Enterprises

- 2.3.1 This invitation for pre-qualification is open to all enterprises who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to enterprises.
- 2.3.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 66 of the Act.
- 2.3.3 All terms found capable of performing the contract satisfactorily in accordance to the set prequalification and registration criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail depending with the candidates bid to garner **75%** of the **total score** allocated in section 2.4.3. The procuring entity reserves the **right to waive minor deviations** if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contact) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 General Experience. The applicant shall meet the following minimum criteria:

MANDATORY ITEMS

- a) Certified copy of the **incorporation certificate or certificate of business registration (5mks)**.
- b) **KRA pin** registration certificate **(5 mks)**.
- c) **Valid** tax compliance certificate **(5 mks)**.
- d) Proof of financial capability being **certified bank statements** for the immediate **TWO** years **(5 mks)**.
- e) Letter of **credit worthiness** from your banker **(5 mks)**.
- f) **Similar previous** experience for at least three years being letters of prequalification / award. **(5mks)**.
- g) **Valid** single business permit and or G.O.K. trade license **(5 mks)**.
- h) **Past or Expired** single business permits for and or G.O.K. trade license **(5 mks)**.
- i) List of **3** major clients with their letters of offer **(9 mks)**.
- j) **Qualifications** of management staff with a minimum of **3 years** experience (show letters of appointment or contracts entered into) **(5 mks)**.
- k) Provide **two** copies of this prequalification document, an **original and a duplicate** copy of the original and shall be serialized on **ALL** pages **(5mks)**.
- l) Correctly filled and signed **Letter of Application** by the authorized person devoid of any errors **(10 mks)**.
- m) A current **CR12** form or the equivalent for business name registrations **(2 mks)**
- n) State your firm's **litigation** history **(4 mks)**.
- o) Firms bearing a certificate of Access to Government Procurement Opportunities **(AGPO)** shall be awarded **(5 mks)**
- p) Attach a detailed company profile **(10 mks)**
- q) Dully filled S.33 form (Business Questionnaire) **(10 mks)**

- 1. A bidder shall score **75%** of the **total score** to be prequalified in any future tenders for a duration not exceeding two years from the date of engagement or signing off.
- 2. Any tenders organized and contracted between the procuring entity and a contractor shall be binding for a similar duration.

FINANCIAL EVALUATION CRITERIA

Formula to be used for
Financial Evaluation

$$E = \frac{A+C}{D}$$

The award shall be the lowest evaluated bidders at price E.
The market price of the procuring entity will be used to determine the price. The procuring entity shall consider the prices quoted +10% or -10% of the market price. The award shall be based within the range by taking the sum of quotes and eventually the average.

Where:

A= range of prices not exceeding 10% above B

B= is the market price

C=range of prices not exceeding 10% below B

D=the number of
bidders between A and C

E=the lowest evaluated price

2.5 Joint Venture

2.5.1 Joint ventures must comply with the following:-

(a) Following are the minimum qualification requirements.

(i) The lead partner shall meet not less than 75% of all the qualifying criteria in paragraphs 2.4.3 above.

(ii) The other partners shall also meet individually not less than 75% of all the qualifying criteria given in para. 2.4.3 above.

(iii) The joint venture must satisfy collectively the criteria of 2.4.3 above for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity.

(b) The formation of a joint venture after pre-qualification and any change in a prequalified joint venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if (i) partners withdraw from a joint venture and the remaining partners do not meet the qualifying requirements (ii) the new partners to a joint venture are not qualified, individually or as an another joint venture; or (iii) in the opinion of the procuring entity a substantial reduction in competition may result.

(c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the joint venture agreement providing the joint and several liability with respect to the contract.

2.5.2 The pre-qualification of a joint venture does not necessarily pre qualify any of its members individually as a member in any other joint venture or association. In case of dissolution of a joint venture, each one of the constituent firms may prequalify if it meets all the prequalification and registration requirements, subject to a written approval of the procuring entity

2.6 Public Sector companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.7. Conflict of Interest

2.7.1 The applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and registration and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the dis-qualification of the applicant.

2.8. Updating Pre-qualification Information

2.8.1 Pre qualified enterprises shall be required to update the financial information used for pre qualification at the time of submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

APPENDIX TO INSTRUCTIONS TO ENTERPRISES

Notes on the appendix to instructions to Enterprises

1. The appendix to enterprises to tenderers is intended to assist the procuring entity in providing specific information which may not be adequately covered by the clauses in the instructions to enterprises.
2. The appendix may amend any information in the instructions to enterprises.
3. The procuring entity should use the appendix to ensure that all relevant information to the enterprises relating to a particular pre qualification is included.

APPENDIX TO INSTRUCTIONS TO ENTERPRISES

The following instructions for the pre qualification of enterprises shall supplement, complement or amend the provisions of the instructions to enterprises.

Where there is a conflict between the provisions of the instructions to enterprises and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to the enterprises.

Note

To be completed appropriately by the procuring entity. Reference will be made to the relevant clause of the Instructions to Enterprises.

SECTION III - LETTER OF APPLICATION

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the applicant or partner responsible for a joint venture and will include full postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

SECTION III - LETTER OF APPLICATION

Date

To

(name and address of the procuring entity)

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of _____ (*name of firm*) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	

2. Attached to this letter are copies of original documents defining
 (a) the applicant’s legal status
 (b) the principal place of business or domicile and
 (c) The place of incorporation (*for applicants who are corporations*), or the place of registration and the nationality of the owners (*for applicants who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and managerial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Personnel inquiries	
Contract 1	Telephone 1

Contract 2	Telephone 2

Technical inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

Financial inquiries	
Contract 1	Telephone 1
Contract 2	Telephone 2

5. This application is made with the full understanding that:
 - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification and registration at the time of bidding.
 - (b) Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification and registration process, and reject all applications
 - (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them

6. Appended to this application, we give details of:
 - (a) The participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association.
 - (b) We also specify the financial commitment in terms of the percentage of the value of the <each> contract, and the responsibilities for execution of the <each> contract.

7. We confirm that if we bid, that bid, as well as any resulting contract, will be:
 - (a) signed so as to legally bind all partners, jointly and severally; and
 - (b) submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

8. The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Applicant or lead partner of a joint venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....hereby apply for registration as supplier(s) of

Item description.....

Category

Post office address.....

Town.....

Name and building.....

Room/office.....floor no.....

Telephone No s..... Full name of applicant..... Other

branches location.....

BUSINESS & ORGANIZATION INFORMATION

MANAGEMENT PERSONNEL.....

PRESIDENT (CHIEF Executive).....

Treasurer.....

Other.....

PARTNERSHIP (IF APPLICABLE)

Names of partners.....

Business founded or incorporated.....

Under present management since..... Net worth equivalent Kshs..... Bank reference and address.....

Bonding company reference and address.....

Enclose copy of organization chart of the firm indicating the main fields of activities. State any technological innovations or specific attributes which distinguish you from your competitors.....

Indicate terms of Trade/sale.....

TENDER No. KCG/CHS/015/2017/2019

FRAMEWORK AGREEMENT FOR TENDER FOR THE SUPPLY & DELIVERY OF PLUMBING, ELECTRICALS & HARDWARE MATERIALS

TENDERER'S NAME _____

TENDER FOR THE SUPPLY & DELIVERY OF PLUMBING, ELECTRICALS & HARDWARE MATERIALS

NO.	ITEM DESCRIPTION	UNIT OF ISSUE	UNIT PRICE	REMARKS
1.	Straight Battern lamp holder	No		
2.	Angle Batten Lamp holder	"		
3.	Bulk head fitting	"		
4.	5A 1 way 1 gang switch			
5.	5A 1 way 2 gang switch	"		
6.	5A 1 way 3 gang switch	"		
7.	5A 2 way 4 gang switch	"		
8.	5A 2 way 1 gang switch	"		
9.	5A way gang switch	"		
10.	1 Splitter switch	"		
11.	2 switch splitter switch	"		
12.	2 way splitter switch	"		
13.	4 way consumer unit	"		
14.	6 way consumer unit	"		
15.	9 way consumer unit	"		
16.	12 way consumer	"		
17.	5A – 30 Miniature circuit breaker (MOE)	"		
18.	60-80A Switch fuse (KMBB)	"		
19.	13A pocket outlet (single)	"		
20.	13A pocket outlet (twin)	"		
21.	Cooker control unit	"		
22.	Cooker connector	"		
23.	20A DP water heater switch	"		
24.	1.5 KW Emersion water heater element	"		
25.	Single tariff meter box	"		
26.	Dual tariff meter box	"		
27.	5ft cooper earth electrode complete clamp	"		
28.	1.5 m2 Single core copper cable	"		
29.	2.5 m2 Single core copper cable	"		
30.	4mm2 Single core copper cable	"		
31.	6mm2 Single core copper cable	"		
32.	1.mm2 Single core copper cable	"		
33.	16mm2 Single core copper cable	"		
34.	Sockets outlet single MK	pcs		
35.	Sockets Outlet double MK	pcs		
36.	Deep patrice Single	pcs		
37.	Deep Patrice Double	pcs		
38.	Cable Clips	pkt		

39.	Chokes65w Phillos	pcs		
40.	Chokes 40 W Phillos	pcs		
41.	Arc Welding Rods 3.2mm	Pkt.		
42.	Cooker Coil 8"	pcs		
43.	Cooker Coil 6"	pcs		
44.	Top Plugs BG	pcs		
45.	HeatResistant Wire 4mm	m		
46.	Heat Resistant tape	roll		
47.	Penetrating Oil WD 40	tin		
48.	Circuit Breaker 5a-30	No.		
49.	1.0mm2 Twin flat cable	roll		
50.	1.5mm2 Twin flat cable	roll		
51.	1.5mm2 Twin/earth cable	roll		
52.	2.5mm2 Twin/earth cable	roll		
53.	4mm2 Twin/earth cable	roll		
54.	6mm2 Twin/earth cable	roll		
55.	1.0mm2 Twin flexible cable	roll		
56.	1.0mm2 Twin/earth flexible cable	roll		
57.	2.5mm2 Twin/earth flexible cable	roll		
58.	4mm2 Twin/earth flexible cable	roll		
59.	6mm2 core armoured cable	Mtr.		
60.	10mm2 4 core armoured cable	Mtr.		
61.	25mm2 4 core armoured cable	Mtr.		
62.	20mm PVC Heavy gauge conduit	No.		
63.	25mm PVC Heavy gauge conduit	No.		
64.	32mm PVC Heavy gauge conduit	No.		
65.	PVC switch boxes (Single)	No.		
66.	PVC switch boxes (Twin)	No.		
67.	20mm metal saddles	No.		
68.	25mm metal saddles	No.		
69.	32mm metal saddles	No.		
70.	PVC Boxes (circular)	No.		
71.	Cable looping box	No.		
72.	PVC adhesive glue	No.		
73.	Insulation tape	No.		
74.	5ft fluorescent fitting phillips	No.		
75.	4ft fluorescent fitting (English)	No.		
76.	2 ft fluorescent fitting (English)	No.		
77.	Starter (4-80)	No.		
78.	Wood screw	No.		
79.	English 5ft twin fluorescent fitting	No.		
80.	English 4ft twin fluorescent fitting	No.		
81.	English 2ft twin fluorescent fitting	No.		
82.	Fluorescent Tube 2ft	No.		
83.	Fluorescent Tube 4ft	No.		
84.	Fluorescent Tube 5ft	No.		
85.	Pin bulbs 60w-100w	No.		
86.	Screw bulbs	No.		
87.	415V Phase Asy Mmortry Relay (Eng)	No.		
88.	415V Voltage Comparator Relay (Eng)	No.		
89.	Under/over Voltage Relay (Eng)	No.		
90.	Automatic Voltage Relay (Eng)	No.		

91.	Liquid level Relay (Eng)	No.		
92.	Water Level Relay (Eng)	No.		
93.	Overload Relay 30HP (Eng)	No.		
94.	Overload Relay 40HP (Eng)	No.		
95.	Overload Relay 50HP (Eng)	No.		
96.	Overload Relay 75HP (Eng)	No.		
97.	Thermal Contractor 30PH (Eng)	No.		
98.	Thermal Contractor 40PH (Eng)	No.		
99.	Thermal Contractor 50PH (Eng)	No.		
100.	Thermal Contractor 70PH (Eng)	No.		
101.	NCCB 100, AMPS (Eng)	No.		
102.	NCCB 63, AMPS (Eng)	No.		
103.	NCCB 150, AMPS (Eng)	No.		
104.	NCCB 200, AMPS (Eng)	No.		
105.	Energy saving bulbs 40w	No.		
106.	Electric cooker 2 solid plates (24hrs usage)	No.		
107.	Electric cooker H/Duty one plate (24hrs usage)	No		
108.	Automatic electric kettle (UK) 3 LTRS	No		
109.	Shower Heater	No.		
110.	Extension Cable	No.		
111.	Space Heater Complete with two Elements	No.		
112.	Space Heater Element	No.		
113.	Bench vice record (mechanical)	No		
114.	Bench vice record (carpentry)	No		
115.	Taps and diver	Set		
116.	Electric hand drill(black and Decker)	No		
117.	GI Pipe cutter 1 ½ -2 (record)	No		
118.	Angle grinder (black and Decker)	No		
119.	Pipe vice (record)	No		
120.	Anvil (record)	No		
121.	Portable oxy-acetiline (small size)	No		
122.	Welding machine sip 200	No		
123.	Drill -bits	set		
124.	Pipe wrench 18''	No		
125.	Pipe wrench 26''	No		
126.	Cement (ordinary) 50 kgs	Bag		
127.	Water proof cement	Kgs.		
128.	Machine cut building stones 9''x9'' (Approved first quality)	Pcs		
129.	Machine cut building stones 9''x6' Ditto	Pcs		
130.	Machine cut building stones 9''x4'' Ditto	R/Ft		
131.	Natural quarry stones 9''x9''Ditto	R/ft.		
132.	Natural quarry stones 9''x 6'' Ditto	R/ft		
133.	Precast concrete blocks 9''x 6'' (1:11/2''6)	R/ft		
134.	Precast concrete blocks 9''x 9'' Ditto	R/ft		
135.	Precast concrete blocks 9''x 4'' Ditto	R/ft		
136.	Ventilation blocks 7''x 7'' Ditto	R/ft		
137.	Ventilation blocks 8''x 8'' Ditto	R/ft		
138.	Precast concrete posts 3M (1:2:4)	No		
139.	Precast concrete posts 21/2M Ditto	No		
140.	Hoop iron ¾ '' wide	Kg		
141.	Hoop iron'' ½wide	Roll		

142.	Wire nails assorted 2"-5"	Kg		
143.	Wire nails 1"	Kg		
144.	Wire nails ½"	Kg		
145.	Wire nails 1 1/2"	Kg		
146.	Wire nails 2"	"		
147.	Wire nails 2 1/2"	Kg.		
148.	R 134 Gas (cylinder of 10kgs)	No.		
149.	Brazing rods	pkt		
150.	Silver rods	pkt		
151.	Cooper rods	pkt		
152.	Copper flax	kg		
153.	Brazing flax	kg		
154.	Roofing nails Assorted sizes	Kg.		
155.	Gauge 28 Half round gutters (1.5m Long)	No		
156.	Gauge 26 Half round gutters	No.		
157.	Gauge 28 round gutters	"		
158.	Gauge 26 round gutters	No.		
159.	Hasps	Pkt		
160.	Hammer starnly	Pcs		
161.	Wood screw assorted sizes	pkts		
162.	Screw drivers assorted	set		
163.	Hacksaw blades HSS	Pcs		
164.	Gauge 26 round gutters	No.		
165.	Damp proof membrane 500g	Lm		
166.	Damp proof course (ashphar bitumen) 200mm wide	Roll		
167.	Coffee tray wire 30"wide	Roll		
168.	Concrete slabs 24"x 24"x 2"	NO.		
169.	Barbed wire 12 1/2" gauge (20kgs)	ROLL		
170.	Barbed wire 16 gauge (20kgs)	ROLL		
171.	Barbed wire 16 gauge (25Kgs)	ROLL		
172.	BRC	ROLL		
173.	Barbed wire 12 1/2" gauge (25kgs)	ROLL		
174.	GCI Gauge roofing sheets 30g x 2m long	No		
175.	GCI Gauge roofing sheets 30g x 2 1/2' m long	No		
176.	GCI Gauge roofing sheets 28g x 3m long	No		
177.	Coloured G.C.I roofing sheets 30x2m long	No		
178.	Coloured G.C.I Roofing sheets 30g x 2 1/2m long	No		
179.	Coloured G.C.I roofing sheets 30g x 3m long	No		
180.	Coloured G.C.I roofing sheets 28g x 2m long	No		
181.	Coloured G.C.I roofing sheets 28g x 2 1/2m long	No		
182.	Coloured G.C.I roofing sheets 28g x 3m long	No		
183.	Metal sheets 18ft x 4ft x 30 gauge	No		
184.	Metal sheets 2400x 1200 x30 gauge	No		
185.	Metal sheets 2400 x 1200 x 28 gauge	No		
186.	Metal sheets 2400 x 1200 x24 gauge	No		
187.	Door material Angleline 50x50x3mm thick (2x2x1/16 thick)	No		
188.	Door material Angleline 38x38x3mm (1 1/2 x1 1/2 x3/16 thick)	No		
189.	Door material Angleline 25x 25 x3mm (1x1x3/16 thick)	No		
190.	Finished door frame 4"x 2" cypress	No		

191.	Finished door frame 4"x 2" cedar	No		
192.	Finished door frame 4"x 3" cypress	No		
193.	Finished door frame 4"x3" cedar	No		
194.	Flush doors 80"x 32" Ordinary	No		
195.	Flush doors 80"x 32" Meru oak veneer	No		
196.	Flush doors 80"x32" Mahogany veneer	No		
197.	Tee Doors 80"x 32" cypress	No		
198.	Tee Doors 80"x 32" cedar	No		
199.	Batten doors 80" x 32" cedar	No		
200.	Batten doors 80" x 32" cedar	No		
201.	Door locks 2 lever mortice union	No		
202.	Door locks 3 lever mortice union	No		
203.	Door locks 5 lever mortice union	No		
204.	Padlocks No. 262	No		
205.	Padlocks No. 263	No		
206.	Padlocks No. 264	No		
207.	Padlocks No. 268	No		
208.	Padlocks VIRO NO.40	No		
209.	Padlocks VIRO NO.50	No		
210.	Padlocks VIRO NO.60	No		
211.	Padlocks VIRO NO.70	No		
212.	Padlocks VIRO NO.80	No		
213.	Padlocks VIRO NO.120	No		
214.	Night latch union	No		
215.	Night latch yale	No		
216.	Steel foot locked YY union (large)	No		
217.	Steel foot locked YY union (small)	No		
218.	Window fasteners (brass)	No		
219.	Window stays (brass)	No		
220.	Ceramic tiles SAJ – 150x 150mm white	No		
221.	Ceramic tiles SAJ – 12"x 12" 300mmx300mm	No		
222.	Granito Tiles (600mmx600mm) 24"x24"	No		
223.	Ceramic tiles SAJ – 200x250mm white	No		
224.	Ceramic tiles SAJ – 200mmx300mm) 8"x 12" white	No		
225.	Ceramic tiles SAJ – (330mmx330mm) 13"x 13"	No		
226.	Ceramic tiles SAJ –(150mmx150mm) 6"x 6" coloured	No		
227.	Ceramic tiles SAJ – (200mmx250mm)10"x 8" coloured	No		
228.	Ceramic tiles SAJ – (200mmx300mm)8"x 12" coloured	No		
229.	Ceramic tiles SAJ – (330mmx330mm) ,13"x 13" coloured	No		
230.	Plumbing item W.C pan 'P' trap	No		
231.	Plumbing item W.C Pan 'S' trap ditto	No		
232.	Plumbing item Ceramic Cistern (high-low) ditto	No		
233.	Plumbing item Plastic Cistern	No		
234.	Plumbing item Asian W.C Pan	No		
235.	Plumbing item Cast Iron cistern	No		
236.	Plumbing item Seat covers (H/D)	No		
237.	Chain link 8ft ditto	Rolsl		
238.	Chain link 9 ft ditto	Rolsl		

239.	Mild steel plate 8 x 4x 16 gauge	No.		
240.	Mild steel plate 8 x 4x 14 gauge	No.		
241.	Mild steel plate 8 x 4x 18 gauge	No.		
242.	Mild steel plate 8 x 3 x 16 gauge	Sheet		
243.	Mild steel plate 8 x 3 x 14 gauge	Sheet		
244.	Mild steel plate 8 x 3 x 18 gauge	Sheet		
245.	Alluminium plate 6 x 3 x 30 gauge	Sheet		
246.	Alluminium plate 6 x 3 x 28 gauge	Sheet		
247.	Alluminium plate 6 x 3 x 32 gauge	Sheet		
248.	Ballast ¾"	Tonne		
249.	Ballast ½"	Tonne		
250.	Ballast ¼"	Tonne		
251.	Ballast ½"	Tonne		
252.	River sand	Tonne		
253.	Hardcore	Tonne		
254.	Terrazzo chips 3/16"	kgs		
255.	Terrazzo Chips ¼"	kgs		
256.	Timber cypress 12x12mm (1/2"x1/2")	Rft		
257.	" " 20x12mm (3/4"x1/2")	"		
258.	" " 25x12mm (1"x1/2")	"		
259.	" " 50x50mm (2"x2")	"		
260.	" " 75x25mm (3"x1")	"		
261.	" " 75x50mm (3"x2")	"		
262.	" " 100x25mm (4"x1")	"		
263.	" " 100x50mm (4"x2")	"		
264.	" " 100x75mm (4"x3")	"		
265.	" " 100x100mm (4"x4")	"		
266.	" " 125x25mm (5"x1")	"		
267.	" " 150x25mm (6"x1")	"		
268.	" " 150x50mm (6"x2")	"		
269.	" " 150x75mm (6"x3")	"		
270.	" " 175x25mm (7"x1")	"		
271.	" " 200x25mm (8"x1")	"		
272.	" " 200x50mm (8"x2")	"		
273.	" " 225x25mm (9"x1")	"		
274.	" " 225x50mm (9"x2")	"		
275.	" " 225x75mm (9"x3")	"		
276.	" " (10"x1") 250mmx25mm			
277.	" " 300x25mm (12"x1")	"		
278.	" " 300x50mm (12"x2")	"		
279.	" " 300x75mm (12"x3")	"		
280.	" " 300x100mm (12"x4")	"		
281.	" " 300x150mm (12"x6")	"		
282.	" " 300x175mm (12"x7")	"		
283.	" " 300x200mm (12"x8")	"		
	CYPRESS T & G			
284.	" " 50x25mm (2"x1")	"		
285.	" " 50x50mm (2"x2")	"		
286.	" " 75x25mm (3"x1")	"		
287.	" " 100x75mm (4"x3")	"		
288.	" " 125x25mm (5"x1")	"		
289.	" " 150x25mm (6"x1")	"		

290.	“ “ 150x50mm (6”x2”)	“		
291.	“ “ 250x50mm (10”x2”)	“		
	FENCING POSTS			
292.	Fencing Posts 6 ft	No		
293.	Fencing Posts 7 ft	“		
294.	Fencing Posts 8 ft	“		

SECTION V - STANDARD FORMS

Table of Contents

Form No.	Name	Page
1.	General information	
2.	General experience record	
2 A	Joint Venture summary	
3.	Particular experience record	
3A	Details of contracts of similar nature and complexity	
4.	Summary sheet current contract commitments/works in progress	
5.	Personnel capabilities	
5A	Enterprise summary	
6.	Equipment capability	
7.	Financial capability	
8.	Litigation History	
9.	Request for Review	

SECTION V - STANDARD FORMS

Notes on completion of Standard Forms

Attention: Take note of the marks allocation criteria as outlines in 2.4.3. A score of 75% of the total score is required for registration.

(Shall be necessary alongside the mandatory requirements)

- Application Form 1 - General information
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form (10)
- Application Form 2 - General Experience Record
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - Joint Venture Summary where necessary
This form is to be completed by joint venture applicants only.
- Application Form 3 - Particular Experience Record
This form is to be completed by all applicants meeting the requirement set out in the instructions to enterprises. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.
- Application Form 3A - Details of Contracts of similar nature and complexity
This form shall be completed by all applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress
This form is to be completed by all applicants including each member of a joint venture. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.
- Application Form 5 - Personnel Capabilities
This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two enterprises qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A

- Application Form 5A - Enterprise Summary
This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel
- Application Form 7 - Financial Capability
This form shall be completed by every applicant and each member of a joint venture. It should contained financial information to demonstrate that they meet the requirements stated in the instructions to enterprises. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.
- Application Form 8 - Litigation History
This form is to be completed by all applicants including each member of a joint venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture
- Form RB1 - Request for Review
This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM(1) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	Fax	E-mail
5.	Place of incorporation/registration	Year of incorporation/registration

Nationality of owners		
	Name	Nationality
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data		
Year	Turnover	Kshs.
1.		
2.		
3.		
4.		
5.		

APPLICATION FORM (2A)

JOINT VENTURE SUMMARY

Names of all partners of a joint venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual turnover, i.e. billed to clients, in Kshs.

Annual turnover data (construction only: Kshs.
--

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

APPLICATION FORM (3) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

APPLICATION FORM (3A) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY

Name of Applicant or partner of a joint venture

Use a separate sheet for each contract.

1.	Number of contract	
	Name of Contract	
	Country	
2.	Name of employer	
3.	Employer address	
4.	Nature of service or contract	
5.	Contract role (check one) * Sole contract * Subcontract * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Duration or date of termination	
9.	Contract/subcontract duration (years and months) - years - months	
10	Specified requirements	

APPLICATION FORM (4) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

**SUMMARY SHEET: CURRENT CONTRACT
COMMITMENTS/WORK IN PROGRESS**

Name of Applicant or partner of a joint venture

Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

PERSONNEL CAPABILITIES

Name of Applicant

1.	Title of position Name of prime enterprise Name of alternate enterprise
2.	Title of position Name of prime enterprise Name of alternate enterprise
3.	Title of position Name of prime enterprise Name of alternate enterprise
4.	Title of position Name of prime enterprise Name of alternate enterprise

APPLICATION FORM (5A) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings)

ENTERPRISE SUMMARY

Name of Applicant

Position	Enterprise * Prime * Alternate	
Enterprise information	1. Name of enterprise	2. Date of incorporation/ registration
	3. Professional qualifications of lead member	
Present engagements	4. Name of employer 5. Address of employer	
	Telephone	Contact
	Fax	E mail
	Contract title	Years with present employer

Summarize professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience

APPLICATION FORM (7) MANDATORY

(To be clearly filled by all interested bidders devoid of mistakes and over writings and the banks to certify)

FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture

Banker	Name of banker
	Address of banker

	Telephone Contact name and title
	Fax E mail

Financial information in Kshs.	Actual : previous five years		Projected: next two years	
	1.	2.	3.	4.
1. Total assets				
2. Current assets				
3. Total liabilities				
4. Current liabilities				
5. Profits before taxes				
6. Profits after taxes				

APPLICATION FORM (8)

LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, including each of the partners of a joint venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

Source of finance	Amount Kshs.
1.	
2.	
3.	
4.	

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

REQUEST FOR REVIEW FORM

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

**SIGNED
Board Secretary**