



## COUNTY GOVERNMENT OF KIAMBU

**TENDER NAME: CONSTRUCTION AND REHABILITATION OF KIMENDE – GITITHIA ROAD (2 KM)-KIJABE WARD, LARI SUB COUNTY.**

TENDER NO : **CGK/RTPW&U/RMLF/003/2016-2017**

NAME OF BIDDER: \_\_\_\_\_

DATE : \_\_\_\_\_

### CONTRACT DOCUMENT:

- INVITATION TO TENDER
- CONDITIONS OF CONTRACT AND INSTRUCTIONS TO CONTRACTORS
- THE STANDARD FORMS
- THE SPECIAL SPECIFICATIONS
- THE BILL OF QUANTITIES

CLOSING DATE & TIME: 1<sup>st</sup> Dec, Thursday, 2016 at 12.00 noon

COUNTY SECRETARY  
COUNTY GOVERNMENT OF KIAMBU  
P.O.BOX 2344-00900,  
KIAMBU, KENYA.

TABLE OF CONTENTS

INVITATION TO TENDER.....3

INSTRUCTIONS TO BIDDERS.....4

CONDITIONS OF BID.....5

STANDARD FORMS .....6

BILL OF QUANTITIES& SPECIFICATIONS.....14

FORM OF INVITATION FOR TENDER

To: M/S \_\_\_\_\_

Dear Sir/Madam,

**RE: TENDER FOR CONSTRUCTION AND REHABILITATION OF  
KIMENDE - GITITHIA ROAD (2 KM) - KIJABE WARD, LARI SUB  
COUNTY.**

TENDER NO : **CGK/RTPW&U/RMLF/003/2016-2017**

We hereby invite you to submit a bid for the execution and completion of the above works. Pretender site visit is optional and tenderers are advised to visit the site on their own.

Completed bid documents enclosed in sealed envelopes and clearly marked with the respective Tender Number and Tender Name should be addressed to:

COUNTY SECRETARY,  
COUNTY GOVERNMENT OF KIAMBU,  
P.O.BOX 2344-00900  
KIAMBU, KENYA

And deposited in the tender box.

Yours Faithfully,

COUNTY SECRETARY  
KIAMBU COUNTY

INSTRUCTIONS TO BIDDERS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initialled by the persons signing the quotation.
2. Quote for each item separately, and in units as specified.
3. The form of bid shall be duly signed and stamped by an authorised representative of the bidder.
4. Form of powers of attorney shall be duly filled, signed and stamped.
5. Each quotation should be submitted in a sealed envelope with the Tender Number and Name endorsed on the outside.
6. A copy of National Construction Authority (NCA).
7. Valid current year single business permit (AGPO group exempted).
8. A valid tax compliance certificate
9. Duly filled and signed confidential business questionnaire by an individual entrusted with the powers of attorney.
10. Bidders who fall under the AGPO category shall attach their certificates.
11. The bidder shall submit original and copy of tender document with each clearly labelled 'ORIGINAL' and 'COPY' respectively.

CONDITIONS OF BID

1. The General Conditions of the Contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to apply or provide the services shown at the prices and within the delivery period stated in the Local Service Order.
2. The offer shall remain firm for 30 days from the closing date unless otherwise stipulated by the COUNTY SECRETARY-KIAMBU COUNTY
3. KIAMBU COUNTY shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the candidate's expenses, or may be collected by the owner.
4. Test Materials to be used on the works when required will be provided by the contractor free and before execution of works.
5. Time for completion of the contract shall be indicated in the form of tender.
6. The contract shall be signed within 30days but not earlier than 14days from the award of Tender.

**EVALUATION CRITERIA**

1	Attach a copy of VAT Registration Certificate	5
2	Attach a copy of certificate of Business Registration /Incorporation	10
3	Attach a copy of current and valid Tax Compliance Certificate	5
4	Attach a copy of Registration certificate with NCA	10
5	Proof access/ownership of necessary equipment and key personnel	5
6	Proof of sound financial standing being a certified bank statement for 2015 and 2016.	10
7	Attach Litigation history of the company	5
8	Fill confidential business questionnaire	5
9	Attach 2% valid bid bond(not applicable to Construction and rehabilitation of access roads (Road Maintenance Levy Funded)	10
10	Attach pre-tender site visit certificate to be issued by Sub-County Engineer during the pre-tender site visit.	10
11	Attach a current single business permit (Local contractors have an added advantage)	5
12	Attach a current NSSF and NHIF clearance certificate for the current year	5
13	Attach academic certificates to the key personnel	10
14	Attach proof of similar experience being a completion certificate.	5
	<b>TOTAL MARKS</b>	<b>100</b>

# FORM OF POWER OF ATTORNEY

*(All bidders shall complete this form otherwise, their bids shall be considered as non-responsive)*

We \_\_\_\_\_ (Name of Bidder)

having our offices located in \_\_\_\_\_ (Name of Town and Building) duly authorise

\_\_\_\_\_ (Name of person appointed to act for and on behalf of the bidder) to act for and on our behalf on all matters pertaining to the execution of works as stipulated under **TENDER NO: CGK/RTPW&U/RMLF/003/2016-2017.**

**TENDER NAME: CONSTRUCTION AND REHABILITATION OF KIMENDE - GITITHIA ROAD (2 KM) - KIJABE WARD, LARI SUB COUNTY.**

Duly signed and delivered:

Name of appointed attorney: \_\_\_\_\_

Signature of appointed attorney: \_\_\_\_\_

Witnessed by:

1. Name of First Company Director: \_\_\_\_\_

Signature: \_\_\_\_\_

2. Name of Second Company Director: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Seal:

\_\_\_\_\_

FORM OF BID

To:

Office of the County Secretary,  
Kiambu County,  
P.O.Box 2344-00900  
KIAMBU,

Dear Sir,

**RE: TENDER FOR CONSTRUCTION AND REHABILITATION OF  
KIMENDE - GITITHIA ROAD (2 KM) - KIJABE WARD, LARI SUB  
COUNTY**

TENDER NO : **CGK/RTPW&U/RMLF/003/2016-2017**

In accordance with the Instructions to bidders, Conditions of Bid, Specifications and Bills of Quantities for the execution of the above named works, we, the undersigned offer to perform the works and remedy any defects therein for the sum of:Kshs.....*Amount in figures*

Kenya Shillings.....  
..... *[Amount in words]*

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 .....[period] days.

We agree to abide by this tender for a period of 30 days from the date of bid opening and shall remain binding upon us and may be accepted at any time before that date.

Unless and until a formal Agreement is prepared and executed this bid together with your written acceptance thereof, shall constitute a binding Contract between us.

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 Bidder]*



Of..... [*Address of Bidder*]

PIN No. ....

VAT CERTIFICATE No. ....

Witness: Name .....

Address .....

Signature .....

REPUBLIC OF KENYA

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) 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 .....

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 one time:

Kshs. ....

Name of your Bankers .....

Branch.....  
.....

Are you an agent of the Kenya National Trading Corporation? YES/NO

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:

Name	Nationality	Citizenship Details*	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....

Part 2(c) - Registered Company:

Private or Public .....

State the nominal and issued capital of the company-

Nominal: Kshs. ....

Issued: Kshs. ....

Give details of all Directors as follows:

Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

Part 2 (d)- Interest in the Firm:

Is there any person / persons in KIAMBU COUNTY, who has interest in this firm?

Yes /No\*\*

Date: .....Signature of Contractor.....

Attach proof of citizenship (Compulsory)

## CONTRACT FORM

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between  
**COUNTY GOVERNMENT OF KIAMBU of P.O BOX 2344-00900 KIAMBU, KENYA**  
(hereinafter called “the Procuring entity) 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 **TENDER FOR CONSTRUCTION AND REHABILITATION OF KIMENDE - GITITHIA ROAD (2 KM) - KIJABE WARD, LARI SUB COUNTY, TENDER NO:CGK/RTPW&U/RMLF/003/2016-2017**

(hereinafter called “the Works”) located at LARI SUB COUNTY 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) Specifications
  - (v) Drawings
  - (vi) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

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

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

The common Seal of \_\_\_\_\_

Was hereunto affixed in the presence of \_\_\_\_\_

Signed Sealed, and Delivered by the said \_\_\_\_\_

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

In the presence of [i] Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

[ii] Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

PREAMBLE TO BILLS OF QUANTITIES

1. The bills of quantities form part of the contract documents and are to be read in conjunction with contract drawings and general specifications for materials and works.
2. The prices quoted shall be deemed to include for all the obligations under the contract including but not limited to supply of materials, labour, and delivery to site storage on site, installation, testing and commissioning and all taxes (including 16% VAT)
3. All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part thereof.
4. The brief description of the items given in the Bills of Quantities is for the purpose of establishing a standard to which the contractor shall adhere. Otherwise alternative brands of equal and approved quality will be accepted.
5. Should the contractor install any materials not specified here-in before receiving written approval from the Project Manager, the contractor shall remove the material in question and at his own cost, install the proper material.
6. The grand total of prices in the price summary page must be carried forward to the Form of Tender for the tender to be deemed valid.

<b>COUNTY GOVERNMENT OF KIAMBU</b>					
<b>LARI SUB COUNTY; KIJABE WARD</b>					
<b>KIMENDE-GITITHIA RD: 2.0Km</b>					
<b>PRELIMINARIES AND GENERAL</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QUANTITY</b>	<b>RATE</b>	<b>AMOUNT</b>
1.01	Provide and fix in mass concrete 1.2 M x 1.8M high fabricated steel publicity sign to Engineers specifications and maintain the board for 1 year.	No	1		
1.02	Allow for surveying and setting out the road alignment of boundaries on both sides of the road to the required width as directed by the Engineer	l.sum	1		
1.03	Include percentage of P.C sum in item 1.02 for Contractor's overhead and profit	%			
	<b>Subtotal for Preliminaries and General Items</b>				
<b>SITE CLEARANCE</b>					
4.01	Clear site of bushes, hedges, remove stumps and burn the waste material	M <sup>2</sup>	1500		
4.02	Heavy Grade to fall and cross fall including camber formation to a slope of 2.5% and formation of a well-defined drain	M <sup>2</sup>	1200		
4.03	Provide the necessary equipment(minimum 15 tonne) and compact the sub-grade base to 95% MDD( AASHTO T99)( where directed by the engineer)	l.sum	1		
	<b>SUB TOTAL SITE CLEARANCE</b>				
<b>DRAINAGE WORKS</b>					
8.01	Clean, grade to shape existing drains, drainage structure and pipe culverts of any description and size to free flowing conditions.	M	50		

8.02	Excavate in soft material for pipe culverts, headwalls, wing walls, aprons, toe walls, drop inlets, minor drainage structures and compact excavated surface as specified by the Engineer.	M <sup>3</sup>	12		
8.03	Provide, lay, joint, haunch and backfill with suitable material 600mm I.D concrete pipes for cross or access	M	21		
8.05	Ditto item 8.03 for 900mm I.D concrete pipes	M	-		
8.06	Provide, place and vibrate class 25/20 concrete to headwalls, wingwalls and aprons to pipe culverts including formwork and provision and placing of reinforcement as shown on the drawings	M <sup>3</sup>	10		
8.07	Provide all material, excavate for and construct masonry scour checks(as directed by the engineer)	No	0		
8.08	Excavate for mitre, catch water and outfall drains in soft material		M3		
	<b>Subtotal for Drainage Works</b>				
<b>SURFACE MATERIAL</b>					
12.01	Supply, spread, water and compact the approved natural gravel to a minimum thickness of 100mm to 95% MDD (AASHTO T18).	M <sup>3</sup>	-		
12.02	Ditto item 12.01 above for quarry waste	M <sup>3</sup>	950		
	<b>Subtotal for Surfacing Materials</b>				
	<b>SUMMARY OF TOTAL BILL OF QUANTITIES</b>				
	Description				
1	Preliminaries.....				
4	Site clearance and top soil stripping.....				



8	Drainage.....				
12	Surfacing material				
	<b>TOTAL</b>				
	ADD VAT(@ 16%)				
	<b>TOTAL TENDER SUM</b>				
	Signature of bidder.....				
	Rubber stamp.....				