

# COUNTY GOVERNMENT OF KIAMBU



DEPARTMENT OF ROADS, TRANSPORT,  
PUBLIC WORKS AND UTILITIES

**RESERVED FOR SPECIAL GROUP-YOUTH**

TENDER NAME: PROCUREMENT OF DRAINAGE  
WORKS AT THETA WARD –JUJA SUB COUNTY.

TENDER NUMBER:NEGOTIATION:854555

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SECTION I

INVITATION FOR TENDERS

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**TENDER NUMBER: NEGOTIATION:854555**

**TENDER NAME:** PROCUREMENT OF DRAINAGE WORKS AT THETA WARD- JUJA SUB COUNTY

The COUNTY GOVERNMENT OF KIAMBU-DEPARTMENT OF ROADS, TRANSPORT, PUBLIC WORKS AND UTILITIES invites tenders for PROCUREMENT OF DRAINAGE WORKS AT THETA WARD- JUJA SUB COUNTY

- 1.1 PROCUREMENT OF DRAINAGE WORKS AT THETA WARD-JUJA SUB COUNTY
- 1.2 Interested eligible candidates may obtain further information and inspect tender documents at the address below during normal working hours.  
**The chief officer**  
**Department of roads, transport, public works and utilities**  
**County government of Kiambu**  
**P.O Box 2344-00900**  
**Kiambu**
- 1.3 A complete set of tender documents may be downloaded by interested candidates free of charge at [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) or [www.kiambu.go.ke](http://www.kiambu.go.ke)
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for **(90)** days from the closing date of tender.
- 1.5 Completed tender documents are to be scanned and submitted on IFMIS through the Kenya suppliers portal [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke) (the portal) so as to be received **on or before the close date & time indicated on the portal**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at the THIKA SUB-COUNTY hall chambers.

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**The chief officer**  
**Department of roads, transport, public works and utilities**  
**County government of Kiambu**  
**P.O Box 2344-00900**  
**Kiambu**

## APPENDIX TO INSTRUCTIONS TO TENDERERS

### Notes on the Appendix to Instructions to Tenderers

The following appendix to instructions to tenderers shall complement or amend the provisions of the instructions to tenderers (Section II). Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the general instructions to tenderers (as contained in the standard tender document for ROADS, BRIDGES, WATER AND OTHER CIVIL ENGINEERING WORKS).

### **Tender name: PROCUREMENT OF DRAINAGE WORKS AT THETA WARD- JUJA SUB COUNTY**

**tender Number is NEGOTIATION:854555**

The tender opening date and time is **as set on the IFMIS portal**

### **Employer**

The name and address of the Employer for the purposes of this tender is.

**The chief officer  
Department of roads, transport, public works and utilities  
County government of Kiambu  
P.O Box 2344-00900  
Kiambu**

### **Performance Guarantee**

The amount of Performance Security shall be bank guarantee of five (5) percent of the total Contract Price (this is a requirement from successful bidders only before signing of the contract).

### **Submission of tenders**

Tenders shall be submitted online through the Kenya supplier portal [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke)

## Evaluation criteria

### Preliminary requirements

- Certificate of incorporation
- Valid tax compliance certificate/Tax exemptions certificate
- Valid NCA 8 and above for roads/ buildings category
- Valid NCA practicing license
- CR12 or CR13 for company directorship obtained within the last 12 months
- Valid business permit for the company
- Dully filled, signed and stamped confidential business questionnaire
- Dully filled, signed and stamped form of tender.
- Copies of identity documents (ID card/travel passport) for all directors listed in the CR12 or CR13
- Attach all documents (filled up tender document, priced BQs, all other requirements) in **ONE (1) PDF document.** (all pages including attachments **MUST** be stamped, serialized and signed/initialized by an authorized person or director)

***NOTE: only bids which meet all mandatory requirements will be subjected to further evaluation***

***Where bid files received through the portal have any form of encryption, the bidders must provide the passwords or other means of access to the file to the tender opening committee promptly during tender opening otherwise they will be deemed not to have submitted the file.***

## Technical requirements

	<b>requirement</b>	<b>Score distribution</b>	<b>Maximum score</b>
<b>1</b>	Experience in works of a similar nature (road works) for the last three years (attach at least 1 contracts/purchase orders for each year the company has been in operation) <ul style="list-style-type: none"> <li><b>i. 1 year</b></li> <li><b>ii. 2years</b></li> <li><b>iii. 3years</b></li> </ul>	<b>4 mks each for each year of experience</b>	<b>12 Mks</b>
<b>2</b>	Proof of equipment ownership/lease (attach logbooks or lease agreement)	<b>Motor Grader-3mks Roller-3 mks Tipper-3 mks Vibrator -3mks Excavator-3mks</b>	<b>15 MKS</b>
<b>3</b>	Qualifications and experience of key site management and technical personnel proposed for the Contract (attach certificate for the highest level of qualification)  Note: the bidder <b>must</b> prove current engagement with the named personnel (attach current engagement letter in client letter head)	<b>Site agent- at least degree in civil engineering-5mks</b>  <b>5 years' work experience (attach first letter of appointment)- 3mks</b>  <b>Foreman – at least diploma in civil engineering-4mks</b> <b>3 years' experience attach first letter of appointment)-3mks</b>  <b>Site surveyor- at least diploma in survey-3mks</b> <b>3 years' experience (attach first letter of appointment)-2mks</b>	<b>20 mks</b>
<b>4</b>	Litigation history ( attach a sworn affidavit on the company litigation history signed by commissioner of oaths)	<b>Companies without ongoing litigations to be awarded 3 mks</b>	<b>3 Mks</b>
<b>5</b>	Proof of financial capability(attach Letter of Credit worthiness from your banker)	<b>Upto KSH 5 million-5mks Between kshs 5000,001 kshs 10 million- 10mks above kshs10 million- 15mks</b>	<b>15 Mks</b>
<b>6</b>	Certified Audited accounts for the last 2 years	<b>5 points for each year</b>	<b>10 Mks</b>
<b>7</b>	Proven physical location for office ( attach lease agreement or utility bill showing physical address)	<b>5 mks</b>	<b>5 mks</b>
<b>8</b>	Proof of having been in operation in kiambu. Past trading licenses/ business permit for kiambu county( attach 2 immediate past trading licenses-2019 & 2020)	<b>5 mks Each</b>	<b>10mks</b>
<b>9</b>	Work methodology including clear timelines for each activity.	<b>5mks</b>	<b>5mks</b>
<b>10</b>	Sworn affidavit that the interested bidder has not been declared bankrupt and blacklisted from participating in public	<b>5 mks</b>	<b>5 mks</b>

	procurement		
		<b>TOTAL</b>	
<b>Pass mark for technical requirements will be 65%</b>			

***NOTE: only bids which attain the pass mark of 65% of the technical requirements will be subjected to further evaluation***

**FINANCIAL EVALUATION**

For a bidder to be considered for award , they MUST have attached the filled in BQ

***NOTE***

***Where there is discrepancy between the figure indicated on the BQ attached and the one input as quote price against the line on the portal vary, the figure indicated on the BQ will govern.***

## **AWARD OF CONTRACT**

### Post-qualification

The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as the Procuring entity deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### Award Criteria

Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

### Procuring entity's Right to Vary quantities

The Procuring entity reserves the right at the time of contract award to increase or decrease the quantity of services originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

### Notification of Award

Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.



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 90 days from the closing date unless otherwise stipulated by the EMPLOYER
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 30 days but not earlier than 14days from the award of Tender.

FORM OF TENDER.

To:  
The chief officer  
Department of roads, transport, public works and utilities  
County government of Kiambu  
P.O Box 2344-00900  
Kiambu  
Dear Sir,

**RE: PROCUREMENT OF DRAINAGE WORKS AT THETA WARD- JUJA SUB COUNTY**

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 90 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.

Time of completion shall be within 90 days with effect from the date of site handover.

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 **PROCUREMENT OF DRAINAGE WORKS AT THETA WARD-JUJA SUB COUNTY**

**TENDER NO: NEGOTIATION:854555** (hereinafter called “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) 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 where applicable.
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>JUJA SUB COUNTY-THETA WARD</b>					
<b>DRAINAGE WORKS ON CANAAN-NDURURUMO ROAD-MAINTENANCE UNIT PROJECT</b>					
<b>BILL 1: PRELIMINARIES AND GENERAL ITEMS</b>					
<b>IT EM</b>	<b>DESCRIPTION</b>	<b>UN IT</b>	<b>QUAN TITY</b>	<b>RATE(Ksh )</b>	<b>AMOUNT(Ksh)</b>
1.0 1	Allow Ksh 20,000 for surveying and setting out the drains as instructed by the engineer	l.su m	1		
1.0 2	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>BILL 8: CULVERTS AND DRAINAGE WORKS</b>					
8.0 1	Excavate and clean existing drains to free flow conditions as instructed by the engineer.	M	500		
8.0 2	Excavate in soft material for pipe culverts, headwalls, wingwalls, aprons, toe walls, drop inlets, minor drainage structures and compact excavated surface as specified by the Engineer.	M <sup>3</sup>	50		
8.0 3	Provide, lay, joint, haunch and backfill with suitable material 600mm I.D concrete pipes for cross or access	M	42		
8.0 4	Provide and place class 15/20 concrete to beds	M <sup>3</sup>	5		
8.0 5	Provide, place and vibrate class 25/20 concrete to surround, headwalls, wingwalls and aprons, surround to walls, inlets and outlets to pipe culverts including formwork and backfilling.	M <sup>3</sup>	34		
	<b>Subtotal for Drainage Works</b>				
<b>SURFACE MATERIAL</b>					

