



UNIVERSITY OF NAIROBI

**TENDER FOR THE PROPOSED CONSTRUCTION OF
ADMINISTRATION BLOCK AT KOITALEEL SAMOEI
UNIVERSITY COLLEGE IN NANDI HILLS, NANDI COUNTY.**

OPEN NATIONAL TENDER

TENDER DOCUMENT

TENDER NO: KSUC/T/04/2019 - 2020

KOITALEEL SAMOEI UNIVERSITY COLLEGE:

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INTRODUCTION

1. This standard tender document for procurement of works has been prepared for use by procuring entities in Kenya in the procurement of works (i.e. in accordance to the Standard Tender Document for Procurement of Public Works - Buildings and associated Civil Engineering Works).
2. The following guidelines should be observed when using the document:-
 - a) Specific details should be furnished in the Invitation to tender and in the special conditions of contract (where applicable). The tender document issued to tenderers should not have blank spaces or options.
 - b) The instructions to tenderers and the General Conditions of Contract should remain unchanged. Any necessary amendments to these parts should be made through Appendix to instructions to tenderers and special conditions of contract respectively.
3. Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable prospective tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements
4. The invitation to tender shall be as an advertisement in accordance with the regulations

The cover of the document shall be modified to include:-

- I. Tender Number: **KSUC/T/04/2019 -2020**
- II. Tender Name. **Tender for Proposed Construction of Administration at Koitaleel Samoei University College, Nandi Hills, Nadi County.**
- III. Name of procuring entity: **University of Nairobi**

SECTION I: INVITATION TO TENDER

TENDER NO: KSUC/T/04/ 2019 - 2020.

NOTICE DATE: TUESDAY FEBRUARY 4, 2020

TENDER NAME: TENDER FOR THE PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK AT KOITALEEL SAMOEI UNIVERSITY COLLEGE, NANDI HILLS, NANDI COUNTY

- i. *The University of Nairobi (UoN) on behalf of Koitaleel Samoei University invites sealed bids from eligible candidates for the **Proposed Construction of Administration Block at Koitaleel Samoei University College, Nandi Hills, in Nandi County. This is Open National Tender.***
- ii. Interested eligible candidates may obtain further information and inspect the tender documents at **the Procurement Manager, University of Nairobi, Administration Main Campus, 1st Floor, Room 104** during normal working hours 0900- 1700hrs.
- iii. A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fee of **Kshs.1000.00** at Barclays Bank A/C **03-094-8245531** Queensway House Branch and obtain an official receipt at **Income Section Room G4** OR download from procurement.uonbi.ac.ke free of charge.
- iv. Bidders who download the tender document **MUST** email their contact details and tender number to manager-procurement@uonbi.ac.ke
- v. Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for **(150)** days from the closing date of tender.
- vi. **Pre- Mandatory bid meeting is on Tuesday February 18, 2020 at Koitaleel Samoei University in Nandi Hills, Nandi County.**
- vii. Tenders shall be accompanied by bid bonds of **Ksh.10M (Ten Million Shillings only)** in the form of bank guarantee, Insurance Company guarantee approved by the Public Procurement Regulatory Authority, a letter of credit or guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or Women Enterprise Fund which must be attached to the tender document
- viii. The completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the **Tender Box** located at **MOSORIOT CAMPUS RECEPTION AREA, ADMINISTRATION BLOCK** or be addressed and posted to **THE PRINCIPAL, KOITALEEL SAMOEI UNIVERSITY COLLEGE, P.o Box 5, MOSORIOT - KENYA** so as to be received on or before **TUESDAY FEBRUARY 25, 2020 AT 10.30AM.**
- ix. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at **CONFERENCE HALL, MOSORIOT CAMPUS.**

Late bids will be rejected and returned unopened. The University of Nairobi reserves the right to accept or reject a tender in whole or in part. Canvassing will lead to automatic disqualification.

MARY KARIUKI
Ag. PROCUREMENT MANAGER

SECTION II: INSTRUCTIONS TO TENDERERS

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General/Eligibility/Qualifications/Joint venture/Cost of Tendering

- 1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful tenderer will be expected to complete the Works by the Intended Completion Date specified in the tender documents.
- 1.2 All tenderers shall provide the Qualification Information, a statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with the Consultant or any other entity that has prepared the design, specifications, and other documents for the project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to tender.
- 1.3 All tenderers shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 1.4 In the event that pre-qualification of potential tenderers has been undertaken, only tenders from pre-qualified tenderers will be considered for award of Contract. These qualified tenderers should submit with their tenders any information updating their original pre-qualification applications or, alternatively, confirm in their tenders that the originally submitted pre-qualification information remains essentially correct as of the date of tender submission.
- 1.5 Where no pre-qualification of potential tenderers has been done, all tenderers shall include the following information and documents with their tenders, unless otherwise stated:
 - (a) copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the tender to commit the tenderer;
 - (b) total monetary value of construction work performed for each of the last five years;
 - (c) experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and names and addresses of clients who may be contacted for further information on these contracts;
 - (d) major items of construction equipment proposed to carry out the Contract and an undertaking that they will be available for the Contract.
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they shall be available for the Contract.
 - (f) reports on the financial standing of the tenderer, such as profit and loss statements and auditor's reports for the past five years;

- (g) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);
- (h) authority to seek references from the tenderer's bankers;
- (i) information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount; and
- (j) proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.

1.6 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated:

- (a) the tender shall include all the information listed in clause 1.5 above for each joint venture partner;
- (b) the tender shall be signed so as to be legally binding on all partners;
- (c) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- (d) one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of all partners of the joint venture; and
- (e) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

1.7 To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria;

- (a) annual volume of construction work of at least 2.5 times the estimated annual cash flow for the Contract;
- (b) experience as main contractor in the construction of at least two works of a nature and complexity equivalent to the Workover the last 10 years (to comply with this requirement, works cited should be at least 70 percent complete);
- (c) proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed as required for the Works;
- (d) a Contract manager with at least five years' experience in works of an equivalent nature and volume, including no less than three years as Manager; and

- (e) liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than 4 months of the estimated payment flow under this Contract.
- 1.8 The figures for each of the partners of a joint venture shall be added together to determine the tenderer's compliance with the minimum qualifying criteria of clause 1.7 (a) and (e); however, for a joint venture to qualify, each of its partners must meet at least 25 percent of minimum criteria 1.7 (a), (b) and (e) for an individual tenderer, and the partner in charge at least 40 percent of those minimum criteria. Failure to comply with this requirement will result in rejection of the joint venture's tender. Subcontractors' experience and resources will not be taken into account in determining the tenderer's compliance with the qualifying criteria, unless otherwise stated.
- 1.9 Each tenderer shall submit only one tender, either individually or as a partner in a joint venture. A tenderer who submits or participates in more than one tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the tenderer's participation to be disqualified.
- 1.10 The tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.11 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 1.12 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.13 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 1.14 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed below and any addenda issued in accordance with Clause 2.4.
- (a) These Instructions to Tenderers
 - (b) Form of Tender and Qualification Information
 - (c) Conditions of Contract
 - (d) Appendix to Conditions of Contract
 - (e) Specifications

- (f) Drawings
- (g) Bills of Quantities
- (h) Forms of Securities

- 2.2 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in rejection of his tender.
- 2.3 A prospective tenderer making an inquiry relating to the tender documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will only respond to requests for clarification received earlier than **seven (7)** days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders, in accordance with Clause 4.2 here below.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English language.
- 3.2 The tender submitted by the tenderer shall comprise the following:
- (a) These Instructions to Tenderers, Form of Tender, Conditions of Contract, Appendix to Conditions of Contract and Specifications;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities;
 - (d) Qualification Information Form and Documents;
 - (e) Alternative offers where invited; and
 - (f) Any other materials required to be completed and submitted by the tenderers.

- 3.3 The tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.
- 3.4 The rates and prices quoted by the tenderer shall only be subject to adjustment during the performance of the Contract if provided for in the Appendix to Conditions of Contract and provisions made in the Conditions of Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of one hundred and fifty (**150**) days from the date of submission. However, in exceptional circumstances, the Employer may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer may refuse the request without forfeiting the Tender Security. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender, but will be required to extend the validity of Tender Security for the period of the extension, and in compliance with Clause 3.7 - 3.11 in all respects.
- 3.7 The tenderer shall furnish, as part of the tender, a Tender Security in the amount and form specified in the appendix to invitation to tenderers. This shall be in the amount not exceeding 2 percent of the tender price
- 3.8 The format of the Tender Security should be in accordance with the form of Tender Security included in Section G - Standard forms or any other form acceptable to the Employer. Tender Security shall be valid for 30 days beyond the validity of the tender.
- 3.9 Any tender not accompanied by an acceptable Tender Security shall be rejected. The Tender Security of a joint venture must define as "Tenderer" all joint venture partners and list them in the following manner: a joint venture consisting of"", "", and ".....".
- 3.10 The Tender Securities of unsuccessful tenderers will be returned within 28 days of the end of the tender validity period specified in Clause 3.6.
- 3.11 The Tender Security of the successful tenderer will be discharged when the tenderer has signed the Contract Agreement and furnished the required Performance Security.
- 3.12 The Tender Security may be forfeited if;
 - (a) if the tenderer withdraws the tender after tender opening during the period of tender validity;
 - (b) if the tenderer does not accept the tender price, pursuant to Clause 5.7;

- (c) in the case of a successful tenderer, if the tenderer fails within the specified time limit to
 - (i) sign the Agreement, or
 - (ii) furnish the required Performance Security.

- 3.13 Tenderers shall submit offers that comply with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. Alternatives will not be considered, unless specifically allowed in the invitation to tender. If so allowed, tenderers wishing to offer technical alternatives to the requirements of the tendering documents must also submit a tender that complies with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. In addition to submitting the basic tender, the tenderer shall provide all information necessary for a complete evaluation of the alternative, including design calculations, technical specifications, breakdown of prices, proposed construction methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated tender conforming to the basic technical requirements shall be considered.
- 3.14 The tenderer shall prepare one original of the documents comprising the tender documents as described in Clause 3.2 of these Instructions to Tenderers, bound with the volume containing the Form of Tender, and clearly marked “ORIGINAL”. In addition, the tenderer shall submit copies of the tender, in the number specified in the invitation to tender, and clearly marked as “COPIES”. In the event of discrepancy between them, the original shall prevail.
- 3.15 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the tenderer, pursuant to Clause 1.5 (a) or 1.6 (b), as the case may be. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.
- 3.16 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.17 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.
- 3.18 The tender security is **Kshs.10 Million Kenya Shillings**.

4. Submission of Tenders

- 4.1 The tenderer shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, duly marking the inner envelopes as “ORIGINAL” and “COPIES” as appropriate. The inner and outer envelopes shall:
 - (a) be addressed to the Employer at the address provided in the invitation to tender;

- (b) bear the name and identification number of the Contract as defined in the invitation to tender; and
 - (c) provide a warning not to open before the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender. However, the Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with Sub-Clause 2.5 in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline will then be subject to the new deadline.
- 4.3 Any tender received after the deadline prescribed in clause 4.2 will be returned to the tenderer unopened.
- 4.4 Tenderers may modify or withdraw their tenders by giving notice in writing before the deadline prescribed in clause 4.2. Each tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with clause 3.13 and 4.1, with the outer and inner envelopes additionally marked "**MODIFICATION**" and "**WITHDRAWAL**", as appropriate. No tender may be modified after the deadline for submission of tenders.
- 4.5 Withdrawal of a tender between the deadline for submission of tenders and the expiration of the period of tender validity specified in the invitation to tender or as extended pursuant to Clause 3.6 may result in the forfeiture of the Tender Security pursuant to Clause 3.11.
- 4.6 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications in accordance with Clause 4.4 or be included in the original tender submission.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened by the Employer, including modifications made pursuant to Clause 4.4, in the presence of the tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender. Envelopes marked "**WITHDRAWAL**" shall be opened and read out first. Tenderers and Employer's representatives who are present during the opening shall sign a register evidencing their attendance.
- 5.2 The tenderers' names, the tender prices, the total amount of each tender and of any alternative tender (if alternatives have been requested or permitted), any discounts, tender modifications and withdrawals, the presence or absence of Tender Security, and such other details as may be considered appropriate, will be announced by the Employer at the opening. Minutes of the tender opening, including the information disclosed to those present will be prepared by the Employer.
- 5.3 Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been

announced. Any effort by a tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.

- 5.4 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the tender sum in the evaluation of the tenders in accordance with Clause 5.7.
- 5.5 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender (a) meets the eligibility criteria defined in Clause 1.7;(b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the tendering documents. A substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, inconsistent with the tendering documents, the Employer's rights or the tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.
- 5.6 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 5.7 ***The tender sum as submitted and read out during the opening of a tender shall be absolute and final and shall not be subject of correction, adjustment or amendment in any way by any person or entity.***
- 5.8 The Employer will evaluate and compare only the tenders determined to be substantially responsive in accordance with Clause 5.5.
- 5.9 In evaluating the tenders, the Employer will determine for each tender the evaluated tender price as read out during the tender opening.
- 5.10 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in tender evaluation.
- 5.11 The tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

5.12 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to a non-indigenous sub-contractor.

6. Award of Contract

6.1 Subject to Clause 6.2, the award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price, provided that such tenderer has been determined to be (a) eligible in accordance with the provision of Clauses 1.2, and (b) qualified in accordance with the provisions of clause 1.7 and 1.8.

6.2 Notwithstanding clause 6.1 above, the Employer reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.

6.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum (hereinafter and in all Contract documents called the "Contract Price") that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. At the same time the other tenderers shall be informed that their tenders have not been successful.

The contract shall be formed on the parties signing the contract.

6.4 The Agreement will incorporate all agreements between the Employer and the successful tenderer. Within 14 days of receipt the successful tenderer will sign the Agreement and return it to the Employer.

6.5 Within 21 days after receipt of the Letter of Acceptance, the successful tenderer shall deliver to the Employer a Performance Security in the amount stipulated in the Appendix to Conditions of Contract and in the form stipulated in the Tender documents. The Performance Security shall be in the amount and specified form

6.6 Failure of the successful tenderer to comply with the requirements of clause 6.5 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Tender Security.

6.7 Upon the furnishing by the successful tenderer of the Performance Security, the Employer will promptly notify the other tenderers that their tenders have been unsuccessful.

6.8 Preference where allowed in the evaluation of tenders shall not be allowed for contracts not exceeding one year (12 months)

- 6.9 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 6.10 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 6.11 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 6.12 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 6.13 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.
- 6.14 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.15 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 6.16 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.
- 7. Corrupt and Fraudulent practices**
- 7.1 The procuring entity requires that tenderers observe the highest standards of ethics during procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement, supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
1.4	Delete the entire Clause
1.5	To read “This invitation to tender is “Open National Tender to all eligible tenderers as per the tender invitation notice”.
1.5 (a)	Add the following: <ul style="list-style-type: none">i. A copy of current registration certificate with relevant statutory body and National Construction Authority (NCA) Registration as Class 1 Building Works Contractorsii. Evidence of current annual practicing license registrationiii. Valid Tax Compliance Certificate
1.5 (d)	Delete the word ‘Major’ and substitute with the word ‘Relevant’ Key equipment required to carry out the works
1.7	Add the following after the words ‘qualifying criteria;’ (attach the relevant supporting documents as evidence)
1.7 (d)	Delete the words ‘contract manager’ and ‘manager’ at the beginning and end of the sub clause and substitute with the words ‘general foreman’ and ‘foreman’ respectively
3.3	<p>Add the following:</p> <p>The rates and prices set down by the tenderer against the items in the Bills of Quantities are to be the full inclusive value of the finished work described thereunder and are to include for profits, taxes and all obligations and liabilities of every kind which under the contract are to be borne by the Contractor.</p> <p>The tenderer’s attention is particularly drawn to the Preliminaries section, where provision is made for the pricing of the contractor’s general obligations. Any item not priced either in this section or elsewhere in the Bills of Quantities will be deemed to have been allowed for the prices inserted against other items in the Bills of Quantities.</p> <p>The pricing should be inclusive of Value added Tax (VAT) 16%; the contractor shall include his/her allowance for VAT in the all-in rates for individual items. The VAT should not be added as a separate item on the GRAND SUMMARY page</p>
3.6	Amend the first sentence to read as follows: ‘Tenders shall remain valid for a

	period of 150 days from the date of submission’
3.7	Tenders must be accompanied with a Tender Security in the form of bank guarantee, Insurance Company guarantee approved by the Public Procurement Regulatory Authority, a letter of credit or guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or Women Enterprise Fund which must be attached to the tender document. The amount of tender security required is (KES. 10 Million) and must be valid for 150 days after the date tender closes.
3.14	Delete the entire clause and substitute with the following; The tenderer shall prepare one original of the volume of tender documents comprising the documents as described in clause 3.2 of these instructions and clearly marked ‘ORIGINAL’
3.15	Delete the words ‘original and all copies’ and insert the word ‘original’ after the word ‘the’
3.16	For clarification purposes only, the Employer’s address is: KOITALEEL SAMOEI UNIVERSITY COLLEGE , P.O. BOX 5- MOSOROIT
4.1	Delete the first paragraph and insert the words ‘The tenderer shall seal the original of the tender documents in one envelop duly marked ‘original’
4.2	For clarification purposes only, opening of bids will be done in public. Time, date, and place for bid opening are: 10:30 am local time on Tuesday February 25, 2020 at Koitaleel Samoei University College, Mosoriot Campus, Nandi County, Kenya.
5.5 & 5.9	Tenders will be evaluated as per the following criteria set out in SECTION V of this tender document
6.5	The amount of Performance Security shall be ten percent (10%) of the contract price and shall be in form of bank guarantee, Insurance Company guarantee approved by the Public Procurement Regulatory Authority, a letter of credit or guarantee by a deposit taking Microfinance Institution, Sacco Society, the Youth Enterprise Development Fund or Women Enterprise Fund which must be attached to the tender document.
6.12	Delete figure ‘15%’ and substitute with figure ‘25%’
22.1 to 22.7	Delete variations and substitute with 6.8 and 6.11

SECTION III: GENERAL CONDITIONS OF CONTRACT

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1. Definitions

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

“**Bill of Quantities**” means the priced and completed Bill of Quantities forming part of the tender.

“**Compensation Events**” are those defined in Clause 24 hereunder.

“**The Completion Date**” means the date of completion of the Works as certified by the Project Manager, in accordance with Clause 31.

“**The Contract**” means the agreement entered into between the Employer and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein to execute, complete, and maintain the Works,

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

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

“**The Contract Price**” is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

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

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

“**The Defects Liability Certificate**” is the certificate issued by Project Manager upon correction of defects by the Contractor.

“**The Defects Liability Period**” is the period named in the Contract Data and calculated from the Completion Date.

“**Drawings**” include calculations and other information provided or approved by the Project Manager for the execution of the Contract.

“**Day works**” are Work inputs subject to payment on a time basis for labour and the associated materials and plant.

“**Employer**”, or the “**Procuring entity**” as defined in the Public Procurement Regulations (i.e. Central or Local Government administration, Universities, Public Institutions and Corporations, etc) is the party who employs the Contractor to carry out the Works.

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

“The Intended Completion Date” is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

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

“Plant” is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.

“Project Manager” is the person named in the Appendix to Conditions of Contract (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.

“Site” is the area defined as such in the Appendix to Condition of Contract.

“Site Investigation Reports” are those reports that may be included in the tendering documents which are factual and interpretative about the surface and subsurface conditions at the Site.

“Specifications” means the Specifications of the Works included in the Contract and any modification or addition made or approved by the Project Manager.

“Start Date” is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with the Site possession date(s).

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

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

“A Variation” is an instruction given by the Project Manager which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer, as defined in the Appendix to Conditions of Contract.

2. Interpretation

- 2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning in English Language unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.
- 2.2 If sectional completion is specified in the Appendix to Conditions of Contract, reference in the Conditions of Contract to the Works, the Completion Date and the Intended Completion Date apply to any section of the Works (other than references to the Intended Completion Date for the whole of the Works).
- 2.3 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (a) Agreement,
- (b) Letter of Acceptance,
- (c) Contractor's Tender,
- (d) Appendix to Conditions of Contract,
- (e) Conditions of Contract,
- (f) Specifications,
- (g) Drawings,
- (h) Bill of Quantities,
- (i) Any other documents listed in the Appendix to Conditions of Contract as forming part of the Contract.

Immediately after the execution of the Contract, the Project Manager shall furnish both the Employer and the Contractor with two copies each of all the Contract documents. Further, as and when necessary the Project Manager shall furnish the Contractor [always with a copy to the Employer] with three [3] copies of such further drawings or details or descriptive schedules as are reasonably necessary either to explain or amplify the Contract drawings or to enable the Contractor to carry out and complete the Works in accordance with these Conditions.

3. Language and Law

Language of the Contract and the law governing the Contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

4 Project Manager's Decisions

Except where otherwise specifically stated, the Project Manager will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

5 Delegation

The Project Manager may delegate any of his duties and responsibilities to others after notifying the Contractor.

6 Communications

Communication between parties shall be effective only when in writing. A notice shall be effective only when it is delivered.

7 Subcontracting

The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.

8 Other Contractors

The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities etc. as listed in the Appendix to Conditions of Contract and also with the Employer, as per the directions of the Project Manager. The Contractor shall also provide facilities and services for them. The Employer may modify the said List of Other Contractors etc., and shall notify the Contractor of any such modification.

9 Personnel

The Contractor shall employ the key personnel named in the Qualification Information, to carry out the functions stated in the said Information or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Qualification Information. If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Work in the Contract.

10 Works

The Contractor shall construct and install the Works in accordance with the Specifications and Drawings. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

11 Safety and Temporary Works

- 11.1 The Contractor shall be responsible for the design of temporary works. However before erecting the same, he shall submit his designs including specifications and drawings to the Project Manager and to any other relevant third parties for their approval. No erection of temporary works shall be done until such approvals are obtained.
- 11.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary works and all drawings prepared by the Contractor for the execution of the temporary or permanent Works, shall be subject to prior approval by the Project Manager before they can be used.
- 11.3 The Contractor shall be responsible for the safety of all activities on the Site.

12. Discoveries

Anything of historical or other interest or of significant value unexpectedly discovered on Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

13. Work Program

Within the time stated in the Appendix to Conditions of Contract, the Contractor shall submit to the Project Manager for approval a program showing the general methods, arrangements, order, and timing for all the activities in the Works. An update of the program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Work, including any changes to the sequence of the activities. The Contractor shall submit to the Project Manager for approval an updated program at intervals no longer than the period stated in the Appendix to Conditions of Contract. If the Contractor does not submit an updated program within this period, the Project Manager may withhold the amount stated in the said Appendix from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue program has been submitted. The Project Manager's approval of the program shall not alter the Contractor's obligations. The Contractor may revise the program and submit it to the Project Manager again at any time. A revised program shall show the effect of Variations and Compensation Events.

14. Possession of Site

The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Appendix to Conditions of Contract, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

15. Access to Site

The Contractor shall allow the Project Manager and any other person authorized by the Project Manager, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

16. Instructions

16.1 The Contractor shall carry out all instructions of the Project Manager which are in accordance with the Contract.

17. Extension or Acceleration of Completion Date

17.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a variation is issued which makes it impossible for completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining Work, which would cause the Contractor to incur additional cost. The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager in writing for a decision upon the effect of a Compensation Event or variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay caused by such failure shall not be considered in assessing the new (extended) Completion Date.

17.2 No bonus for early completion of the Works shall be paid to the Contractor by the Employer.

18. Management Meetings

18.1 A Contract management meeting shall be held monthly and attended by the Project Manager and the Contractor. Its business shall be to review the plans for the remaining Work and to deal with matters raised in accordance with the early warning procedure. The Project Manager shall record the minutes of management meetings and provide copies of the same to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

19. Early Warning

19.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the Work, increase the Contract Price or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

19.2 The Contractor shall cooperate with the Project Manager in making and considering proposals on how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the Work and in carrying out any resulting instructions of the Project Manager.

20. Defects

20.1 The Project Manager shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a defect and to uncover and test any Work that the Project Manager considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor, However, if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.

20.2 The Project Manager shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract. The Defects Liability Period shall be extended for as long as defects remain to be corrected.

20.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Project Manager's notice. If the Contractor has not corrected a defect within the time specified in the Project Manager's notice, the Project Manager will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

21. Bills of Quantities

21.1 The Bills of Quantities shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rate in the Bills of Quantities for each item.

21.2 If the final quantity of the Work done differs from the quantity in the Bills of Quantities for the particular item by more than 25 percent and provided the change exceeds 1 percent of the Initial Contract price, the Project Manager shall adjust the rate to allow for the change.

21.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bills of Quantities.

22. Variations

22.1 All variations shall be included in updated programs produced by the Contractor.

22.2 The Contractor shall provide the Project Manager with a quotation for carrying out the variations when requested to do so. The Project Manager shall assess the quotation, which shall be given within seven days of the request or within any longer period as may be stated by the Project Manager and before the Variation is ordered.

- 22.3 If the work in the variation corresponds with an item description in the Bills of Quantities and if in the opinion of the Project Manager, the quantity of work is not above the limit stated in Clause 21.2 or the timing of its execution does not cause the cost per unit of quantity to change, the rate in the Bills of Quantities shall be used to calculate the value of the variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the variation does not correspond with items in the Bills of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 22.4 If the Contractor's quotation is unreasonable, the Project Manager may order the variation and make a change to the Contract price, which shall be based on the Project Manager's own forecast of the effects of the variation on the Contractor's costs.
- 22.5 If the Project Manager decides that the urgency of varying the Work would prevent a quotation being given and considered without delaying the Work, no quotation shall be given and the variation shall be treated as a Compensation Event.
- 22.6 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 22.7 When the Program is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

23. Payment Certificates, Currency of Payments and Advance Payments

- 23.1 The Contractor shall submit to the Project Manager monthly applications for payment giving sufficient details of the Work done and materials on Site and the amounts which the Contractor considers himself to be entitled to. The Project Manager shall check the monthly application and certify the amount to be paid to the Contractor within 14 days. The value of Work executed and payable shall be determined by the Project Manager.
- 23.2 The value of Work executed shall comprise the value of the quantities of the items in the Bills of Quantities completed; materials delivered on Site, variations and compensation events. Such materials shall become the property of the Employer once the Employer has paid the Contractor for their value. Thereafter, they shall not be removed from Site without the Project Manager's instructions except for use upon the Works.
- 23.3 Payments shall be adjusted for deductions for retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of issue of each certificate. If the Employer makes a late payment, the Contractor shall be paid simple interest on the late payment in the next payment. Interest shall be calculated on the basis of number of days delayed at a rate three percentage points above the Central Bank of Kenya's average rate for base lending prevailing as of the first day the payment becomes overdue.
- 23.4 If an amount certified is increased in a later certificate or as a result of an award by an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 23.5 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.

23.6 The Contract Price shall be stated in Kenya Shillings. All payments to the Contractor shall be made in Kenya Shillings and foreign currency in the proportion indicated in the tender, or agreed prior to the execution of the Contract Agreement and indicated therein. The rate of exchange for the calculation of the amount of foreign currency payment shall be the rate of exchange indicated in the Appendix to Conditions of Contract. If the Contractor indicated foreign currencies for payment other than the currencies of the countries of origin of related goods and services, the Employer reserves the right to pay the equivalent at the time of payment in the currencies of the countries of such goods and services. The Employer and the Project Manager shall be notified promptly by the Contractor of any changes in the expected foreign currency requirements of the Contractor during the execution of the Works as indicated in the Schedule of Foreign Currency Requirements and the foreign and local currency portions of the balance of the Contract Price shall then be amended by agreement between Employer and the Contractor in order to reflect appropriately such changes.

23.7 In the event that an advance payment is granted, the following shall apply:-

- a) On signature of the Contract, the Contractor shall at his request, and without furnishing proof of expenditure, be entitled to an advance of 10% (ten percent) of the original amount of the Contract. The advance shall not be subject to retention money.
- b) No advance payment may be made before the Contractor has submitted proof of the establishment of deposit or a directly liable guarantee satisfactory to the Employer in the amount of the advance payment. The guarantee shall be in the same currency as the advance.
- c) Reimbursement of the lump sum advance shall be made by deductions from the Interim payments and where applicable from the balance owing to the Contractor. Reimbursement shall begin when the amount of the sums due under the Contract reaches 20% of the original amount of the Contract. It shall have been completed by the time 80% of this amount is reached.

The amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R = \frac{A(x^1 - x^{11})}{80 - 20}$$

Where:

R = the amount to be reimbursed

A = the amount of the advance which has been granted

X¹ = the amount of proposed cumulative payments as a percentage of the original amount of the Contract. This figure will exceed 20% but not exceed 80%.

X¹¹ = the amount of the previous cumulative payments as a percentage of the original amount of the Contract. This figure will be below 80% but not less than 20%.

- d) with each reimbursement the counterpart of the directly liable guarantee may be reduced accordingly.

24. Compensation Events

24.1 The following issues shall constitute Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Appendix to Conditions of Contract.
- (b) The Employer modifies the List of Other Contractors, etc., in a way that affects the Work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue drawings, specifications or instructions required for execution of the Works on time.
- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon the Work, which is then found to have no defects.
- (e) The Project Manager unreasonably does not approve a subcontract to be let.
- (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to tenderers (including the Site investigation reports), from information available publicly and from a visual inspection of the Site.
- (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer or additional work required for safety or other reasons.
- (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
- (i) The effects on the Contractor of any of the Employer's risks.
- (j) The Project Manager unreasonably delays issuing a Certificate of Completion.
- (k) Other compensation events described in the Contract or determined by the Project Manager shall apply.

24.2 If a compensation event would cause additional cost or would prevent the Work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

24.3 As soon as information demonstrating the effect of each compensation event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.

- 24.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having co-operated with the Project Manager.
- 24.5 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the Appendix to Conditions of Contract.
- 24.6 The Contractor shall give written notice to the Project Manager of his intention to make a claim within thirty days after the event giving rise to the claim has first arisen. The claim shall be submitted within thirty days thereafter.

Provided always that should the event giving rise to the claim of continuing effect, the Contractor shall submit an interim claim within the said thirty days and a final claim within thirty days of the end of the event giving rise to the claim.

25. Price Adjustment

- 25.1 The Project Manager shall adjust the Contract Price if taxes, duties and other levies are changed between the date 30 days before the submission of tenders for the Contract and the date of Completion. The adjustment shall be the change in the amount of tax payable by the Contractor.
- 25.2 The Contract Price shall be deemed to be based on exchange rates current at the date of tender submission in calculating the cost to the Contractor of materials to be specifically imported (by express provisions in the Contract Bills of Quantities or Specifications) for permanent incorporation in the Works. Unless otherwise stated in the Contract, if at any time during the period of the Contract exchange rates shall be varied and this shall affect the cost to the Contractor of such materials, then the Project Manager shall assess the net difference in the cost of such materials. Any amount from time to time so assessed shall be added to or deducted from the Contract Price, as the case may be.
- 25.3 Unless otherwise stated in the Contract, the Contract Price shall be deemed to have been calculated in the manner set out below and in sub-clauses 25.4 and 25.5 and shall be subject to adjustment in the events specified there under;
- (i) The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the rates of wages and other emoluments and expenses as determined by the Joint Building Council of Kenya (J.B.C.) and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
- (ii) Upon J.B.C. determining that any of the said rates of wages or other emoluments and expenses are increased or decreased, then the Contract Price shall be increased or decreased by the amount assessed by the Project Manager based upon the difference, expressed as a percentage, between the rate set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of labour incorporated within the amount of Work remaining to be executed at the date of publication of such increase or decrease.
- (iii) No adjustment shall be made in respect of changes in the rates of wages and other emoluments and expenses which occur after the date of Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.

- 25.4 The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the basic prices of materials to be permanently incorporated in the Works as determined by the J.B.C. and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
- 25.5 Upon the J.B.C. determining that any of the said basic prices are increased or decreased then the Contract Price shall be increased or decreased by the amount to be assessed by the Project Manager based upon the difference between the price set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of the relevant materials which have not been taken into account in arriving at the amount of any interim certificate under clause 23 of these Conditions issued before the date of publication of such increase or decrease.
- 25.6 No adjustment shall be made in respect of changes in basic prices of materials which occur after the date for Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.
- 25.7 The provisions of sub-clause 25.1 to 25.2 herein shall not apply in respect of any materials included in the schedule of basic rates.

26. Retention

- 26.1 The Employer shall retain from each payment due to the Contractor the proportion stated in the Appendix to Conditions of Contract until Completion of the whole of the Works. On Completion of the whole of the Works, half the total amount retained shall be repaid to the Contractor and the remaining half when the Defects Liability Period has passed and the Project Manager has certified that all defects notified to the Contractor before the end of this period have been corrected.

27. Liquidated Damages

- 27.1 The Contractor shall pay liquidated damages to the Employer at the rate stated in the Appendix to Conditions of Contract for each day that the actual Completion Date is later than the Intended Completion Date. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not alter the Contractor's liabilities.
- 27.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rate specified in Clause 23.30

28. Securities

- 28.1 The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a reputable bank acceptable to the Employer, and denominated in Kenya Shillings. The Performance Security shall be valid until a date 30 days beyond the date of issue of the Certificate of Completion.

29. Day works

- 29.1 If applicable, the Day works rates in the Contractor's tender shall be used for small additional amounts of Work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 29.2 All work to be paid for as Day works shall be recorded by the Contractor on Forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the Work being done.
- 29.3 The Contractor shall be paid for Day works subject to obtaining signed Day works forms.

30. Liability and Insurance

- 30.1 From the Start Date until the Defects Correction Certificate has been issued, the following are the Employer's risks:
- (a) The risk of personal injury, death or loss of or damage to property (excluding the Works, Plant, Materials and Equipment), which are due to:
 - (i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works, or
 - (ii) negligence, breach of statutory duty or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.
 - (b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in Employer's design, or due to war or radioactive contamination directly affecting the place where the Works are being executed.
- 30.2 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is the Employer's risk except loss or damage due to;
- (a) a defect which existed on or before the Completion Date.
 - (b) an event occurring before the Completion Date, which was not itself the Employer's risk
 - (c) the activities of the Contractor on the Site after the Completion Date.
- 30.3 From the Start Date until the Defects Correction Certificate has been issued, the risks of personal injury, death and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risk are Contractor's risks.

The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts stated in the Appendix to Conditions of Contract for the following events;

- (a) loss of or damage to the Works, Plant, and Materials;
- (b) loss of or damage to Equipment;
- (c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract, and

(d) personal injury or death.

- 30.4 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date.
- 30.5 All such insurance shall provide for compensation required to rectify the loss or damage incurred.
- 30.6 If the Contractor does not provide any of the policies and certificates required, the Employer may affect the insurance which the Contractor should have provided and recover the premiums from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 30.7 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager. Both parties shall comply with any conditions of insurance policies.

31. Completion and taking over

- 31.1 Upon deciding that the Works are complete, the Contractor shall issue a written request to the Project Manager to issue a Certificate of Completion of the Works. The Employer shall take over the Site and the Works within seven [7] days of the Project Manager's issuing a Certificate of Completion.

32. Final Account

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

33. Termination

- 33.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;
- (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current program and the stoppage has not been authorized by the Project Manager;
 - (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - (c) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 30 days (for Interim Certificate) or 60 days (for Final Certificate) of issue.

(e) the Project Manager gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;

(f) the Contractor does not maintain a security, which is required.

33.2 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under Clause 33.1 above, the Project Manager shall decide whether the breach is fundamental or not.

33.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

33.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible. The Project Manager shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

34. Payment Upon Termination

34.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the Work done and materials ordered and delivered to Site up to the date of the issue of the certificate. Additional liquidated damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable by the Contractor.

34.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the Work done, materials ordered, the reasonable cost of removal of equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works.

34.3 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on the Site, plant, equipment and temporary works.

34.4 The Contractor shall, during the execution or after the completion of the Works under this clause remove from the Site as and when required, within such reasonable time as the Project Manager may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to or hired by him, and in default the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.

Until after completion of the Works under this clause the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefore the Project Manager shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract the difference shall be a debt payable to the Employer by the

Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

35. Release from Performance

35.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop Work as quickly as possible after receiving this certificate and shall be paid for all Work carried out before receiving it.

36. Corrupt gifts and payments of commission

The Contractor shall not;

(a) Offer or give or agree to give to any person in the service of the;

Employer any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for the Employer or for showing or forbearing to show favor or disfavor to any person in relation to this or any other contract for the Employer.

(b) Enter into this or any other contract with the Employer in connection with which commission has been paid or agreed to be paid by him or on his behalf or to his knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any agreement for the payment thereof have been disclosed in writing to the Employer.

Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the provisions of the Public Procurement Regulations issued under The Exchequer and Audit Act Cap 412 of the Laws of Kenya.

37. Settlement of Disputes

37.1 In case any dispute or difference shall arise between the Employer or the Project Manager on his behalf and the Contractor, either during the progress or after the completion or termination of the Works, such dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman or Vice Chairman of any of the following professional institutions;

- (i) Architectural Association of Kenya
- (ii) Institute of Quantity Surveyors of Kenya
- (iii) Association of Consulting Engineers of Kenya
- (iv) Chartered Institute of Arbitrators (Kenya Branch)

(v) Institution of Engineers of Kenya

On the request of the applying party. The institution written to first by the aggrieved party shall take precedence over all other institutions.

- 37.2 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising thereunder or in connection therewith, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.
- 37.3 Provided that no arbitration proceedings shall be commenced on any dispute or difference where notice of a dispute or difference has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 37.4 Notwithstanding the issue of a notice as stated above, the arbitration of such a dispute or difference shall not commence unless an attempt has in the first instance been made by the parties to settle such dispute or difference amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 37.5 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:
- 37.5.1 The appointment of a replacement Project Manager upon the said person ceasing to act.
- 37.5.2 Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- 37.5.3 Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- 37.5.4 Any dispute or difference arising in respect of war risks or war damage.
- 37.6 All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Employer and the Contractor agree otherwise in writing.
- 37.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 37.8 The Arbitrator shall, without prejudice to the generality of his powers,

have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

37.9 The award of such Arbitrator shall be final and binding upon the parties.

SECTION IV: SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, between the GCC and the SCC, the provisions of the SCC herein shall prevail over these in the GCC

<u>The Employer is:</u>	Name: Koitaleel Samoei University College Address: P.O. BOX 5, 30307 Mosoriot, Kenya Tel. +254 20 4915305 Email: ksuc@uonbi.ac.ke
<u>The Project Manager is:</u>	Name: University of Nairobi Address: P.O Box 30197-00100 Nairobi Telephone: + 254 4910000
<u>The Name (And Identification Number) Of The Contract:</u>	Proposed Koitaleel Samoei University College at Nandi Hills, Nandi County Tender No: KSUC/T/04/2019 -2020
<u>The Start Date Shall be</u>	As Agreed With The Project Manager
<u>The Intended Completion Date for the whole of the Works shall be</u>	18 Months From Date Of Site Possession
<u>The following documents also form part of the Contract</u>	Documents Listed In Clause 2.3 Conditions Of Contract
<u>The Contractor shall submit a revised program for the Works within</u>	14 Days Of Delivery of The Letter of Acceptance
<u>The Site Possession Date Shall be</u>	As Agreed With The Project Manager
<u>The Site is located at</u>	Nandi Hills on Plot L.R. No. within Nandi County
<u>The Defects Liability period</u>	6 months
<u>Sub-Contractors expected to undertake sub-contract works under a domestic contract arrangement with the Main Contractor on the site Include those for the execution of;</u>	i. Electrical Installations ii. Mechanical Installations
<u>The minimum insurance covers shall be</u>	ALL CONTRACTORS RISK POLICY COVERING THE WHOLE CONTRACT; Additionally, a. The minimum cover for insurance of the Works and of Plant and Materials in respect of the Contractor's faulty design is NIL b. The minimum cover for loss or damage to Equipment is NIL

	<p>c. The minimum for insurance of other property is Kshs 500,000.00</p> <p>d. The minimum cover for personal injury or death insurance</p> <p>e. For the Contractor's employees is AS PER APPLICABLE LAWS</p> <p>f. And for other people is Kshs1,000,000.00</p>
The following events shall also be Compensation Events:	Those Listed In The Conditions Of Contract Clause 24
The period between Program updates is	30 Days
The amount to be withheld for late submission of an updated Program is	The Entire Certificate
The proportion of payments retained is	10% Percent.
The Price Adjustment Clause	SHALL NOT Apply
The liquidated damages for the whole of the Works is	Kshs. 300,000.00 (Per Week or Part Thereof)
The Performance Security shall be for the following minimum amounts equivalent	10 PERCENT (%) As A Percentage of The Contract Price
The rate of exchange for calculation of foreign currency payments	Is Not Applicable
The schedule of basic rates used in pricing	As Attached By The Contractor
Advance Payment	SHALL NOT Be Granted
Period of final measurements	3 Months From Practical Completion
Defects Liability period	6 Months From Practical Completion
Date for commencement	As Agreed With The Project Manager
Period of interim certificates	Monthly
Period of honoring certificates	60 Days
Limit of amount certified retained	5%

SECTION V: TENDER EVALUATION CRITERIA

5.1. Procurement Item:

No.	Description	Delivery schedule
1	Proposed Construction of Administration Block at Koitaleel Samoei University College at Nandi Hills, Nandi County.	18 months

5.2 Instructions on Submission of Bids:

The Tenderer must submit a **one (1) –envelope bid** in the following format: Proposal comprising of the following documents presented in the order given:

1. **Financial Bid** comprising of;

- a) Form of tender, grand tender summary which will include final amounts in priced Bills of quantities for works.

2. **Mandatory bid** comprising of the following documents presented in the order given:

- a) National Construction Authority Registration Certificates for Main Contractor and All Sub-contractors (NCA 1)
- b) Current NCA Contractor’s Annual Practicing License for Main Contractor and all Sub-contractors
- c) Confidential Business Questionnaire for Main Contractor and all Sub-contractors
- d) Power of Attorney¹ (except for Sole proprietor) for Main Contractor and all Sub-contractors
- e) Business Registration Certificate/Certificate of Incorporation for Main Contractor and all Sub-contractors
- f) Tender Security
- g) Valid Tax Compliance Certificate for Main Contractor and all Sub-contractors
- h) Reference Letter from the Bank
- i) Key Staff Competency profiles for Main Contractor and all Sub-contractors
- j) Pre-bid Site Visit Certificate.

5.3 Sealing and Marking of the Bid:

This is a one-bid envelope, where the technical proposal is combined with the financial proposal and submitted in one envelope.

The inner envelopes should be clearly marked as follows:

ORIGINAL TENDER (combined Technical & Financial)

¹Bidder to attach documentary proof of authority to sign the bid documents on behalf of the bidder.

COPY OF TENDER (combined Technical & Financial)

The envelopes shall then be sealed in an outer envelope and addressed to:

The Principal
Koitaleel Samoei University College
P.O. Box 5-30307, Mosoriot, Kenya

5.4 TENDER RESPONSIVENESS CRITERIA

The submission of the following items will be required in the determination of the completeness of the Bid. Bids that do not contain the following information required will be declared non responsive and shall not be evaluated further.

No.	<u>Description of Criteria</u>	Particulars Provided	Responsiveness	
			YES	NO
1.	Sealed Original and Copy of the tender in separate envelopes as Original and 'Copy' The envelope then shall be sealed in an outer envelope	Evidence to be availed is original and Copy		
2.	Attachment of a copy of certificate of Incorporation/ Registration	Evidence to be availed is the Certificate		
3.	Valid PIN, Tax Compliance Certificate for Main Contractor and all Sub-contractors	Evidence to be availed is valid PIN and Tax Compliance Certificate		
4.	Attachment of NCA Registration as class "1" for Main Contractors and National Construction Authority (NCA 1) for Domestic Sub-contractors	Evidence to be availed is the Certificate		
5.	Valid NCA Contractor's Annual Practicing License for Main Contractor and all Sub-contractors;	Evidence to be availed is a valid Certificate		
6.	Current Class of Licenses with Energy Regulatory Commission; (Class A) for Sub-contractors	Evidence to be availed is a valid Certificate		
7.	Confidential Business Questionnaire for Main Contractor and all Sub – Contractors dully filled and signed	Evidence to be availed is dully filled and signed form		
8.	Form of tender dully filled and signed	Evidence to be availed is dully filled and signed form		
9.	Power of Attorney (except for Sole proprietor) for Main Contractor and all Sub-contractors	Evidence to be availed is power of Attorney		

No.	<u>Description of Criteria</u>	Particulars Provided	Responsiveness	
			YES	NO
10.	Business Permit for Main Contractor and all Sub-contractors	Evidence to be availed is valid Certificate		
11.	Tender Security of Kshs. 10 Million	Evidence to be availed is Tender Security		
12.	Reference Letter from the Bank indicating evidence of adequacy of working capital for this contract	Evidence to be availed is reference letter from the bank		
13.	Key Staff Competency profiles for Main Contractor and all Sub-contractors	Evidence to be availed are profiles of key staff and all subcontractors		
14.	Mandatory Pre – bid Site Visit Certificate	Evidence to be availed is mandatory site visit certificate which should be attached on tender documents		
15.	Audited Accounts for the last 3 years 2018,2017,2016	Evidence to be availed is certified audited accounts		
16.	References letters of at least 2 clients supplied with Similar works	Evidence to be availed are letters from referees		
	Responsive			
	Non Responsive			

5.5 Technical Evaluation Criteria

The following criteria will be used in the evaluation of both Main Contractor and their associated Domestic Subcontractors. The documents submitted will be evaluated for suitability and awarded marks as per the table below;

Technical capability Assessment Total score **80 marks passmark 60 marks (75%)**

<u>Description of Criteria</u>	<u>Max Score</u>	<u>Cut off Score</u>
<p><u>Managerial and Key Personnel Competency Profiles C.Vs including relevant technical experience (Minimum 8 Years) for at least four (4) relevant key staff. All registered professionals should have current practicing license.</u></p> <ul style="list-style-type: none"> ➤ Registered QS, (3mks) ➤ Registered Civil Engineer, (3mks) ➤ Registered Electrical Engineer (4mks) ➤ Registered Mechanical Engineer (4 mks) ➤ Project/Construction Manager, (3mks) ➤ Site agent/foreman (3mks) ➤ 	20	15
<p><u>Experience/Reputation</u></p> <p>a) Proof of satisfactory service for contracts of similar or higher value (10mks).</p> <ul style="list-style-type: none"> ➤ Similar Office Complex Projects (preferably University Projects) of at least Kshs. 400m contract sum (up to 2 Projects -5 marks) ➤ Other projects of at least Kshs. 400m contract sum (up to 2 Projects -2 marks) <p>b) Submit reference letter from at least two clients. (6marks), which should include:</p> <ul style="list-style-type: none"> ➤ summary of services rendered, ➤ value of contracts and ➤ contact person, address and telephone numbers <p>c) Evidence of access to Financial Resources as Cash in Hand (Bank Statement) or Lines of Credit or Reference Letter from Reputable Bank –(4 Mark)</p>	20	20
<p><u>Plant and Equipment(Provide proof of ownership or lease agreements)</u></p> <ul style="list-style-type: none"> ➤ Owned plant and equipment (1No. Wheel loader/Excavator, 2No.10 Tontippers, 1No.10 Ton roller, 1No. Water bowser, 1No. Grader, Back hoe, 2No. 1.5 Ton Pic up, 2No. Concrete mixers, diesel generator) (12mks) ➤ Leased or sub-contracted plant and equipment (max 3marks) 	15	10
<p><u>Price Consistency (5 Marks)</u></p> <ul style="list-style-type: none"> ➤ Pricing Consistency (same rates for similar items of works) and checking against front-loading of the tender sum ➤ Economic responsiveness i.e. tendered rates should realistically be within market rates. ➤ Correctness of the Tender Sum against arithmetic error(s). <p>Tenderers whose unit rates are; consistent, not front loaded, are within market rates and have confirmed their tender sum in case of arithmetic error(s) will be ranked against their tender sums.</p>	5	3
<u>Proposed works methodology</u>	5	3

Description of Criteria	Max Score	Cut off Score
Proof of Having Constructed Green Buildings ➤ Office complex (preferably University Projects) with all aspects of green buildings(at least 2 with 5mks per building) ➤ Other Buildings with aspect of green buildings (at least 2 with 2.5mks per building) ➤ No Building Undertaken with Aspects of Green Buildings (0 mks)	10	7
General Tender Documentation Presentation. ➤ Well bound and annotated (2mks) ➤ Neatness of Attachments to documents (3mk)	5	2
Total Score	80	60

NB: (Bidders to paginate their tender documents from cover to cover)

5.6 Financial Evaluation Criteria

As deduced from the audited accounts; The purpose is to evaluate the financial strength of the bidders and the Total Score is 20 **Marks** with a Pass mark of **14 Marks (70%)**

Criterion	Scores	Marks Earned
Audited Accounts (2018,2017,2016)	Yes	
Turnover Average annual turn-over equal to or greater than the cost of the project cost Average annual turn-over above 50% but below 100% of the cost of the project Average annual turn-over below 50% of the cost of the project	5	
Average Net Premium Earned	2	
Average General Financial Trend	2	
Average Total Assets	2	
Average Total Equity	3	
Working Capital	3	
Net Worth	3	
Total Score	20	

5.7 Due Diligence

Over and above the technical evaluation, due diligence will be conducted in attempt to exercise extra reasonable care before engaging any of the bidders. This exercise will seek to establish the physical existence and location of the bidder's firms, physical existence of the past projects undertaken by the bidders as listed in their profiles as well as assurance from previous clients on their involvement with the bidders. As such, this exercise will be conducted in 2 stages: (i) Office visit and interviews and (ii) Listed Project Site Visits.

5.8 Overall Tender Evaluation Criteria

The bidders who pass the test of price consistency and reasonableness, and accept their arithmetic errors (if any) shall finally be graded in terms of their submitted tender sums. The lowest bid in this group shall be the lowest evaluated price as per Section 66(4) of the Public Procurement Regulatory Authority (PPRA) and section 6.1 of the instructions to tenderers herein.

SECTION VI: STANDARD FORMS

	Notes on the Sample Forms
1	<i>Form of Tender-</i> The form of tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2	<i>Confidential Business Questionnaire Form -</i> This form must be completed by the tenderer and submitted with the tender documents.
3	<i>Tender Security Form-</i> When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4	<i>Contract Form-</i> The Contract Form shall not be completed by the tenderer at the time of submitting the tender. The Contract Form shall be completed after contract award and should incorporate the accepted contract price.
5	<i>Performance Security Form-</i> The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6	<i>Bank Guarantee for Advance Payment Form-</i> When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7	<i>Manufacturers Authorization Form-</i> When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

6.1 FORM OF TENDER

Date _____

Tender No. _____

The Procurement Manager
University of Nairobi
P.O. Box 30197-00100
NAIROBI

Gentlemen and/or Ladies:

- 1) Having examined the tender documents including Addenda Nos. the receipt of which is hereby duly acknowledged, We, the undersigned, offer to construct, complete and maintain the whole of the Works in conformity with the Drawings, Conditions of Contract, Specifications and Bills of Quantities as follows.
- 2) We undertake, if our Tender is accepted, to commence the Works within 30 days of receipt of the Architects/ Project Manager Order to commence and to complete and deliver the whole of the works within a completion period of _____ weeks.
- 3) If our Tender is accepted, we undertake, to provide, within (14) fourteen days of the acceptance of our Tender and before signing of the Contract Agreement, the guarantee of a bank in a sum of equivalent to percent of the Contract Price for the due performance of the Contract, in the form prescribed by
- 4) We agree to abide by this Tender for a period ofdays from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 5) This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract, between us. Subject to signing of the Contract by the parties.
- 6) We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this..... day of..... 2020

[Signature]..... [In the capacity of]

Duly authorized to sign tender for an on behalf of

Witness..... Name.....

Address.....

6.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

Part 1 – General

- 1.1 Business Name.....
- 1.2 Location of Business Premises.....
- 1.3 Plot No.....Street/Road
- Postal Address.....Tax Compliance No.....
- Tel No..... Business Permit No.....
- E mail PIN.....
- 1.4 Nature of Business.....
- 1.5 Registration Certificate No.....
- 1.6 Maximum Value of Business which you can handle at any one time – KSHS.....
- 1.7 Name of your Bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

- 2a.1 Your Name in Full.....Age.....
- 2a.2 Nationality
- Country of Origin
- Citizenship
- Details.....

Part 2 (b) Partnership

- 2b.1 Given details of Partners as follows:
- 2b.2 Name Nationality Citizenship Details Shares
- 1.....
- 2.....
- 3.....
- 4.....

Part 2 (c) – Registered Company

- 2c.1 Private or Public
- 2c.2 State the Nominal and Issued Capital of Company-
- Nominal KSHS.....

Issued KSHS.

2c.3 Given details of all Directors as follows

Name Nationality Citizenship Details Shares

- 1.....
- 2.....
- 3.....
- 4.....

Part 3 – Eligibility Status

3.1 Are you related to an Employee, Committee Member or Board Member of University of Nairobi? Yes _____ No _____

3.2 If answer in ‘3.1’ is YES give the relationship.

.....

3.3 Does an Employee, Committee Member, Board Member of the University of Nairobi sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures?

Yes _____ No _____

3.4 If answer in ‘3.3’ above is YES give details.

.....

3.5 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by the University of Nairobi to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes _____ No _____

3.6 If answer in ‘3.5’ above is YES give details.

.....

.....

3.7 Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____

No _____

3.8 If answer in ‘3.7’ above is YES give details:

.....

.....

3.9 Have you offered or given anything of value to influence the procurement process? 44

Yes _____ No _____

3.10 If answer in '3.9' above is YES give details

.....
.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

Date..... Signature of Candidate

❖ If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

6.3 TENDER SECURING DECLARATION FORM

[The Bidder shall fill in this Form in accordance with the instructions indicated]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.....

To: *The Procurement Manager
University of Nairobi*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of.....*[insert number of months or years]* starting on.....*[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:*[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name:*[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

6.4 CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____
between [name of Procurement entity] of [country of
Procurement entity] (hereinafter called “the Procuring entity) of the one part and
..... [name of tenderer] of [city and country of tenderer]
(hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a
tender by the tenderer for the supply of those goods in the sum of
..... [contract price in words and figures] (hereinafter called “the
Contract Price).

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 referred to:
2. The following documents shall be deemed to form and be read and construed as
part of this Agreement viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer
 - (b) the Schedule of Requirements
 - (c) the Technical Specifications
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer
as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide
the goods and to remedy defects therein in conformity in all respects with the provisions
of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the
provisions of the goods 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 hereto have caused this Agreement to be executed in
accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity

Signed, sealed, delivered by _____ the _____ (for the tenderer in the
presence of _____

(Amend accordingly if provided by Insurance Company)

6.5 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To The Procurement Manager,
University OF Nairobi

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, [name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of [amount of guarantee in figures and words].

We, the [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding [amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until [Date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

_____ [date]

6.6 MANUFACTURER'S AUTHORIZATION FORM

To The Procurement Manager,
University OF Nairobi

WHEREAS [name of the manufacturer] who are established and reputable manufacturers of [name and/or description of the goods] having factories at [address of factory] do hereby authorize [name and address of Agent] to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. [reference of the Tender] for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.

6.7 LETTER OF NOTIFICATION OF AWARD

Koitaleel Samoei University College
P.O. Box 5 -30307 Mosoriot

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.

The Procurement Manager,
University Of Nairobi
P.O. Box 30197-00100
NAIROBI.

SECTION VII: BILLS OF QUANTITIES

1. The Contractor is required to check the numbers of the pages and should any be found to be missing or in duplicate or the figures or writing indistinct, he must inform the Quantity Surveyors through **manager-procurement@uonbi.ac.ke** at once and have the same rectified.
2. Should the Contractor be in doubt about the precise meaning of any item, word or figure, for any reason whatsoever, or observe any apparent omission of words or figures he must inform the Quantity Surveyor through **manager-procurement@uonbi.ac.ke** in order that the correct meaning may be decided upon or before the date for the submission of the Tender.
3. No liability whatsoever will be admitted nor claim allowed in respect of errors in the Contractor's Tender due to mistakes in the Bills of Quantities which should have been rectified in the manner described above.
4. The Contractor shall not alter or otherwise qualify the text of these Bills of Quantities. Any alteration or qualification made without authority will be ignored and the text of the Bills of Quantities as printed will be adhered to.
5. The Contractor shall be deemed to have made allowance in his prices generally to cover items of Preliminaries or additions to Prime Cost Sums or other items.
6. All items of measured works shall be priced in detail and tenders containing lump sums to cover traders or groups of work must be broken down to show prices for each item before they will be accepted. Lump sums to cover items of preliminaries shall likewise be broken down if so required.
7. The Copyright of these Bills of Quantities is vested in the Quantity Surveyors and no part thereof may be reproduced without their express permission given in writing.
8. The Contractor is solely responsible for the accurate ordering of materials in accordance with the Drawings and Interior designer's instructions and no claims for any loss or expense will be entertained for orders for materials based upon the Bills of Quantities.
9. The Bills of Quantities must be priced in Kenya Currency, i.e. Shillings and Cents.
10. In no case will any expenses incurred by Contractors in preparation of this Tender be reimbursed.

APPENDICES

- i. Schedule of Drawings:
 - a. Architectural Drawings
 - b. Structural Drawings
- ii) Provisional Sums

SITE VISIT FORM

TO WHOM IT MAY CONCERN

**RE: SITE VISIT FOR TENDER FOR THE PROPOSED CONSTRUCTION
OF ADMINISTRATION BLOCK AT KOITALEEL SAMOEI
UNIVERSITY COLLEGE, NANDI HILLS, NANDI COUNTY**

This is to confirm that

Mr./Mrs./Miss..... Of

M/s.....

has visited the site for the purpose of getting details on tender for the proposed
Construction of Administration Block in Nandi Hills, Nandi County.

FOR THE UNIVERSITY OF NAIROBI

Name:.....

Signature.....

Date & Stamp.....

NOTE ON PRE – TENDER SITE VISIT

Every Bidder shall be represented by a technical Person with a Minimum qualification in related construction field e.g. Building construction, Quantity Surveying (Building Economics), Construction Management, Architecture, Civil Engineering or Equivalent approved.

The Individual MUST bring along the following:

1. Original ID/Passport and a Copy
2. Original Certificate and a Copy
3. Original Introductory letter bearing the Company letterhead and an Official Stamp authorizing them to represent the company in the Pre-tender site visit/Pre Tender Conference. The letter shall be duly signed.

The copies of ID, Academic Certificate and Introductory letters shall be retained by the Procuring Entity's Team and may be verified later for authenticity.