



## **KENYA RURAL ROADS AUTHORITY**

**KWALE REGION**

### **ROUTINE MAINTENANCE WORKS IN KINANGO CONSTITUENCY**

**ROAD NUMBE:** E947  
**ROAD NAME:** KIBAONI - LUTSANGANI  
**RMLF FUNDING:** 22% RMLF ALLOCATION  
**TENDER NUMBER:** KIN/22%/KeRRA/011/KWL/39/030/2018-2019

#### **BID DOCUMENT FOR ROUTINE MAINTENANCE**

INVITATION FOR TENDERS  
INSTRUCTIONS TO BIDDERS  
QUALIFICATION CRITERIA  
CONDITIONS OF CONTRACT  
APPENDIX TO FORM OF AGREEMENT  
STANDARD FORMS  
SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES

**JANUARY 2019**

**The Engineer**

**DEPUTY DIRECTOR,  
KENYA RURAL ROADS AUTHORITY  
KWALE REGION,  
P.O. BOX 139-80403,  
KWALE**

**The Employer**

**DIRECTOR GENERAL,  
KENYA RURAL ROADS AUTHORITY,  
P.O. BOX 48151-00100,  
NAIROBI.**

STANDARD TENDER DOCUMENT  
FOR  
PROCUREMENT OF WORK

- ROUTINE MAINTENANCE WORKS

# TABLE OF CONTENTS

<b>CONTENTS</b>	<b>PAGE NO.</b>
<b>SECTION I: INVITATION FOR TENDERS.....</b>	<b>ERROR! BOOKMARK NOT DEFINED.</b>
<b>SECTION II: INSTRUCTIONS TO TENDERERS.....</b>	<b>4</b>
<b>SECTION III: QUALIFICATION CRITERIA.....</b>	<b>13</b>
<b>SECTION IV: CONDITIONS OF CONTRACT.....</b>	<b>18</b>
<b>SECTION V: APPENDIX TO FORM OF AGREEMENT .....</b>	<b>28</b>
<b>SECTION VI: STANDARD FORMS .....</b>	<b>31</b>
<b>SECTION VII: CONTRACTOR’S EVALUATION CHECKLIST .....</b>	<b>59</b>
<b>SECTION VIII: SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES.....</b>	<b>59</b>

**Tender reference No. KIN/22%/KeRRA/011/KWL/39/030/2018-2019**

- 1.1 The Kenya Rural Roads Authority invites sealed tenders for Routine maintenance of Road E947: Kibaoni – Lutsangani. The works scope of works is as follows:
- i. Provide and erect permanent publicity signs
  - ii. Heavy grading
  - iii. Gravelling
- 1.2 Interested eligible candidates may obtain further information and inspect tender documents at **Kenya Rural Roads Authority, P.O Box 139, Kwale** located at **Kwale Town** opposite **Kwale Boys High School** during normal working hours **8.00 am to 5.00 pm Monday to Friday**.
- 1.3 A complete set of tender documents may be downloaded from KeRRA website [www.kerra.go.ke](http://www.kerra.go.ke) or Suppliers Portal [www.ifmis.go.ke](http://www.ifmis.go.ke)
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for **120** days from the closing date of tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at the **KeRRA Regional offices - Kwale** or to be addressed to the **Deputy Director, Kenya Rural Roads Authority, P.O Box 139, Kwale** so as to be received on or before the date stated in the Tender notice.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Bidders or their representatives who choose to attend at Kenya Rural Roads Authority offices, Kwale Region.

## **SECTION II: INSTRUCTIONS TO TENDERERS**

### **TABLE OF CONTENTS**

<b>CLAUSE</b>	<b>PAGE.</b>
1. GENERAL	6
2. TENDER DOCUMENTS	8
3. PREPARATION OF TENDERS	8
4. SUBMISSION OF TENDERS	9
5. TENDER OPENING AND EVALUATION	10
6. AWARD OF CONTRACT	12

## INSTRUCTIONS TO TENDERERS.

### 1. General

- 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 said Appendix.
- 1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:
- a. **Certified** copy of Certificate of Incorporation
  - b. **Certified** copy of **valid** practicing license as a contractor (Roads & Civil Works NCA 8 and above)
  - c. **Certified** copy of VAT & PIN registration certificate
  - d. Copy of **Valid** Tax compliance certificate (Will be verified on the KRA TCC Checker)
  - e. **Certified** copy of CR 12 (Issued within the last 12 months from the tender opening date)
  - f. **Certified** copies of National Identity Cards / Passports of Directors
  - g. **Certified** copy of **Valid** Single Business Permit
  - h. **Certified** copy of **Valid** Certificate of Registration for Access to Government Procurement Opportunities (AGPO) from the National Treasury (For Disadvantaged groups, Women, Youth and Persons With Disability – Category Small Works & Engineering.
  - i. Contractors bidding for **PWD** tenders should attach **Certified** copies of their Identity Cards issued by the National Council for Persons with Disability.
  - j. **Certified** copies of Log books for ownership of Machines and Equipment. Those hiring **MUST** provide **certified** copies of Lease Agreements and **certified** copies of Log books, **valid** not more than three months from the date of tender opening.
  - k. **Current** Sworn Affidavit not more than 3 months from the tender opening date
  - l. **Proof** of having opened a bank account in the contractor's name, provide a current/ recent 2 months bank statement
  - m. Authority to seek reference from bank
  - n. Form of tender correctly filled, signed & stamped
  - o. Confidential Business Questionnaire correctly filled, signed & stamped
  - p. Bidders **Must Serialize sequentially** all pages of their tender documents submitted – using serialization machine
  - q. Submit a brief Work Methodology

#### **NOTE:**

1. All certification of documents shall be original and executed by Commissioner for Oaths or Notaries Public.
2. Certificates / Licenses may be verified from or with the Issuing Authorities or Agencies

#### **Other Requirements**

As specified in the respective tender documents covering the following:

1. Similar previous experience where applicable

2. Professional and Technical Personnel
  3. Turnover and liquid Assets Supported by Audited Accounts for the previous two (2) years
  4. Current work load
  5. Litigation History (Provide sworn Affidavit) – executed within 3 months of the tender opening date
- 
- 1.3 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.
  - 1.4 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.
  - 1.5 The procurement entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
  - 1.6 The price to be charged for the tender document shall not exceed **Kshs.1,000/=** for those who may not have downloaded the document from KeRRA website.
  - 1.7 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.
  - 1.8 The estimated budget for these works is One million, four hundred thousand only.  
**(1,400,000.00)**

## **2. Tender Documents**

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 herebelow:-
- (a) These instructions to Tenderers
  - (b) Form of Tender
  - (c) Conditions of Contract and Appendix to Form of Agreement
  - (d) Specifications
  - (e) Drawings
  - (f) Bills of Quantities
  - (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions
- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering 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 respond to any request 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 herebelow.

## **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) The Tender;
  - (b) Tender Security;
  - (c) Priced Bill of Quantities for lump-sum Contracts
  - (d) Any other materials required to be completed and submitted by 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, 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 not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of **One Twenty (120)** 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.
- 3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.
- 3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.
- 3.9 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.
- 3.10 The procuring entity shall reply to any clarifications sought by the tenderer within **7 days** of receiving the request to enable the tenderer to make timely submission of its tender.

#### **4. Submission of Tenders**

- 4.1 The tender duly filled and sealed in an envelope 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.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.
- Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 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.

#### **5. Tender Opening and Evaluation**

- 5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.
- 5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.
- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the 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 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
  - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
  - (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.
  - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).
  - (e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
  - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.
- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 25% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

- 5.9 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] 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 tender price or substance of the tender shall be sought, offered or permitted.
- 5.10 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.

## **6. Award of Contract**

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.
- 6.2 Notwithstanding the provisions of 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” which 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. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- 6.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 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 amount stipulated in the Appendix to Conditions of Contract.

6.6 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.

6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

6.8 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.

## 7. Corrupt and fraudulent practices

7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question. Due Diligence will be conducted in case of doubt on fictitious documents provided

7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

## SECTION III: QUALIFICATION CRITERIA

Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
<b>1. Eligibility</b>				
1.1	Eligibility	Nationality in accordance with confidential business Questionnaire in the standard forms Forms should be properly filled and stamped	Must meet requirement	Refer to standard form section 7
1.4	Incorporation & Registration	<p>Pursuant to sub clause 1.2 the following shall be provided;            Certified Copy of Certificate of incorporation to show that the applicant is a registered company and legally authorised to do business in Kenya</p> <p>Proof of registration with the National Construction Authority Category 8 and above for Road Works. The bidder to provide a certified copy of NCA certificate and Licence</p> <ul style="list-style-type: none"> <li>- Certified copy of AGPO certificate for bidders registered in the small works &amp; Engineering category from National Treasury</li> <li>-Copy of Valid Tax Compliance Certificate</li> <li>-Copy of PIN/VAT Certificates</li> <li>-Proof of having opened a Bank account in Firm's name provide current 2 months bank statement</li> <li>-Sworn Affidavit</li> <li>-Duly filled power of Attorney.</li> </ul>	Must meet requirement	Refer to standard form section 7

Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
		<ul style="list-style-type: none"> <li>-Dully filled Anti-corruption pledge form</li> <li>-Duly filled and signed Environmental and social commitment form</li> <li>- Duly signed and stamped Bills of Quantities page</li> <li>-Sequential serialization of Bid documents</li> <li>-Certified Copy of recent CR 12 form – 12 months</li> <li>-Copy of National Identity Cards (IDs)/valid passports for all Directors</li> <li>-ID from National Council for Persons living with disability for PWD</li> </ul>		
2.3	Authority to seek reference from the Bank	Append written authority to seek reference from bidders' bankers. The Authority should be signed & stamped by the bank signatories.	Must meet requirement	Refer to standard form section 7
2.4	Physical Address	Provide copy of single Business permit	Must meet requirement	Refer to standard form section 7
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last <b>three (3)</b> years prior to the deadline for application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.	Must meet requirement by itself or as party to past	
2.2	Pending Litigation	All pending litigation shall in total not represent more than fifty percent (50%) of the Applicant's net worth and shall be treated as resolved against the Applicant.	Must meet requirement by itself or as party to past	Refer to standard form section 7

Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
3.1	Financial Performance	Submission of audited balance sheets or if not required by the law of the applicant's country, other financial statements acceptable to the Employer, for the last two [2] years to demonstrate: (a) the current soundness of the applicants financial position and its prospective long term profitability, and (b) Capacity to have a cash flow amount of minimum <b>KShs 2 Million (KShs Two Million)</b> for equivalent working capital	Must meet requirement  (a) Must meet requirement (b) Must meet requirement	Refer to standard form section 7
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of KShs 2 million [Two million], calculated as total certified payments received for contracts in progress or completed, within the last two years	Must meet requirement	Refer to standard form section 7
4.1	General Construction Experience	Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last Three (3) prior to the applications submission deadline	Must meet requirement	Refer to standard form section 7
4.2(a)	Specific Construction Experience	Participation as contractor, management contractor or subcontractor, in at least Two (2) contracts within the last Three (3) years, each with a value of at least Kshs.2,000,000 (two million) that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Scope of Works	Must meet requirement	Refer to standard form section 7



Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
4.2(b)		b) For the above or other contracts executed during the period stipulated in 4.2(a) above, a minimum construction experience in at least one (1) of: <ul style="list-style-type: none"> <li>- Routine maintenance</li> <li>- Spot improvement &amp; rehabilitation works.</li> </ul> The Contractor should provide Notification of Awards and completion certificates for the said projects	Must meet requirements	Refer to standard form section 7
4.3	Work Methodology	Submission of a brief work methodology	Should demonstrate understanding of the scope of works and other general requirements	Refer to standard form section 7
<b>5. Equipment Holding</b>				
5.1	Minimum number of Equipment	The bidder must indicate a minimum of (2) core plant and equipment considered by the company to be necessary for undertaking the project.	Must meet the requirement	Refer to standard form section 7
<b>6. Current Commitment</b>				
6.1	On-going contracts	The total value of current works on the on-going contracts must not exceed Kshs. 3 million	Must meet requirements	
<b>7. Site Staff</b>				
1	Site Agent	The site staff shall possess minimum levels set below;  Qualification = Diploma in Civil Engineering  General Experience = 1yrs Specific Experience = 1 Yrs	Must meet requirements	Refer to guideline notes

Qualification Criteria			Compliance Requirements	Documentation
No.	Subject	Requirement	Single Entity	Submission Requirements
2	Foreman	<p>Qualification = Cert. from KIHBT/Recog inst. Or grade 1 artisan in the relevant works from Ministry of Labour. General Experience = 2 yrs Specific Experience = 1 Yrs</p> <p>- Bidder must provide CVs, Academic Certificates and Testimonials</p>		

## SECTION IV: CONDITIONS OF CONTRACT

<b>Table of Clauses</b>		<b>Page</b>
1.	DEFINITIONS.....	20
2.	CONTRACT DOCUMENTS.....	21
3.	EMPLOYER’S REPRESENTATIVE’S DECISIONS.....	21
4.	WORKS, LANGUAGE AND LAW OF CONTRACT.....	22
5.	SAFETY, TEMPORARY WORKS AND DISCOVERIES.....	22
6.	WORK PROGRAM AND SUB-CONTRACTING.....	22
7.	THE SITE.....	22
8.	INSTRUCTIONS.....	23
9.	EXTENSION OF COMPLETION DATE.....	23
10.	MANAGEMENT MEETINGS.....	24
11.	DEFECTS.....	24
12.	BILLS OF QUANTITIES.....	25
13.	VARIATIONS.....	25
14.	PAYMENT CERTIFICATES AND FINAL ACCOUNT .....	26
15.	INSURANCES .....	27
16.	LIQUIDATED DAMAGES.....	27
17.	COMPLETION AND TAKING OVER.....	27
18.	TERMINATION.....	27
19.	PAYMENT UPON TERMINATION.....	28
20.	CORRUPT GIFTS AND PAYMENTS OF COMMISSION.....	28
21.	SETTLEMENT OF DISPUTES.....	29

# CONDITIONS OF CONTRACT

## 1. Definitions

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

“Bills of Quantities” means the priced and completed Bill of Quantities forming part of the tender[where applicable].

“Schedule of Rates” means the priced Schedule of Rates forming part of the tender [where applicable].

“The Completion Date” means the date of completion of the Works as certified by the Employer’s Representative.

“The Contract” means the agreement entered into by the Employer and the Contractor as recorded in the Agreement Form and signed by the parties.

“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.

“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 Employer’s Representative upon correction of defects by the Contractor.

“The Defects Liability Period” is the period named in the Appendix to Conditions of Contract and calculated from the Completion Date.

“Drawings” include calculations and other information provided or approved by the Employer’s Representative for the execution of the Contract.

“Employer” Includes Central or Local Government administration, Universities, Public Institutions and Corporations and 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.

“Site” means the place or places where the permanent Works are to be carried out including workshops where the same is being prepared.

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

“Employer’s Representative” is the person appointed by the Employer and notified to the Contractor for the purpose of supervision of the Works.

“Specification” means the Specification of the Works included in the Contract.

“Start Date” is the date when the Contractor shall commence execution of the Works.

“ 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 Employer’s Representative which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer.

## **2. Contract Documents**

2.1 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor’s Tender,
- (4) Conditions of Contract,
- (5) Specifications,
- (6) Drawings,
- (7) Bills of Quantities

## **3. Employer’s Representative’s Decisions**

3.1 Except where otherwise specifically stated, the Employer’s Representative will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

#### **4. Works, Language and Law of Contract**

- 4.1 The Contractor shall construct and install the Works in accordance with the Contract documents. 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 Employer's Representative, and complete them by the Intended Completion Date.
- 4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

#### **5. Safety, Temporary works and Discoveries**

- 5.1 The Contractor shall be responsible for design of temporary works and shall obtain approval of third parties to the design of the temporary works where required.
- 5.2 The Contractor shall be responsible for the safety of all activities on the Site.
- 5.3 Any thing of historical or other interest or significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Employer's Representative of such discoveries and carry out the Employer's Representative's instructions for dealing with them.

#### **6 Work Program and Sub-contracting**

- 6.1 Within seven days after Site possession date, the Contractor shall submit to the Employer's Representative for approval a program showing the general methods, arrangements, order and timing for all the activities in the Works.
- 6.2 The Contractor may sub-contract the Works (but only to a maximum of 25 percent of the Contract Price) with the approval of the Employer's Representative. However, he shall not assign the Contract without the approval of the Employer in writing. Sub-contracting shall not alter the Contractor's obligations.

#### **7 The site**

- 7.1 The Employer shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the Employer's Representative and any other person authorized by the Employer's Representative ,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.

#### **8 Instructions**

- 8.1 The Contractor shall carry out all instructions of the Employer's Representative which are in accordance with the Contract.

#### **9 Extension of Completion Date**

- 9.1 The Employer's Representative shall extend the Completion Date if an

occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.

9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;

Delay by:-(a) force majeure, or

- (b) reason of any exceptionally adverse weather conditions, or
- (c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or
- (d) reason of the Employer's Representative's instructions issued under these Conditions, or
- (e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or
- (f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or
- (g) Reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or
- (h) Reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or
- (i) Reason of delay in appointing a replacement Employer's Representative, or
- (j) Reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or
- (k) Delay in receiving possession of or access to the Site.

## **10 Management Meetings**

- 10.1 A Contract management meeting shall be held regularly and attended by the Employer's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The Employer's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Employer's Representative either at the management meeting or after the management meeting and stated in writing to all who attend the meeting.
- 10.2 Communication between parties shall be effective only when in writing.

## **11 Defects**

- 11.1 The Employer's Representative 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 Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative 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.
- 11.2 The Employer's Representative 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 Form of Agreement.
- 11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative 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.

## **12 Bills of Quantities**

- 12.1 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 rates in the Bills of Quantities for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the rates for other items in the Bills of Quantities.
- 12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in



the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

### **13 Variations**

- 13.1 The Contractor shall provide the Employer's Representative with a quotation for carrying out the variations when requested to do so. The Employer's Representative shall assess the quotation and shall obtain the necessary authority from the Employer before the variation is ordered.
- 13.2 If the Work in the variation corresponds with an item description in the Bill of Quantities, the rate in the Bill of Quantities shall be used to calculate the value of the variation. If the nature of the Work in the variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 13.3 If the Contractor's quotation is unreasonable, the Employer's Representative may order the variation and make a change to the Contract Price, which shall be based on the Employer's Representative's own forecast of the effects of the variation on the Contractor's costs.

### **14 Payment Certificates and Final Account**

- 14.1 The Contractor shall be paid after each of the following stages of Work listed here below (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Bill of Quantities.
  - (i) Advance payment \_\_\_\_\_ (percent of Contract Price, [after Contract execution] \_\_\_\_\_ to be inserted by the Employer).
  - (ii) First stage (define stage) \_\_\_\_\_
  - (iii) Second stage (define stage) \_\_\_\_\_
  - (iv) Third stage (define stage) \_\_\_\_\_
  - (v) After defects liability period .
- 14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the

Contractor's application .The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.

- 14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect 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 Employer's Representative shall issue within 21 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 Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.
- 14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

## **15. Insurance**

- 15.1 The Contractor shall be responsible for and shall take out appropriate cover against, among other risks, personal injury; loss of or damage to the Works, materials and plant; and loss of or damage to property.

## **16. Liquidated Damages**

- 16.1 The Contractor shall pay liquidated damages to the Employer at the rate 0.001 per cent of the Contract price per day for each day that the actual Completion Date is later than the Intended Completion Date except in the case of any of the occurrences listed under clause 9.2. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

## **17. Completion and Taking Over**

- 17.1 Upon deciding that the Work is complete the Contractor shall request the Employer's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed.

The Employer shall take over the Site and the Works within seven days of the Employer's Representative issuing a Certificate of Completion.

## **18. Termination**

18.1 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 continuously without reasonable cause or authority from the Employer's Representative;
- (b) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove
- (d) The Employer's Representative 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.

18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative 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.

## **19. Payment Upon Termination**

19.1 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 Site, plant, equipment and temporary works.

19.2 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 Employer's Representative may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to him, and in default thereof, 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.

19.3 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 therefor the Employer's Representative 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.

## **20. Corrupt Gifts and Payments of Commission**

20.1 The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the Employer any gifts 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 with the Employer or forshowing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.
- (b) 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 Laws of Kenya.

## **21. Settlement of Disputes**

21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party 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 of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying part

## SECTION V: APPENDIX TO FORM OF AGREEMENT

This Appendix to Form of Agreement forms part of the Agreement.

Item	Data
Time for Completion	3 Months,
Priority of Documents	<p>The documents forming the Contract shall be interpreted in the following order of priority:</p> <ul style="list-style-type: none"> <li>• the Contract Agreement and Appendix to form of agreement</li> <li>• the Letter of Acceptance</li> <li>• the Form of Tender</li> <li>• the Conditions of Contract, Part II - Conditions of Particular Application</li> <li>• the Conditions of Contract, Part I - General Conditions of Contract</li> <li>• the Specifications</li> <li>• the Drawings,</li> <li>• the Priced Bill of Quantities</li> </ul>
Law of Contract	Laws of the Republic of Kenya
Language	English
Provision of Site	On Commencement Date
Name and Address of Employer	Director General Kenya Rural Roads Authority P.O. Box 48151-00100 <b>Nairobi</b>
Authorised Person	Director Roads (Maintenance), Kenya Rural Roads Authority P.O. Box 48151-00100 <b>Nairobi</b>
Name and Address of the Engineer	Deputy Director, Kenya Rural Roads Authority P. O. Box 139-80403 <b>Kwale</b>
Penalty to the Contractor for Employer paying workers on his behalf	10% of the amount paid to the workers.
Performance Security	(Refer to guideline Notes)

<b>Item</b>	<b>Data</b>
Amount	5% of sum stated as the Contract Price
Form	Bank Guarantee or Insurance Bond issued by PPOA approved insurance companies
Requirements of Contractors Design	Not applicable
Programme	
⇒ Time of Submission	Within 14 days of Commencement Date
⇒ Form of Programme	Bar Chart
⇒ Interval Updates	As requested by the RM
Liquidated Damages Amount payable due to failure to complete	0.01% of Contract Price per Day to a limit of 1% of Contract Price.
Defects Liability	Refer to guideline Notes
Period of notifying defects	90 days calculated from the date stated in the notice under sub clause 11.2
Percentage of Retention	Refer to guideline Notes
Maximum Amount of Advance Payment	Refer to guideline Notes
Form of Guarantee for Advance Payment	Bank Guarantee
Valuation of Works	Remeasurements with Bills of Quantities
Repayment Schedule for Advance Payment	33 % instalments from 1 <sup>st</sup> three certificates.
Minimum Amount of Interim Payment	Ksh.1,500,000.00
Currency of Payment	Kenya Shilling
Rate of Interest	Simple Interest at a rate of 2% above mean Base Lending Rate as issued by the Central Bank of Kenya.
Insurance	Required/ Not required
Insurance	Amount of Cover

<b>Item</b>	<b>Data</b>
<p>⇒ The Works, materials plants &amp; fees- Contractor's All risks</p> <p>⇒ Third party injury to persons and damage to property</p> <p>⇒ Workers compensation (WIBA- workers injury benefits policy)</p>	<p>The Contract Price stated in the Agreement +15%+replacement cost of equipment on site.</p> <p>As per work injury benefits act 2007 laws of Kenya</p>
<p>Arbitration</p> <p>⇒ Rules</p> <p>⇒ Appointing Authority</p> <p>⇒ Place of Arbitration</p>	<p>CAP 49 of the Laws of Kenya</p> <p>Chairman Chartered Institute of Arbitrators, Kenya Branch.</p> <p>Kenya Rural Roads Authority, Headquarters</p>

## SECTION VI: STANDARD FORMS

### Table of Contents

CONTENTS:	PAGE
FORM OF INVITATION FOR TENDERS .....	32
FORM OF TENDER.....	33
LETTER OF AWARD .....	34
FORM OF TENDER SECURITY .....	35
PERFORMANCE BANK GUARANTEE .....	36
BANK GUARANTEE FOR ADVANCE PAYMENT .....	37
QUALIFICATION INFORMATION.....	42
CONFIDENTIAL BUSINESS QUESTIONNAIRE .....	43
SCHEDULE OF LABOUR: - BASIC RATES .....	45
CERTIFICATE OF TENDERER'S VISIT TO SITE .....	46
FORM OF WRITTEN POWER-OF-ATTORNEY .....	47
KEY PERSONNEL .....	48
SCHEDULE OF THE PROPOSED APPROPRIATE EQUIPMENT.....	49
SCHEDULE OF COMPLETED CIVIL WORKS CARRIED OUT IN THE PREVIOUS YEARS	
SCHEDULE OF ONGOING PROJECTS .....	51
OTHER SUPPLEMENTARY INFORMATION.....	52
ADJUDICATOR'S AGREEMENT .....	53
FRAUD & CORRUPTION.....	55
ENVIRONMENTAL AND SOCIAL COMMITMENT.....	56
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD .....	57
DECLARATION FORM .....	ERROR! BOOKMARK NOT DEFINED.



# FORM OF INVITATION FOR TENDERS

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

To: \_\_\_\_\_ [Name of Contractor]  
\_\_\_\_\_ [Address]  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

Reference: \_\_\_\_\_ [Contract Name]

You are qualified to tender for the above Contract.

We hereby invite you and other qualified Tenderers to submit a Tender for the execution and completion of the Works.

A complete set of Tender documents may be purchased from \_\_\_\_\_

\_\_\_\_\_  
[Mailing address, cable/telex/facsimile numbers].

Upon payment of a non-refundable fee of Kshs \_\_\_\_\_

All Tenders shall be accompanied by .....number of copies of the same and a Tender Security in the form and amount of Kshs..... and shall be delivered to:

\_\_\_\_\_  
[Address and location]

at or before \_\_\_\_\_ (time and date). Tenders will be opened immediately thereafter, in the presence of those Tenderers' representatives who choose to attend.

Please confirm receipt of this letter and your intention to Tender in writing.

Yours faithfully,

\_\_\_\_\_ Authorised Signature

\_\_\_\_\_ Name and Title

# FORM OF TENDER

TO: \_\_\_\_\_ [Name of Employer] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above Works, We, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs. \_\_\_\_\_ [Amount in figures] Kenya Shillings \_\_\_\_\_ [Amount in words]
2. We undertake, if our Tender is accepted, to commence the Works on the commencement date and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix.
3. We agree to abide by this Tender until \_\_\_\_\_ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this Tender together with your written acceptance thereof, shall constitute a binding Contract between us.
4. We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Tenders for and on behalf of \_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

Witness: Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## LETTER OF AWARD

[Letterhead paper of the Employer]

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

To: \_\_\_\_\_  
[Name of the Contractor]

\_\_\_\_\_  
[Address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated \_\_\_\_\_

for the execution of \_\_\_\_\_

[name of the Contract and identification number, as given in the Tender documents] for the Contract

Price of Kshs. \_\_\_\_\_ [amount in figures][Kenya

Shillings \_\_\_\_\_ (amount in words) ] in accordance with the Instructions  
to Tenderers is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the  
Contract documents.

Authorized Signature .....

Name and Title of Signatory .....

Attachment :

# FORM OF TENDER SECURITY

WHEREAS .....(hereinafter called “the Tenderer”) has submitted a Tender dated ..... for the Rehabilitation/Spot Improvement of .....  
..... (Name of Contract)

KNOW ALL PEOPLE by these presents that WE ..... having our registered office at .....(hereinafter called “the Bank”), are bound unto .....(hereinafter called “the Employer”) in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this ..... Day of .....20.....

THE CONDITIONS of this obligation are:

1. If after Tender opening the Tenderer withdraws his Tender during the period of Tender validity specified in the Instructions to Tenderers  
Or
2. If the Tenderer, having been notified of the acceptance of his Tender by the Employer during the Period of Tender validity:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Tenderers, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the Period of Tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

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

\_\_\_\_\_  
[Signature of the Bank]

\_\_\_\_\_  
[Witness]

\_\_\_\_\_  
[Seal]

## PERFORMANCE BANK GUARANTEE

To: \_\_\_\_\_(Name of Employer) \_\_\_\_\_(Date)

\_\_\_\_\_(Address of Employer)

Dear Sir,

WHEREAS \_\_\_\_\_(hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ dated \_\_\_\_\_ to execute \_\_\_\_\_ (hereinafter called “the Works”);

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. \_\_\_\_\_ (amount of Guarantee in figures) Kenya Shillings \_\_\_\_\_ (amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings \_\_\_\_\_ (amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This Guarantee shall be valid until the date of issue of the Employer’s notice under Sub-Clause 8.2 (Taking-Over Notice), of the Conditions of Contract.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

## BANK GUARANTEE FOR ADVANCE PAYMENT

To: \_\_\_\_\_ [Name of Employer] \_\_\_\_\_ (Date)  
\_\_\_\_\_ [Address of Employer]

Gentlemen,

Ref: \_\_\_\_\_ [name of Contract]

In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract, **We**, \_\_\_\_\_ [name and Address of Contractor] (hereinafter called “the Contractor”) shall furnish you with a Bank guarantee by a recognised Bank for the sum specified therein as a security for compliance with his obligations in accordance with the Contract in an amount of Kshs. \_\_\_\_\_ [amount of Guarantee in figures] Kenya Shillings \_\_\_\_\_ [amount of Guarantee in words].

**We**, the \_\_\_\_\_ [bank or financial institution], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to \_\_\_\_\_ [name of Employer] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs \_\_\_\_\_ [amount of Guarantee in figures] Kenya Shillings \_\_\_\_\_ [amount of Guarantee in words].

**We** further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between \_\_\_\_\_ [name of Employer] and the Contractor, 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 and in full effect from the date of the Advance Payment under the Contract until \_\_\_\_\_ (name of Employer) receives full payment of the same amount from the Contract.

Yours faithfully,  
Signature and Seal \_\_\_\_\_

Name of the Bank or financial institution \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Witness: Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Date: \_\_\_\_\_

**AGREEMENT**

**BETWEEN**

**THE GOVERNMENT OF THE REPUBLIC OF KENYA**

**AND**

**M/S.....**

**CONTRACT No. ....**

This Contract is made this.....day of.....20.....

between **Kenya Rural Roads Authority**, represented by the Director General of P.O. Box 48151 – 00100, Nairobi (Hereinafter called the Employer) acting through his representative **THE DEPUTY DIRECTOR KWALE**, Of **P. O. Box 139-80403, Kwale** of the one part and

also of **M/s .....**  
(Hereinafter referred to as “the Contractor”) of the other part.

Whereas the Employer is desirous of maintaining th network as described,

Name of the Road: **E947: Kibaoni - Lutsangani**

Region: .....**Kwale**

Constituency: **Kinango**

From: **Km .....** to .....

and has accepted the Offer of the Contractor to execute road maintenance Works as defined hereinafter, AND

Whereas the Contractor represented to the Employer that he has the required capacity and ability, and has agreed to execute the Works on the Terms and Conditions set forth in this Contract ,for the Tender Sum of Kshs .....

**NOW THEREFORE** the Parties hereto agree as follows:

**Article 1: GENERAL PROVISIONS**

The documents forming the Contract are to be taken as mutually explanatory. If ambiguity or discrepancy is found in the documents the Employer shall issue necessary instructions to the Contractor.

1.2 The language of the Contract shall be English. The law of the Contract is the Republic of Kenya.

**Article 2: OBLIGATIONS OF THE EMPLOYER**

- 2.1 The Employer shall provide the Site and right of access thereto at the date of Commencement.
- 2.2 The Employer shall ensure that the Contractor's claims for payment are settled timeously.
- 2.3 The Employer shall inspect the Contractor's work regularly.
- 2.4 No approval or consent or absence of comment by the Employer shall affect the Contractor's obligations.

**Article 3: EMPLOYER'S REPRESENTATIVE**

- 3.1 The Director General of KeRRA will have overall responsibility for the Contract, and will be represented by the **Kwale** Regional Manager for the day-to-day management of the Contract.
- 3.2 The Regional Manager shall appoint and provide a Road Supervisor who shall from time to time assign work to the Contractor. The Engineer shall notify the Contractor in writing of any change in the Road Supervisor.
- 3.3. The Regional Manager shall provide the Contractor with an initial Work plan against which the Contractor shall carry out the Works. The Regional Manager shall be entitled to vary the Work plan according to circumstances and to issue instructions to the Contractor accordingly.

**Article 4: CONTRACTOR'S OBLIGATIONS**

- 4.1 The Contractor shall carry out the Works described in Annex 1and the Work Plan Annex 3 properly and in accordance with the Contract. The Contractor shall provide all supervision, labour and tools which may be required.
- 4.2 The Contractor shall submit to the Employer for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.
- 4.3 The Contractor shall comply with all instructions given by the Employer in respect of the Works.
- 4.4 The Contractor shall not subcontract any part of the Works without the consent of the Employer.
- 4.5 The Contractor shall, in the implementation of this contract, use labour based methods whenever possible.
- 4.6 The Contractor shall recruit labour for the Works from the local communities and shall take particular note of the Government policy on the recruitment of women and youth. The target for each group shall be 30% of the labour force, which the Contractor shall take all possible measures to attain.

**Article 5: DESIGN BY CONTRACTOR**

- 5.1 The Contractor shall not be responsible for any Works design.

**Article 6: EMPLOYER'S RISKS**

- 6.1 Any failure by the Employer and any delay or disruption caused by any Variation are the relevant Employer's Risks.



**Article 7: TIME FOR COMPLETION**

- 7.1 The Contractor shall commence the Works on the Commencement Date..... and shall proceed expeditiously and without delay and shall complete the Works within the Time for Completion, given as..... (Weeks/Months).
- 7.2 The Contractor shall be entitled to an extension of the Time for Completion where delay is caused by an action, or failure of action of the Employer and/or any other unforeseen circumstance. All such extension of time must be requested by the contractor timeously and approved by the Employer

**Article 8: TAKING OVER**

- 8.1. The Contractor may notify the Employer when the Works are considered to be complete.
- 8.2 The Employer shall notify the Contractor when he considers that the Contractor has completed the Works and stating the date accordingly. Alternatively the Employer may notify the Contractor that the Works, although not fully complete, are ready for taking over, stating the date accordingly. The Contractor shall promptly complete any outstanding work.

**Article 9: REMEDYING DEFECTS**

- 9.1. The Employer may, within one month after the Completion date in 8.2, notify the Contractor of any defects. The Contractor shall remedy at no cost to the Employer any defects due to the Contractor's workmanship not being in accordance with the Contract.

**Article 10 VARIATIONS AND CLAIMS**

- 10.1 The Employer may instruct Variations
- 10.2 The Employer shall value the Variations using appropriate rates within the Contract or by a lump sum price agreed between the Parties, or by new rates which the Engineer considers appropriate.

**Article 11: CONTRACT PRICE AND PAYMENT**

- 11.1 At not less than monthly intervals, the Contractor shall measure the Works in accordance with the Bill of Quantities and shall submit a statement to the Road Supervisor. No Payment shall be made for Mobilisation and Establishment of the Site. The Road Supervisor shall certify on the statement to the Engineer that the Works have been completed satisfactorily.
- 11.2 The Employer shall pay the Contractor, upon the Engineer's approval of the Contractor's statement, within 30 days of the date of the certification of the statement. If the Employer disagrees with any part of the Contractor's statement, he shall specify his reasons for disagreement when making payment. The Employer shall not be bound by any sum previously considered by him to be due to the Contractor.

**Article 12: DEFAULT**

The Employer shall give notice to the Contractor where he considers the Contractor to be in default of the Contract. If the Contractor fails to remedy the default within a stated period the Employer may give notice of the termination of the Contract.

- 12.2. After termination the Contractor shall be entitled to payment of any unpaid balance of the value of the Works executed.

**Article 13: RISK AND RESPONSIBILITY**

13.1 The Contractor shall take responsibility for the care of the Works from the Commencement Date to the date of Take Over.

**Article 14: INSURANCES**

14.1 The Contractor, prior to commencing the Works, shall effect Third Party and Workers Compensation Insurances and provide evidence to the Employer that the required policies are in force.

**Article 15: RESOLUTION OF DISPUTES**

15.1 The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Contract.

15.2 Any dispute not resolved under 15.1 shall be referred to a single Arbitrator nominated by ..... in whose Area the Contract is located in accordance with, and subject to the provision of the Arbitration Act of Kenya or any Statutory Modification thereof.

**Article 16 CONDITIONS OF CONTRACT**

16.1 It is understood that these Conditions of Contract follow the FIDIC Short Form of Contract which shall be referred to for any necessary clarification

16.2 It is hereby understood that the Annexes to the Contract shall be read together with the Contract and shall form an integral part of it.

In witness whereof of the duly authorised representatives of the Parties hereto have signed this Contract the day and the year first written at **Kwale** Kenya.

-----  
for and on behalf of the  
Kenya Rural Roads Authority (KeRRA)

-----  
Contractor

.....  
Witness

.....  
Witness

# QUALIFICATION INFORMATION

## TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full name of Tenderer;

.....

2. Full address of Tenderer to which Tender correspondence is to be sent (unless an agent has been appointed below);

.....

3. Telephone number (s) of Tenderer;

.....

4. Facsimile of Tenderer;

.....

5. Name of Tenderer's representative to be contacted on matters of the Tender during the Tender period;

.....

6. Details of Tenderer's nominated agent (if any) to receive Tender notices (name, address, telephone, telefax);

.....

.....

\_\_\_\_\_  
Signature of Tenderer

Make copy and deliver to: \_\_\_\_\_ (Name of Employer) ( The Tenderer shall leave one copy at the time of purchase of the Tender documents)

# CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

## Part 1 – General

Business Name .....

Location of business premises; Country/Town.....

Plot No..... Street/Road .....

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licensee No..... Expiring date.....

Maximum value of business which you can handle at any time: Kshs .....

Name of your Bankers.....

Branch.....

## Part 2 (b) – Partnership

Give details of partners as follows:

Name in full	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			

## Part 2(c) – Registered Company:

Private or public.....

State the nominal and issued capital of the Company-

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows:

Name in full	Nationality.	Citizenship Details*.	Shares.
1.....			
2.....			
3.....			
4.....			

**Part 2(d) – Interest in the Firm:**

Is there any person / persons in ..... (Name of Employer) who has interest in this firm? Yes/No..... (Delete as necessary)

I certify that the information given above is correct.

.....  
 (Title) (Signature) (Date)

\* Attach proof of citizenship

## SCHEDULE OF LABOUR: - BASIC RATES

(Reference: Clause 4 of Conditions of Particular Application)

LABOUR CATEGORY	UNIT (MONTH/SHIFT/HOUR)	RATES

Categories to be generally in accordance with those used by the Kenya Building Construction and Engineering and Allied Trades Workers' Union.

I certify that the above information is correct.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

## CERTIFICATE OF TENDERER'S VISIT TO SITE

This is to certify that

[Name/s].....

.....

Being the authorized representative/Agent of [Name of Tenderer]

.....

.....

participated in the organized inspection visit of the site of the works for **E947: Kibaoni - Lutsangani**

held on ..... day of.....20.....

Signed.....

(Employer's Representative)

.....

NOTE: This form is to be completed when the site visit is made

**FORM OF WRITTEN POWER-OF-ATTORNEY**

The Tenderer consisting of a joint venture shall state here below the name and address of his representative who is authorised to receive on his behalf correspondence in connection with the Tender.

.....  
(Name of Tenderer's Representative in block letters)

.....  
(Address of Tenderer's Representative)

.....  
(Signature of Tenderer's Representative)



## KEY PERSONNEL

DESIGNATION	NAME	NATIONALITY	SUMMARY OF QUALIFICATIONS AND EXPERIENCE
Headquarters: 1. Managing Director  2.  3.  4.  5.  etc.			
Site Office:  1. Site Supervisor  2.  3.  4.  5.  6			

I certify that the above information is correct.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

## **SCHEDULE OF THE PROPOSED APPROPRIATE EQUIPMENT.**

The Bidder must provide proof of ownership of equipment or valid executed Lease agreement for such equipment necessary to undertake the specified works. Certified copies of Logbooks in bidders names and/or certified copy of executed Lease agreement supported by certified copies of Logbooks in lessors names.

<b>Item No.</b>	<b>Equipment Details</b>	<b>Minimum Number Required</b>	<b>No of Equipment Owned by the Bidder</b>	<b>No. of equipment to be hired</b>
1	Roller (Vibratory)	1		
2	Mobile concrete mixers	1		
3	Excavator/loader	1		
4	Tipper payload 7 – 10 tonnes	1		
5	Motor grader	1		

The Bidder must attach certified copies of log books or lease agreement of the following

I certify that the above information is correct.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

**SCHEDULE OF COMPLETED CIVIL WORKS  
CARRIED OUT IN THE PREVIOUS YEARS**

DESCRIPTION OF WORKS AND CLIENT	TOTAL VALUE OF WORKS (KSHS)	CONTRACT PERIOD (YEARS)	YEAR COMPLETED

I certify that the above Civil Works were successfully carried out and completed by ourselves.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

# SCHEDULE OF ONGOING PROJECTS

DESCRIPTION OF WORK AND CLIENT	CONTRACT PERIOD	DATE OF COMMEN- CEMENT	DATE OF COMPLETION	TOTAL VALUE OF WORKS (KSHS.)	% COMPLETED TODATE

I certify that the above Civil Works are being carried out by ourselves and that the above information is correct.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

## OTHER SUPPLEMENTARY INFORMATION

1. Financial reports for the last three years, balance sheets, profit and loss statements, auditors' reports etc. List them below and attach copies.

.....  
 .....  
 .....

2. Evidence of access to financial resources to meet the qualification requirements. Cash in hand, lines of credit etc. List below and attach copies of supporting documents

.....  
 .....  
 .....

3. Name, address , telephone, telex, fax numbers of the Tenderer's Bankers who may provide reference if contacted by the Employer.

.....  
 .....  
 .....

4. Information on current litigation in which the Tenderer is involved.

OTHER PARTY (IES)	CAUSE OF DISPUTE	AMOUNT INVOLVED (KSHS)

I certify that the above information is correct.

.....  
 Title

.....  
 Signature

.....  
 Date

# ADJUDICATOR’S AGREEMENT

Identification of Project:

.....  
(the “Project”)

Name and address of the Employer:

.....  
(the “Employer”)

Name and address of the Contractor:

.....  
(the “Contractor”)

Name and address of the Adjudicator:

.....  
(the “Adjudicator”)

**Whereas** the Employer and the Contractor have entered into a Contract (“the Contract”) for the execution of the Project and wish to appoint the Adjudicator to act as adjudicator in accordance with the Rules for Adjudication [“the Rules”].

**The Employer, Contractor and Adjudicator agree as follows:**

1. The Rules and dispute provisions of the Contract shall form part of this Agreement.
2. The Adjudicator shall be paid:

A retainer fee of ..... per calendar month(where applicable)

A daily fee of .....

Expenses (including the cost of telephone calls, courier charges, faxes and telexes incurred in connection with his duties; all reasonable and necessary travel expenses, hotel accommodation and subsistence and other direct travel expenses).

Receipts will be required for all expenses.

3. The Adjudicator agrees to act as Adjudicator in accordance with the Rules and has disclosed to the Parties any previous or existing relationship with the Parties or others concerned with the Project.
4. This Agreement shall be governed by the laws of.....
5. The Language of this Agreement shall be .....

SIGNED BY .....

For and on behalf of the Employer in the presence of

Witness .....  
 Name .....  
 Address .....  
 Date .....

SIGNED BY .....

For and on behalf of the Contractor in the presence of

Witness .....  
 Name .....  
 Address .....  
 Date .....

SIGNED BY .....

For and on behalf of the Adjudicator in the presence of

Witness .....  
 Name .....  
 Address .....  
 Date .....

## FRAUD & CORRUPTION

- 1 If the Employer determines that the Contractor has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices, in competing for or in executing the Contract, then the Employer may, after giving 14 days notice to the Contractor, terminate the Contractor's employment under the Contract and expel him from the Site.
- 2 Should any employee of the Contractor be determined to have engaged in corrupt, fraudulent, collusive, coercive, or obstructive practice during the execution of the Works, then that employee shall be removed.
- 3 For the purposes of this Sub-Clause:
  - (i) "corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - (iv) "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- 4 The Contractor declares that:
  - a) They did not engage in any action to influence the Project implementation process to the detriment of the Employer, in particular no collusive practice took place nor will take place, and

The bidding proceedings, contract award, and execution have not and will not be subject to any corrupt practice as defined in the United Nations Convention to combat corruption dated 31 October 2003.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Tenders for and on behalf of

\_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

\_\_\_\_\_ [Seal or Stamp of Tenderer]



## ENVIRONMENTAL AND SOCIAL COMMITMENT

I have taken due note of the importance to comply with environmental and social standards and regulations.

I, the undersigned, [.....] acting as the duly authorized representative of [.....],

With respect to the submission of a bid for [.....] in accordance with the invitation to tender No [.....], I undertake to comply, and ensure that our subcontractors, if any, comply with international environmental and labour standards consistent with applicable law and regulations in the country of implementation of the Project, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties

In addition, I also undertake to adopt any environmental and social risk mitigation measures as defined in the environmental and social management plan or the notice of environmental and social impact issued by the Employer.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_

duly authorized to sign Tenders for and on behalf of

\_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

\_\_\_\_\_ [Seal or Stamp of Tenderer]

**PUBLIC PROCUREMENT ADMINISTRATIVE  
REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

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

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary

# DECLARATION FORM

Date \_\_\_\_\_

To \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The tenderer i.e. (Name and address) \_\_\_\_\_

\_\_\_\_\_ declare the following:

- a) Has not been debarred from participating in public procurement.
- b) Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

\_\_\_\_\_  
Title Signature Date \_\_\_\_\_

(To be signed by authorized representative and officially stamped)

**SECTION VII: CONTRACTOR'S EVALUATION CHECKLIST**

### Supervision Check List (1/2)

Project Title:	
Contractor:	

	Date	Name	Signature
The Engineer's Representative (Project Engineer)			
Resident Engineer			

1. This check list is for Resident Engineer to check contractor's work execution process.
2. Fill in date of checking as (day/month), mark as indicated in Filling Example, and state remarks.
3. Put this check list in the Monthly Progress Report.

Item	Check Point	before	During execution										after	Remarks <small>Reason for unsatisfactory performance (Site diary No.) Corrective order by authority (Date) Excellent point to be specified</small>	
		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		
1	1-1	Works Execution Programme (including its revised version if any) is submitted before the date specified in contract document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1-2	Works Execution Programme properly reflects the given specifications and site conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	1-3	Execution procedures are in accordance with Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	2-1	All equipment used are properly mobilized in accordance with Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	2-2	All equipment used is well maintained during the execution of works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	3-1	Qualified technical staff of contractor are properly assigned as specified in Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3-2	Contractor's in-house key staff understand work process and schedule properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3-3	Contractor's in-house staff give technical guidance and direction to workers and operators properly and timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	3-4	Communications with authority in writing is properly and timely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	4-1	Workers and operators are deployed in accordance with Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	4-2	Wage payment is properly made on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	5-1	Office and stockyard are prepared in accordance with Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5-2	Site is well maintained during the work execution and cleared on completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	5-3	Material stored on site is properly managed during the work execution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	6-1	Material testing, structural examination, and measurements are properly and routinely conducted based on specifications and Works Execution Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Filling Example : ✓ Check point is satisfactory    ■ Check point is unsatisfactory    N/A Not applicable

### Supervision Check List (2/2)

Project Title:	
Contractor:	

The Engineer's Representative (Project Engineer)	Signature
Resident Engineer	

1. This check list is for Resident Engineer to check contractor's work execution process.
2. Fill in date of checking as (day/month), mark as indicated in Filling Example, and state remarks.
3. Put this check list in the Monthly Progress Report.

Item	Check Point	before	During execution										after	Remarks	
		Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date		Date
		/	/	/	/	/	/	/	/	/	/	/	/	/	Reason for unsatisfactory performance (Site diary No.) Corrective order by authority (Date) Excellent point to be specified
6	Quality and quantity management	6-2	Results of material testing, structural examination and measurements are within the specifications.												
		6-3	Results of material testing, structural examination, and measurements are properly compiled as reports for confirmation												
7	Work scheduling	7-1	Understanding of critical path and its reflection on scheduling are proper												
		7-2	Actual proceedings are periodically compared to the planned schedule described in Works Execution Programme												
		7-3	Changes caused by site conditions are properly handled to keep Works on schedule												
		7-4	All works are completed within the contract term or within the extended term as allowed											<input type="checkbox"/>	
8	Work safety management	8-1	No accident occurs to workers, operators, or third-parties.												
		8-2	Safety of workers and operators is considered												
		8-3	Accident prevention efforts for third-parties are proper												
		8-4	Traffic and site safety devices are properly installed and managed												
		8-5	Temporary facilities (e.g. scaffolding) are constantly checked												
9	Environmental and social management	9-1	Environmental and social mitigation efforts (e.g. against noise, vibration, emission, and dust ) are conducted												
		9-2	Waste material from site is properly disposed												
		9-3	Damage to existing roads, works and services is avoided or are repaired when it occurs												
		9-4	Transportation by vehicles is properly done with no overloading, and neither material falling, leakage, nor spillage.												

Filling Example : ✓ Check point is satisfactory    ■ Check point is unsatisfactory    N/A Not applicable

# SECTION VIII: SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES

## I. SPECIFICATIONS

### Contents:

<b>SECTION 01:</b>	<b>PRELIMINARY AND GENERAL ITEMS.....</b>	<b>E-1</b>
01-40-001:	Mobilisation and Establishment of the Site.....	E-1
01-40-002:	Clearance on Completion.....	E-1
01-40-003:	Insurances and Securities.....	E-1
0140-004:	Quality Control Tests.....	E-2
01-40-005:	Publicity Sign Boards.....	E-2
01-40-006:	Traffic Control.....	E-2
01-40-007:	Drinking Water.....	E-3
<b>SECTION 10</b>	<b>GRADING AND GRAVELLING.....</b>	<b>E-29</b>
10-80-007	Excavation; Free hand; Spreading and Compaction of Gravel-Labour.....	E-32
10-80-008	Excavation; Free Haul, Spreading and Compaction of Gravel-Equipment.....	E-34

## **SECTION 01 : PRELIMINARY AND GENERAL ITEMS**

### **Project Location**

The contract road is in Kinango constituency.

This section comprises those items that are required at the Commencement and Completion of the Works or that are Provisional Items applicable for the duration of the Works.

### **01-40- 001 Mobilisation and Establishment of the Site**

The Contractor shall provide all equipment, tools, materials, temporary offices, stores and housing required to carry out the Works.

The Contractor shall ensure that all possible means of protection are given to the labour force at all times. Such protection shall include provision of high visibility clothing or vests, goggles and masks for workers in potentially dangerous locations or dealing with potentially harmful materials. The Contractor shall also maintain first aid kits with a minimum of the following items:-

- Non Stick wound dressing
- Selection of plaster/band aids
- Crepe bandages
- Gauze and cotton wool
- Antiseptic solution (washing wounds)
- Antiseptic cream – Betadine, Burnol
- Pain killers Panadol, Disprin
- Anti diarrhoea – Immodium, Diadis, Charcoal
- Anti histamine – Piriton, Triludan
- Anti nausea – Stemetil
- Eye ointment
- Oral re-hydration sachets
- Surgical gloves

Measurement and Payment:

No separate payment shall be made for this item. The Contractor shall include the costs in the rates for other measured items.

### **01-40- 002 Clearance on Completion**

On Completion of the Works, all temporary housing, equipment, signs and tools shall be removed from the site, and the site left in good order to the satisfaction of the Engineer.

Measurement and Payment

The Lump Sum payment will be made upon approval by the Engineer that the Clearance has been satisfactorily carried out.



**01-40-003 Insurance and Bonds**

The Contractor shall provide Insurance and Sureties in accordance with relevant Clauses in the Conditions of Contract.

Measurement and Payment

Lump Sum payment for this item will be made upon the production of satisfactory evidence by the Contractor that Insurances and Securities have been effected.

**01-40-004 Quality Control Tests**

The Engineer may instruct the Contractor during the progress of the Works to carry out quality control tests to check materials and standards of workmanship, against the Specifications.

Where such tests indicate defective standards the Engineer shall instruct the Contractor to rectify the defects to the Engineer's satisfaction and at the Contractor's expense.

Measurement and Payment

The Engineer shall include a Provisional Sum for this item to be expended only as and when the Contractor is instructed to carry out tests.

**01-40-005 Publicity Sign Boards**

The Contractor shall provide Sign Boards as specified on the Drawings or as directed by the Engineer. The Sign Boards shall be placed at the beginning and end of the road or road section covered by this Contract.

Sign Boards shall be maintained for the duration of the Works, and removed on completion.

Quality Control

The Engineer shall check that Sign Boards have been erected in accordance with Drawings and Specifications.

Measurement: Number

The unit of measurement shall be number of Sign Boards erected

Payment

The unit rate shall be the full compensation for labour, tools, materials and incidental costs required for carrying out the work.

**01-40- 006    Traffic Control**

The Contractor shall provide warning signs, fences, barriers, detours, which shall be properly positioned in advance of the Works to ensure that traffic is well and safely accommodated for the duration of the Works.

Traffic signs and other traffic control facilities shall be kept in good condition and located in positions where they are visible to road users.

Quality Control

The Engineer shall check regularly that traffic control measures are satisfactory.

Measurement and Payment

A Lump Sum shall be paid on a Monthly basis upon the approval of the Engineer that satisfactory control measures are in place.

**01-40- 007    Drinking Water**

The Contractor shall provide safe drinking water on site for workers at a reasonable distance from all work locations, for the duration of the Works.

Quality Control

The Engineer shall check regularly that adequate supplies of water are available throughout the Site.

Measurement and Payment

A Lump Sum shall be paid on a Monthly basis upon the approval of the Engineer that adequate supplies have been provided.

**SECTION 10: GRADING AND GRAVELLING**

**Scope:**

Grading covers the work of the reinstating of the road carriageway to the correct camber by removing the high points and filling gullies, corrugations, and wheel ruts to restore a smooth running surface. Graveling consists of the excavation, loading, hauling, dumping and spreading of gravel wearing course material on the formation of the road carriageway. Gravel shall include lateritic gravel, quartzitic gravel, calcareous gravel, decomposed rock, soft stone coral rag, clayey sand and crushed rock.

The material may be obtained from quarries, borrow pits or excavation in cuttings as directed by the Engineer. Gravel material shall conform to the requirement given in Table 10.1

Table 10.1: Requirement for Gravel Wearing Course

GRADING REQUIREMENTS	
Sieve (mm)	% by Weight Passing
40	100
28	95 - 100
20	85 - 100
14	65 - 100
10	55 - 100
5	35 - 92
2	23 - 77
1	18 - 62
0.425	14 - 50
0.075	10 - 40

For “Quarry Waste” gravel stones of maximum dimension 80mm may be permitted

PLASTICITY INDEX REQUIREMENTS PI		
Zone	Min	Max
WET: Mean annual rainfall > 500mm	5	20
DRY: Mean annual rainfall < 500mm	10	30

BEARING STRENGTH REQUIREMENTS		
Traffic VPD	CBR	DCP Equivalent mm/Blow
>15	20	11
<15	15	14
CBR at 95 % MDD, Modified AASHTO and 4 days soaking		
Lower quality material (CBR 15) may be accepted if no better material can be found		

The Engineer shall approve quarries and the extent of their exploitation. The quarries shall be shown to the Contractor prior to commencement of the Works. The Contractor shall be responsible for the acquisition of the quarry rights and shall conduct respective negotiations with landowners and affected communities.

Alternative sources of gravel material whose quality can be shown to be in compliance with the specification requirements may be used, with the approval of the Engineer and at no extra cost to the Employer. The Contractor is deemed to have included in his rates for the provision of the gravel material.

**10-50-001: Heavy Grading without watering and compaction.**

Heavy grading without watering and compaction shall only be done when there is sufficient moisture in the material and the material can be compacted by traffic.

The Contractor shall scarify the existing carriageway surface, cutting high spots and moving materials to fill potholes, corrugations and wheel ruts and reshape the surface to the specified camber, using a Motor grader unless otherwise directed by the Engineer. All loose rocks, roots and grasses shall be removed first and disposed of well clear of the drains.

Pegs 300 to 400mm long shall be placed at 20 m intervals to mark edge of the carriageway.

The material shall be graded toward the centre of the road starting from both edges until the specified camber is achieved. Suitable material from the side drains may be used as additional material. Any further material needed to achieve the correct camber shall be from an approved source.

No grading shall be carried out in dry conditions.

The Contractor shall use **Equipment** to carry out this item.

Work Method: **MB**

Quality Control

- The width of the carriageway shall be checked at every 50m intervals and have a tolerance of + 50mm or -20mm.
- The camber shall be checked with a camber board at 25m intervals and shall have a tolerance of  $\pm$  1%

Measurement Unit: **m<sup>2</sup>**

The measurement shall be the area of carriageway graded, measured net according to the specified width and measured length graded.

Payment

The unit rate shall be the full compensation for labour, tools, equipment and incidental costs required for carrying out the work.

**Excavation, Free haul, Spreading and Compaction of Gravel**

**10-80-007 - Labour**

**10-80-008 - Equipment**

**Excavation of Gravel - Labour  
- Equipment**

Gravel shall be excavated from quarries approved by the Engineer, and the Contractor shall inform the Engineer if the quality/availability of the gravel changes during the course of excavation. Excavation and loading shall normally be by labour unless, at the request of the Contractor, the Engineer allows the use of equipment.

Stones and boulders with one dimension greater than 80mm shall be removed from the excavated gravel and deposited outside the quarry at locations approved by the Engineer. Such stones and boulders may be reused in other parts of Works with the approval of the Engineer.

#### Work Method

The Contractor shall use **Labour** and/or **Equipment** to carry out this work, as directed by the Engineer.

#### Quality Control:

- Oversize stones and boulders shall not be loaded for haulage to the road.
- Areas containing deleterious material shall not be excavated.

#### **Free haul, spreading and Compaction of Gravel**

The Contractor shall spread and compact gravel material, in a manner to ensure a uniform thickness of the layer across the full width of the carriageway and shaped to the specified camber. Spreading also includes the removal of any oversized stones or boulders, which cannot be broken down to the required size, to spoil dumps. Gravel shall be spread within 24 hours of off-loading.

Compaction of the gravel material shall be carried out from the carriageway edges to the centerline by overlapping passes of the compaction equipment. The number of passes shall be as directed by the Engineer dependent upon the equipment used and the material being compacted. Unless otherwise instructed the moisture content of the material shall be within  $\pm 2\%$  of optimum

Where additional moisture is required water shall be applied in an even manner and the rate of application shall be such that no transverse or longitudinal flows occur.

The Engineer may instruct the Contractor to carry out density tests on the compacted material to ensure that an acceptable standard has been achieved.

#### Work Method:

The Contractor shall use **Labour** and/or appropriate **Equipment** to carry out this item.

#### Quality Control:

- The gravel surface width shall be checked at 100m intervals and shall have a tolerance of + / - 50mm
- Trial holes shall be dug as directed by the Engineer to check the gravel thickness and shall have a tolerance of + 5mm / - 0mm

- The camber shall be checked at 50m intervals and the maximum tolerance shall be +/- 1 %
- The longitudinal profile shall be checked after the compaction of each load to ensure a smooth surface with no corrugations or depressions

Measurement Unit:                    m<sup>3</sup>

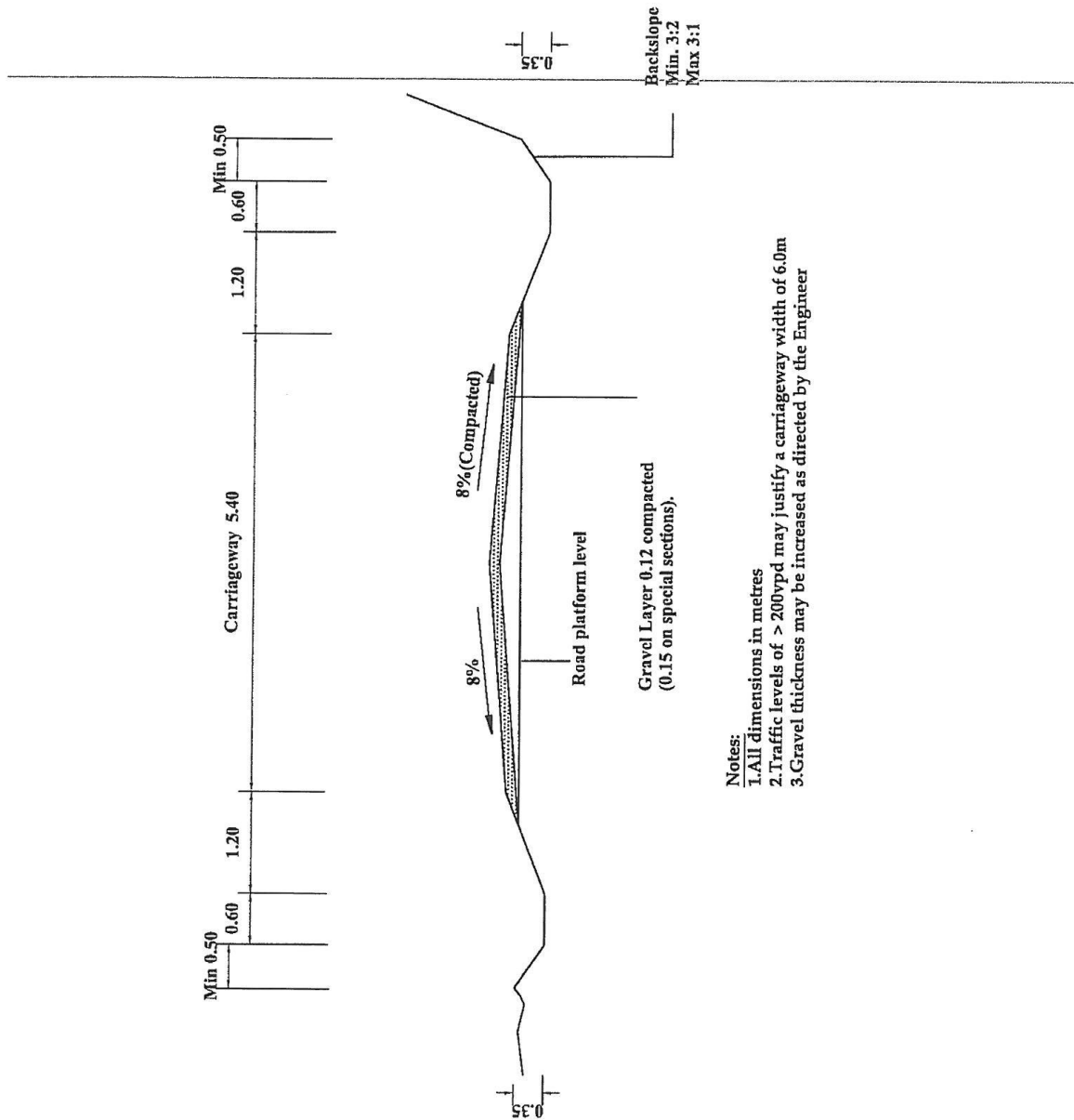
The measurement shall be the volume of compacted gravel surfacing measured net according to the Drawings and shall include the excavation and the 1.5km 'free' haul distance

#### Payment

The unit rate shall be the full compensation for labour, tools, equipment and incidental costs required for carrying out the work.

# **DRAWINGS**

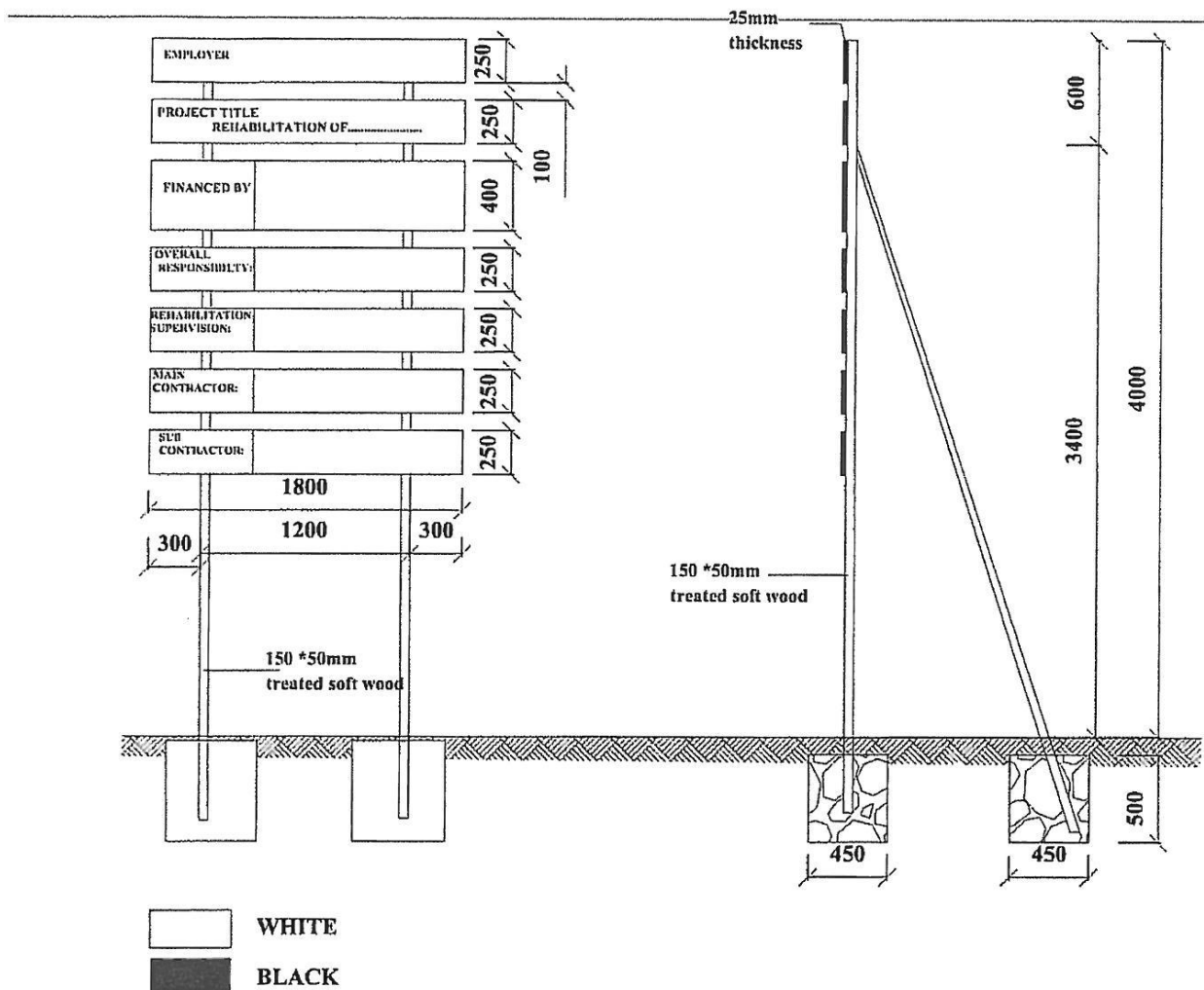
FIGURE C.1-CROSS SECTION A (MINOR STANDARD CROSS-SECTION)



C-1



FIGURE C23-PUBLICITY SIGNBOARD



NOTES

1. The wording of the project sign board and the location to be as directed by the Engineer.
2. Materials to be used for fabrication of signboard shall be pressure impregnated treated softwood timber
3. Wording board posts to be attached to the posts with galvanised nails
4. Project board posts and struts to be embedded in concrete class 20/20(1:2:4)

## **REAMBLE TO BILLS OF QUANTITIES**

1. The Bills of Quantities form part of the Contract Documents and are to be read in conjunction with the Instructions to Tenderers and these Documents.
2. The prices and rates to be inserted in the Bills of Quantities are to be the full, inclusive value of the work described under the several items including all costs and expenses which may be required in and for the execution of the work described and for the Contractor's overheads and profits. The rates shall be VAT exclusive but include all other taxes, levies and fees applicable. The rates shall be based on the Works being carried out in accordance with the R2000 Strategy of using optimum labour resources. The contractor should Append their signature and company stamp on all Bills of Quantities pages, failure to which it will be considered null and void
3. Each item in the Bills of Quantities contains only a brief description of the required work. Fuller details and descriptions of the work to be done, the materials to be used, the standards of workmanship, methods of measurement and payment are to be found in the various sections of the Specifications and on the Drawings.
4. The Quantities set out in the Bills of Quantities are estimated and represent substantially the work to be carried out. There is no guarantee that the Contractor will be required to carry out all the quantity of work indicated under any one particular item or group of items in the Bills of Quantities. The basis of payment shall be the Contractor's rates and the quantities of measured work done in fulfilment of the obligations under the Contract.
5. Work shall be carried out under Dayworks items only at the direction, and with the approval, of the Engineer. The Contractor shall enter rates in the Dayworks Schedule of Rates, which shall reflect the realistic costs, including overheads and profit, of each item. If, in the opinion of the Engineer, a rate is unreasonably high or low, the Contractor may be required to amend the rate to the satisfaction of the Engineer.

# **BILLS OF QUANTITIES**

( AS GENERATED FROM RMS)

E947: Kibaoni - Lutsangani

Package: KIN/22%/KeRRA/011/KWL/39/030/2018-2019

<b>Bill of Quantities</b>		Page: 1
<b>Summary</b>		<b>Project:</b>
<b>Item No.</b>	<b>Description</b>	<b>Amount (KShs)</b>
1	General: Office administration and overheads/Preliminaries	
10	GRADING AND GRAVELLING WORKS	
	<b>Sub Total</b>	
	VAT @ 16 %	
	<b>Total</b>	
	<b>Carried to page on the form of Tender</b>	

E947: Kibaoni - Lutsangani

Package: KIN/22%/KeRRA/011/KWL/39/030/2018-2019

<b>Bill of Quantities</b>					Page: 1
Bill No.1	General: Office administration and overheads/Preliminaries				Project:
Item No.	Description	Units	Quantity	Unit Bid Rate(Ksh)	Amount KSh
01-80-010	Allow a prime cost sum of <b>Kshs.20,000</b> for material testing as directed by the Engineer	PC SUM	<b>20,000</b>		<b>20,000.00</b>
01-80-016	Provide and erect publicity signs as directed by the Engineer	NO.	1		
01-80-026	Allow a prime cost sum of <b>Kshs. 50,000</b> for the REs miscellaneous account	PC SUM	<b>50,000</b>		<b>50,000.00</b>
	<b>Total Carried Forward to Summary:</b>				
Bill No.10	GRADING AND GRAVELLING WORKS				
10-50-001	Heavy grading without watering or compaction instructed by the Engineer	M <sup>2</sup>	50000		
10-60-001	Provide gravel wearing course-excavation, free haul, spread, water and compact gravel to specifications	M <sup>3</sup>	450		
	<b>Total Carried Forward to Summary:</b>				