



## COUNTY GOVERNMENT OF KIAMBU

**TENDER NAME:REHABILITATION AND UPGRADING OF CCI  
MUKUYUINI FEEDER ROADS(GITOTHUA WARD)**

**TENDER NO : CGK/RTPW&U/RMLF/052/2016-17**

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

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

### CONTRACT DOCUMENT:

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

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

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

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**FORM OF INVITATION FOR TENDER**

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

Dear Sir/Madam,

**RE: TENDER NAME:REHABILITATIONAND UPGRADING OF CCI  
MUKUYUINI FEEDER ROADS (GITOTHUA WARD)**

**TENDER NO.:CGK/RTPW&U/RMLF/052/2016-17**

We hereby invite you to submit a bid for the execution and completion of the above works. Pretender site visit is optional and tenderers are advised to visit the site on their own. Completed bid documents enclosed in sealed envelopes and clearly marked with the respective **Tender Number** and **Tender Name** should be addressed to:

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

And deposited in the tender box located at the entrance of the Roads Transport Public Works and Utilities (RTPW&U).

Yours Faithfully,

**COUNTY SECRETARY  
KIAMBU COUNTY**

### INSTRUCTIONS TO BIDDERS

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

**CONDITIONS OF BID**

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

## EVALUATION CRITERIA

### Technical evaluation criteria and MANDATORY ITEMS

- a) Certified copy of the **incorporation certificate or certificate of business registration.** (2mks)
- b) **KRA pin** registration certificate.(2mks)
- c) **Valid** tax compliance certificate.(5mks)
- d) Proof of financial capability being certified bank statements for the immediate TWO years.(5 Mks)
- e) Letter of credit worthiness from your banker. (5Mks)
- f) Similar previous experience for at least three years.(10Mks)
- g) Copy of the current and valid NCA Classification Certificate.(5Mks)
- h) Valid single business permit(5Mks).
- i) Expired single business permits for and or G.O.K. trade license 2015,2014,2013 and 2012.(8mks)
- j) Evidences of 2 completion certificates with their letters of acceptance for sums of at least Kshs 1 million.(10Mks)
- k) Qualifications of site foreman / staff with a minimum of 3 years experience (show letters of appointment or contracts entered into) (5 mks).
- l) Provide two copies, an original and a duplicate copy of the original and shall be serialized on ALL pages.
- m) Correctly filled and signed Form of Tender by the authorized person devoid of errors.(2Mks)
- n) A current CR12 form or the equivalent for business name registrations(2 Mks)
- o) State your firm's litigation history.(5mks)
- p) List of construction equipment showing ownership or lease agreements for being graders (5mks) , rollers (2mks), compactors (3mks) truck lorries (2mks), water bowser (3mks), mixers.(2mks)
- q) Provide copies of your 2015 and 2016 NSSF clearances. (5Mks)
- r) Serialize and sign pages on each of the bid documents
- s) Bid security from a reputable insurance company or bank of Ksh30,000.00 for all bidders without AGPO certification (2Mks)
- t) NHIF compliance certificate for 2016. (5mks)

### **PLEASE read carefully all the instructions outlined in this tender document:**

- a. **Only those bids with a clearly signed, stamped and witnessed form of tender shall satisfy the invitation to tender and be evaluated. This is mandatory.**
- b. **Any bid document received without serialization shall have failed to adhere to section 74 sub section I of the Act and as such may be rendered non responsive.**
- c. **A bidder who scores 80% or better shall be eligible for financial evaluation.**
- d. **In serialization set clearly a detailed table of contents that identifies all the attachments by serial number.**
- e. **The tender evaluation committee may decide on material deviation that do not significantly alter the intended purpose for the tendering and waive all such requirement in accordance with the Act.**
- f. **Local Contractors stand an added advantage by being awarded an automatic 5 marks provided they satisfy condition h above.**
- g. **Previous contractors showing completion certificates from the County Government of Kiambu RTPW&U department shall automatically be awarded 5 marks**

# FORM OF POWER OF ATTORNEY

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

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

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

\_\_\_\_\_ (Name of person appointed to act for and on behalf of the bidder) to act for and on our behalf on all matters pertaining to the execution of works as stipulated under **TENDER NO: CGK/RTPW&U/RMLF/052/2016-17**

**TENDER NAME: REHABILITATIONAND UPGRADING OF CCI MUKUYUINI FEEDER ROADS (GITOTHUA WARD)**

Duly signed and delivered:

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

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

Witnessed by:

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

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

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

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

Company Seal:

\_\_\_\_\_

**FORM OF BID**

**To:**

Office of the County Secretary,  
Kiambu County,  
P.O.Box2344-00900  
KIAMBU,

Dear Sir,

**RE: TENDER NAME:REHABILITATIONAND UPGRADING OF CCI MUKUYUINI FEEDER ROADS (GITOTHUA WARD)**

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

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

We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer’s Representative’s notice to commence, and to complete the whole of the Works comprised in the Contract within .....[period] days.

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

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

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this ..... Day of .....20.....

Signature .....in the capacity of .....duly authorized to sign tenders for and on behalf of:

..... *[Name of Bidder]*

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



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

**PIN No.** .....

**VAT CERTIFICATE No.** .....

**Witness:**      Name .....

                    Address .....

                    Signature .....

**REPUBLIC OF KENYA**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

*Part 1 - General:*

Business Name: .....

Location of Business Premises .....

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

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

Nature of Business

.....  
.....

Current Trade Licence No. ....Expiring Date  
.....

Maximum value of Business which you can handle at any one time:

Kshs. ....

Name of your Bankers .....

Branch.....  
.....

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

Part 2(a) - Sole Proprietor:

Your Name in full.....

Age: .....Nationality: .....

Country of Origin:.....

\*Citizenship details .....

**Part 2(b) - Partnership:**

Give details of partners as follows:

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

**Part 2(c) - Registered Company:**

Private or Public .....

State the nominal and issued capital of the company-

Nominal: Kshs. ....

Issued: Kshs. ....

Give details of all Directors as follows:

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

**Part 2 (d)- Interest in the Firm:**

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

Yes /No\*\*

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

- Attach proof of citizenship (Compulsory)

## CONTRACT FORM

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between  
**COUNTY GOVERNMENT OF KIAMBU of P.O BOX 2344-00900 KIAMBU, KENYA**  
(hereinafter called “the Procuring entity) of the one part AND

\_\_\_\_ of [or whose registered office is situated at]

(Hereinafter called “the Contractor”) of the other part.

;

WHEREAS THE Employer is desirous that the Contractor executes

**TENDER NAME: REHABILITATION AND UPGRADING OF CCI  
MUKUYUINI FEEDER ROADS (GITOTHUA WARD)**

**.CGK/RTPW&U/RMLF/052/2016-17** (hereinafter called “the Works”) located at **RUIRU SUB  
COUNTY** and the Employer has accepted the tender submitted by the Contractor for the  
execution and completion of such Works and the remedying of any defects therein for the  
Contract Price of Kshs \_\_\_\_\_ [*Amount in figures*], Kenya  
Shillings \_\_\_\_\_  
\_\_\_\_\_ [*Amount in words*].

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
  - (i) Letter of Acceptance
  - (ii) Form of Tender
  - (iii) Conditions of Contract
  - (iv) Specifications
  - (v) Drawings
  - (vi) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

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

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

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

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

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

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

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

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

Address \_\_\_\_\_

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

Signature \_\_\_\_\_

**PREAMBLE TO BILLS OF QUANTITIES**

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

COUNTY GOVERNMENT OF KIAMBU					
RUIRU SUB COUNTY-GITOTHUA WARD					
BILL OF QUANTITIES FOR CCI MUKUYUINI FEEDER ROADS					
BILL 1: GENERAL					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1.10	Provide, erect and brand publicity signs; 1.2m by 1.8m as directed by the Engineer.	NO.	1		
1.20	Allow for surveying and setting out the road alignment of boundaries on both sides of the road to the required width including setting out for structures as per the Engineers specifications.	ITEM	1		
<b>SUB TOTAL 1</b>					
<b>BILL 4: SITE CLEARANCE</b>					
4.10	Clear site of bushes and hedges and burn the waste material as directed by the Engineer	M <sup>2</sup>	1800		
<b>SUB TOTAL 2</b>					
<b>BILL 5: EARTHWORKS</b>					
5.10	Cut to spoil in soft material on the carriageway as directed by the engineer.	M <sup>3</sup>	0		
<b>SUB TOTAL 3</b>					
<b>BILL 8: CULVERTS AND DRAINAGE WORKS</b>					
8.10	Clean existing drains to free flow conditions as instructed by the engineer.	M	380		
8.20	Excavate in soft material for pipe culverts, headwalls, wing walls, apron, toe walls and drop inlets and compact as specified or as instructed by the Engineer	M <sup>3</sup>	38		
8.30	Provide, lay and joint 600mm innerdiameter(ID) precast concrete pipes.	M	14		
8.40	Provide and place class 15/20 concrete to beds.	M <sup>3</sup>	4.5		
8.50	Provide, place and vibrate class 25/20 concrete to headwalls, wing walls, aprons, surround to walls, inlets and outlets to pipe culverts including formwork.	M <sup>3</sup>	6		
<b>SUB TOTAL 4</b>					

	<b>BILL 10: GRADING AND GRAVELLING WORKS</b>				
10.10	Grade(Heavy) the existing carriageway to fall and crossfall including camber formation to a slope of 4.0% and formation of a well defined drain/ditch as instructed.	M <sup>2</sup>	9800		
10.20	Provide lay and compact the approved hardcore stones as instructed by the engineer.	M <sup>3</sup>			
10.30	Provide ,spread, water and compact the approved quarry chips/waste to a minimum thickness of 100mm at 95% MDD (AASHTO T18).	M <sup>3</sup>	840		
<b>SUB TOTAL 5</b>					
<b>GRAND TOTAL(1+2+3+4)</b>					
<b>Add 16% V.A.T.</b>					
<b>Total of Bills Carried Forward to the form of Bid</b>					
Signature & Stamp of the bidder:.....					