



KENYA PETROLEUM REFINERIES LIMITED

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OPEN TENDER

FRAMEWORK AGREEMENTS FOR PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE

(FOR A PERIOD OF THREE YEARS)

TENDER NUMBER:

REF. KPRL/OT/023.030/2023-2024

OCTOBER 2023

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INVITATION TO TENDER

Date: 10th October 2023

Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
P. O. Box 90401 - 80100,
Mombasa, Kenya.
Email: tenders@kprl.co.ke

TENDER NAME: PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE

TENDER NUMBER: KPRL/OT/023.030/2023-2024

1. Kenya Petroleum Refineries Ltd (KPRL), invites sealed tenders for Provision of Skilled Manpower and Equipment Hire at KPRL for a period of three (3) years through framework agreements with multiple suppliers. The successful tenderers will be engaged as and when required through call-off contracts and or mini-competition.

The tender has been split into four (4) lots as indicated below: -

- LOT 1: MECHANICAL WORKS**
- LOT 2: ELECTRICAL WORKS**
- LOT 3: INSTRUMENTATION WORKS**
- LOT 4: CIVIL WORKS**

THE CONTRACT WILL BE AWARDED IN INDEPENDENT LOTS AS SHOWN ABOVE. BIDDERS ARE REQUIRED TO FILL SEPARATE FORM OF TENDER FOR EACH LOT. THIS SHALL BE A MULTIPLE AWARD CONTRACT

2. Tendering will be conducted under open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information through email tenders@kprl.co.ke and inspect the Tender Documents during office hours 0900 to 1500 hours at the address given below.
4. A complete set of tender documents containing detailed specifications can be **downloaded free of charge** from our website www.kprl.co.ke and also from the Public Procurement Information Portal (PIIP) www.tenders.go.ke or obtained from the office of the Supply Chain Manager, Refinery Road, Changamwe, Mombasa upon payment of nonrefundable fee of Kes. 1,000.00. Tenderers who download the tender document must forward their particulars immediately through email tenders@kprl.co.ke to facilitate any further clarification or addendum. No other email address shall be used.
5. All Tenders must be accompanied by an Original Tender Security of Kenya Shillings five hundred thousand Only (500,000.00).
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.

7. Completed tenders must be delivered to the address below on or before **10:00am on FRIDAY, 27TH OCTOBER 2023**.- Electronic Tenders will not be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. **Address for obtaining further information and for purchasing tender documents**

Supply Chain Manager
Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
P. O. Box 90401 - 80100,
Mombasa, Kenya.
Email: tenders@kprl.co.ke
Telephone: 0724 257 102

B. **Address for Submission of Tenders.**

The Chief Executive Officer
Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
P. O. Box 90401 - 80100,
Mombasa, Kenya.

Completed Bids are to be dropped in the Tender Box at KPRL Offices, at the Reception in Changamwe, Mombasa **on or before the CLOSING DATE on FRIDAY, 27TH OCTOBER 2023 at 1000hrs.**

C. **Address for Opening of Tenders.**

Kenya Petroleum Refineries Ltd,
Refinery Road, Changamwe,
KPRL Boardroom,
Mombasa, Kenya.
Contact: Supply Chain Manager

Yours sincerely,

CHIEF EXECUTIVE OFFICER

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

- 1.1 This tendering document is for the Provision of Maintenance Services, as specified in Section V, Procuring Entity's Requirements. The name, identification and number of lots (contracts) of this ITT procurement are specified in the **TDS**.

2. Definitions

2.1 Throughout this tendering document:

- α) the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, including if specified in the **TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- β) if the context so requires, “singular” means “plural” and vice versa; and
- χ) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

2.2 The successful Tenderer will be expected to complete the performance of the Services by the Intended Completion Date provided in the contract.

3. Fraud and Corruption

3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

3.3 Unfair Competitive Advantage-Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

3.4 Unfair Competitive Advantage – Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to the contract being tendered for. The Procuring Entity shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. The Procuring Entity shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. The Procuring Entity shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

3.5 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection

process, prequalification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned entity or institution subject to ITT 4.6, or any combination of such entities in the form of an association or subcontracting arrangement or a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a Form of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the Tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- α) Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - β) Receives or has received any direct or indirect subsidy from another Tenderer; or
 - χ) Has the same legal representative as another Tenderer; or
 - δ) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
 - ε) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Activities Schedules, Performance Specifications and Drawings) for the Maintenance services that are the subject of the Tender; or
 - φ) Or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity or Procuring Entity for the Contract implementation; or
 - γ) Would be providing goods, works, or maintenance services resulting from or directly related to consulting services for the preparation or implementation of the project specified in the **TDS** ITT 2.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - η) Has a close business or family relationship with a professional staff of the Procuring Entity or of the project implementing agency, who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative Tenders. This includes participation as a subcontractor. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a Tenderer or a JV member, may participate as a subcontractor in more than one Tender.

- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been sanctioned by PPRA or are under a temporary suspension or a debarment imposed by any other entity of the Government of Kenya, shall be ineligible to be prequalified for, initially selected for, tender for, propose for, or be awarded a contract during such period of sanctioning. The list of debarred firms and individuals is available at the electronic address info@ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) only if they can establish that they: (i) are legally and financially autonomous; (ii) operate under commercial law; and (iii) are not under supervision of the Procuring Entity.
- 4.8 A Tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.
- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable the Procuring Entity determine if this condition is met shall be provided in for this purpose is be provided in "SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9".
- 4.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if it is registered in Kenya, has less than 51 percent ownership by nationals of Kenya and if it does not subcontract foreign contractors more than 10 percent of the contract price, excluding provisional sums. JVs are considered as foreign tenderers if the individual member firms are registered in Kenya have less 51 percent ownership by nationals of Kenya. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 4.12 The Procuring Entity may require tenderers to be registered with certain authorities in Kenya. Such registration shall be defined in the **TDS**, but care must be taken to ensure such registration requirement does not discourage competition, nor exclude competent tenderers. Registration shall not be a condition for tender, but where a selected tenderer is not so registered, the tenderer shall be given opportunity to register before signature of contract.
- 4.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.cak.go.ke

4.14 A Tenderer may be considered ineligible if he/she offers goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

5. Qualification of the Tenderer

5.1 All Tenderers shall provide in Section IV, Tendering Forms, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.

5.2 In the event that prequalification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6. Sections of Tendering Document

6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.

PART 1: Tendering Procedures

- i) Section I-Instructions to Tenderers (ITT)
- ii) Section II-Tender Data Sheet (TDS)
- iii) Section III-Evaluation and Qualification Criteria

- iv) Section IV – Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V- Procuring Entity's Requirements

PART 3: Contract

- vi) Section VI- General Conditions of Contract (GCC)
- vii) Section VII- Special Conditions of Contract (SCC)
- viii) Section VIII- Contract Forms

6.2 The Invitation to Tender (ITT) or the notice to prequalify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Site Visit

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

8. Pre-Tender Meeting and a pre-arranged pretender visit of the site of the works

- 8.1 The Procuring Entity shall specify in the **TDS** if a pre-tender conference will be held, when and where. The Procuring Entity shall also specify in the **TDS** if a pre-arranged pretender visit of the site of the works will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.2 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.
- 8.4 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-Tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 10 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

9. Clarification of Tender Documents

- 9.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents appropriately following the procedure under ITT 10.

10. Amendment of Tendering Document

- 10.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.
- 10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's webpage in accordance with ITT 8.1.
- 10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 24.2 below.

C. Preparation of Tenders

11. Cost of Tendering

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12. Language of Tender

12.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender maybe in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

13. Documents Comprising the Tender

13.1 The Tender shall comprise the following:

- α) **Form of Tender** prepared in accordance with ITT 14;
- β) **Schedules:** Schedules or Requirements and priced Activity Schedule completed in accordance with ITT 14 and ITT 16;
- γ) **Tender Security or Tender-Securing Declaration** in accordance with ITT 21.1;
- δ) **Alternative Tender:** if permissible in accordance with ITT 15;
- ε) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- φ) **Qualifications:** documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- γ) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 19 establishing the Tenderer's eligibility to Tender;
- η) **Conformity:** documentary evidence in accordance with ITT 18, that the Services conform to the tendering document; and
- ι) Any other document required **in the TDS.**

13.2 In addition to the requirements under ITT 12.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a Form of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender, together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted. The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

14. Form of Tender and Activity Schedule

14.1 The Form of Tender and priced Activity Schedule shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested.

15. Alternative Tenders

15.1 Unless otherwise indicated in the TDS, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the Most Advantageous

Tenderer shall be considered by the Procuring Entity.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the TDS and the method of evaluating different time schedules will be described in Section III, Evaluation and Qualification Criteria.

15.3 When specified in the TDS, Tenderers are permitted to submit alternative technical solutions for specified parts of the Services, and such parts will be identified in the TDS, as will the method for their evaluating, and described in Section VII, Procuring Entity's Requirements.

16. Tender Prices and Discounts

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Activity Schedule(s) shall conform to the requirements specified below.

16.2 All lots (contracts) and items must be listed and priced separately in the Activity Schedule(s).

16.3 The Contract shall be for the Services, as described in Appendix A to the Contract and in the Specifications (or Terms of Reference), based on the priced Activity Schedule, submitted by the Tenderer.

16.4 The Tenderer shall quote any discounts and indicate the methodology for their application in the Form of Tender in accordance with ITT 13.1.

16.5 The Tenderer shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), and listed in the Activity Schedule in Section VII, Procuring Entity's Requirements. Items for which no rate or price is entered by the Tenderer will not be paid for by the Procuring Entity when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.

16.6 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

16.7 If provided for in the TDS, the rates and prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16.8 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be provided by the Tenderer in the form of Appendices D and E to the Contract.

17. Currencies of Tender and Payment

17 The currency of the Tender and the currency of payments shall be Kenya Shillings.

18. Documents Establishing Conformity of Services

18.1 To establish the conformity of the Maintenance services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the technical specifications and standards specified in Section VII, Procuring Entity's Requirements.

18.2 Standards for provision of the Maintenance services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to

those specified in the Section VII, Procuring Entity's Requirements.

19. Documents Establishing the Eligibility and Qualifications of the Tenderer

- 19.1 Tenderers shall complete the Form of Tender and all the Tendering Forms included in Section IV to establish their eligibility in accordance with ITT 4.
- 19.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.
- 19.3 In the event that prequalification of Tenderers has been undertaken as stated in the **TDS**, only Tenders from prequalified Tenderers shall be considered for award of Contract. The prequalified Tenderers should submit with their Tenders any information updating their original prequalification applications or, alternatively, confirm in their Tenders that the originally submitted prequalification information remains essentially correct as of the date of Tender submission.
- 19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.
- 19.5 The purpose of the information described in ITT 18.1 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 19.6 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 19.8 If a tenderer fails to submit the information required by these requirements, its tenderer will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
 - ii) If the contract has been awarded to that tenderer, the contract award will be set aside,
 - iii) The tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other person have committed any criminal offence.

- 19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.
- 19.11 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

20. Period of Validity of Tenders

- 20.1 Tenders shall remain valid for the Tender Validity period specified in the TDS. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A Tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.
- 20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

21. Tender Security

- 21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified in the TDS, in original form and, in the case of a Tender Security, in the amount and currency specified in the TDS.
- 21.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.
- 21.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:
- i) cash;
 - ii) a bank guarantee;
 - iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
 - iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,
- 21.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.
- 21.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46.
- 21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security. The Procurement Entity shall also return tender security to the tenderers where;
- a). The procurement proceedings are terminated
 - b). All tenders were determined non-responsive and
 - c). Where a bidder decline to extent the tender validity period.
- 21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:
- α) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or

β) if the successful Tenderer fails to:

ι) sign the Contract in accordance with ITT 45; or

ιι) furnish a performance security in accordance with ITT 46.

21.8 The Tender Security or Tender-Securing Declaration of a JV must be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of Tendering, the Tender security or Tender-Securing Declaration shall be in the names of all future members as named in the Form of intent referred to in ITT 4.1 and ITT 12.2.

21.9 If a Tender Security is not required in the **TDS**, pursuant to ITT 20.1, and

α) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender; or

β) if the successful Tenderer fails to:

ι) sign the Contract in accordance with ITT 45; or

ιι) furnish a performance security in accordance with ITT 46;

the Procuring Entity may, if provided for **in the TDS**, declare the Tenderer ineligible to be awarded a contract by the Procuring Entity for a period of time as stated **in the TDS**.

22. Format and Signing of Tender

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked “Original.” In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as “Copies.” In the event of discrepancy between them, the original shall prevail.

22.2 Tenderers shall mark as “CONFIDENTIAL” information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

22.5 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

23. Sealing and Marking of Tenders

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to the Procuring Entity and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and

- in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
- if alternative Tenders are permitted in accordance with ITT 13, and if relevant:
 - i) in an envelope or package or container marked “ORIGINAL –ALTERNATIVE TENDER”, the alternative Tender; and
 - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

23.2 The inner envelopes or packages or containers shall:

- α) bear the name and address of the Procuring Entity.
- β) bear the name and address of the Tenderer; and
- γ) bear the name and Reference number of the Tender.

23.3 If an envelope or package or container is not sealed and marked as required, the *Procuring Entity* will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will be rejected.

24. Deadline for Submission of Tenders

- 24.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.
- 24.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

25. Late Tenders

25.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

26. Withdrawal, Substitution and Modification of Tenders

- 26.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:
 - 26.2 prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
 - 26.3 received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.
- 26.4 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.
- 26.5 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

27. Tender Opening

27.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender

opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified **in the TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

27.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the **TDS**.

27.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

27.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- α) The name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- β) The Tender Price, per lot (contract) if applicable, including any discounts; and
- γ) Any alternative Tenders;
- δ) The presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.

27.9 The Tenderers' representatives who are present shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the opening registers shall be distributed to all Tenderers upon request.

E. Evaluation and Comparison of Tenders

28. Confidentiality

28.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

22.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

28.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any

Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

29 Clarification of Tenders

- 29.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT 32.
- 29.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

30 Deviations, Reservations, and Omissions

- 31.1 During the evaluation of Tenders, the following definitions apply:
- α) "Deviation" is a departure from the requirements specified in the tendering document;
 - β) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
 - χ) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

31. Determination of Responsiveness

- 31.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.
- 31.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
- α) If accepted, would:
 - ι) Affect in any substantial way the scope, quality, or performance of the Maintenance services specified in the Contract; or
 - ιι) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
 - β) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.
- 31.2 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT 17 and ITT18, in particular, to confirm that all requirements of Section VII, Procuring Entity's Requirements have been met without any material deviation or reservation, or omission.
- 31.3 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions
- 31.4 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.
- 31.5 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial non- conformities or omissions in the Tender related to documentation

requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

31.6 Provided that a Tender is substantially responsive, the Procuring Entity shall rectify quantifiable non material non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the **TDS**.

32. Arithmetical Errors

32.1 Corrected tender prices shall not be used in the evaluation of tenders, comparison of tender prices.

32.2 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in anyway by any person or entity.

32.3 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- α) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- β) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- χ) If there is a discrepancy between words and figures, the amount in words shall prevail,

33. Conversion to Single Currency

33.1 For evaluation and comparison purposes, conversion of the currency (ies) of to a single currency preference shall not apply.

34. Margin of Preference

34.1 Margin of preference on local service providers may be allowed if it is deemed that the services require participation of foreign tenderers. If so allowed, it will be indicated in the **TDS**.

34.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to the specified group are eligible to tender as specified in the **TDS**. Otherwise if not so stated, the invitation will be open to all tenderers.

35. Evaluation of Tenders

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Most Advantageous Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- α) Substantially responsive to the tendering document; and
- β) The lowest evaluated cost.

The evaluation and award of contracts will be based on Packages/lots

- 35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the evaluated Tender cost by adjusting the Tender price as follows:
- α) Price adjustment due to discounts offered in accordance with ITT 15.4;
 - β) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 33;
 - χ) price adjustment due to quantifiable nonmaterial non-conformities in accordance with ITT 31.3;
 - δ) The additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.
- 35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.
- 35.4 In the case of multiple contracts or lots, Tenderers are allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) and for combinations, including any discounts offered in the Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.

36. Comparison of Tenders

- 36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37. Abnormally Low Tenders and Abnormally High

Tenders Abnormally Low Tenders

- 37.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.
- 37.2 In the event of identification of a potentially Abnormally Low Tender, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.
- 37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

- 37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.
- 37.5 In case of an abnormally high tenders, the Procurement Entity should (a) review the specifications, and conditions of tender, or correctness of the estimate or (b) possibility of a collusion, formation of cartels, or other form of fraudulent and corrupt activity in the tendering processor (c) perception of the firms on the credibility of the Procuring Entity. The Procuring Entity shall treat abnormally low and high tenders in accordance with procedures provided for in this tender document

37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (often due to collusion, corruption or other manipulations), the Procuring Entity shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38. Unbalanced and/or Front-Loaded Tenders

38.1 If in the Procuring Entity's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, the Procuring Entity may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

38.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, the Procuring Entity may as appropriate:

- α) Accept the Tender; or
- β) Require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- χ) agree on a payment mode that eliminates the inherent risk of the Procuring Entity paying too much for undelivered works; or
- δ) reject the Tender.

39. Qualification of the Tenderer

39.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

39.1 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT18. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

39.2 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

40 Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

40.1 The Procuring Entity reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

41 Award Criteria

41.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

42. Notice of Intention to enter into a Contract/Notification of award

42.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter in to a Contract/Notification of

award to all tenderers which shall contain, at a minimum, the following information:

- α) The name and address of the Tenderer submitting the successful tender;
- β) The Contract price of the successful tender;
- γ) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- δ) the expiry date of the Stand Still Period; and
- ε) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

43. Standstill Period

43.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

43.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

44. Debriefing by the Procuring Entity

44.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request. .2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

45. Letter of Award

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46. Signing of Contract

- 46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Framework Agreement.
- 46.2 Within fourteen (14) days of receipt of the Framework Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.
- 46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

47. Performance Security

47.1 Within twenty-one (21) days of the receipt of the Form of Acceptance from the Procuring Entity, the successful Tenderer, if required, shall furnish the Performance Security in accordance with the GCC 3.9, using for that purpose the Performance Security Form included in Section X, Contract Forms, or another Form acceptable to the Procuring Entity. If the Performance Security furnished by the successful Tenderer is in the form of a bond, it shall be issued by a bonding or insurance company that has been determined by the successful Tenderer to be acceptable to the Procuring Entity. A foreign institution providing a bond shall have a correspondent financial

institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent financial institution is not required.

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Most Advantageous Tender.

48. Publication of Procurement Contract

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- α) Name and address of the Procuring Entity;
- β) name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- γ) the name of the successful Tenderer, the final total contract price, the contract duration.
- δ) Dates of signature, commencement and completion of contract;
- ε) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49. Adjudicator

49.1 The Procuring Entity proposes the person named **in the TDS** to be appointed as Adjudicator under the Contract, at an hourly fee specified **in the TDS**, plus reimbursable expenses. If the Tenderer disagrees with the proposed Adjudicator, the Tenderer should so state in the Tender. If, in the Form of Acceptance, the Procuring Entity has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

50. Procurement Related Complaints and Administrative Review

50.1 The procedures for making a Procurement-related Complaint areas specified in the **TDS**.

50.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT Reference	A. General
ITT 1.1	<p>The reference number of the Request for Tenders (ITT) is: KPRL/OT/023.030/2023-2024</p> <p>Procuring Entity is: KENYA PETROLEUM REFINERIES LTD</p> <p>The name of the ITT is: PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE.</p> <p>The tender has been split into four (4) lots as indicated below: -</p> <p style="text-align: center;">LOT 1: MECHANICAL WORKS LOT 2: ELECTRICAL WORKS LOT 3: INSTRUMENTATION WORKS LOT 4: CIVIL WORKS</p>
ITT 2.1 (a)	Electronic –Procurement System - NOT APPLICABLE
ITT 2.1	<p>The Procuring Entity is: KENYA PETROLEUM REFINERIES LTD</p> <p>The name of the Project is: PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE.</p>
3.4	The firms (if any) that provided consulting services for the contract being tendered for are - NOT APPLICABLE
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: - JOINT VENTURES (JV) ARE NOT ALLOWED
ITT 4.12	<p>The Procuring Entity may require tenderers to be registered with:</p> <ol style="list-style-type: none"> 1. National Construction Authority (NCA), both Roads and buildings, for those bidding on Lot 4 - Civil Works. 2. National Construction Authority (NCA)-Electrical, for those bidding on Lot 2 - Electrical Works and Lot 3 - Instrumentation Works. 3. Energy and Petroleum Regulatory Authority (EPRA) Electrical for Lot 2 - Electrical Works and Lot 3 - Instrumentation Works. 4. National Construction Authority (NCA)-Mechanical, for those bidding on Lot 1 - Mechanical Works.
	B. Contents of Tendering Document
ITT 8.1	<p><u>MANDATORY PRE –TENDER SITE VISIT</u></p> <p>(a) A pre-tender conference and site visit will be held on MONDAY, 16TH OCTOBER 2023 at 1000hrs, at Kenya Petroleum Refineries Limited (KPRL) offices in Changamwe, Mombasa.</p> <p>TENDERERS ARE REQUIRED TO COME WITH THEIR PERSONAL PROTECTIVE EQUIPMENT’S WHICH SHALL INCLUDE SAFETY SHOES AND REFLECTIVE JACKET.</p>

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p>The costs of visiting the Site shall be at the Tenderer's own expense.</p> <p>(b) Location of the pre-tender conference will be at KPRL Offices in Changamwe, Mombasa and thereafter visit the various sites.</p>
ITT 8.2	The Procuring Entity will respond to request for clarification within TWO DAYS and shall publish its response at the website www.kprl.co.ke
ITT 8.4	The Procuring Entity shall publish Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the website - NOT APPLICABLE
ITT 9.1	<p>For <u>Clarification of Tender purposes</u> only, the Procuring Entity's address is:</p> <p style="padding-left: 40px;">The Chief Executive Officer Kenya Petroleum Refineries Ltd, Refinery Road, Changamwe, P. O. Box 90401 - 80100, <u>Mombasa, Kenya.</u></p> <p style="padding-left: 40px;">Attention: THE CHIEF EXECUTIVE OFFICER Postal Address: P.O.BOX 90401 – 80100 MOMBASA Physical Address REFINERY ROAD, CHANGAMWE Telephone: +254 713 583 441 Electronic mail address: tenders@kprl.co.ke Web page: www.kprl.co.ke</p> <p>Requests for clarification should be received by the Procuring Entity no later than 24TH OCTOBER 2023 by 1500hrs.</p>
	C. Preparation of Tenders
ITT 13.1 (i)	<p>The Tenderer shall submit the following additional documents in its Tender:</p> <ol style="list-style-type: none"> 1. A copy of Certificate of Registration/Incorporation 2. Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA) 3. Attach valid Business Permit/License 4. Must submit CR12 Form issued by the Registrar of Companies or Certificate of Registration showing the Shareholders/Directors 5. Must submit Copy of Valid National Construction Authority (NCA) Registration Certificate as below: <ol style="list-style-type: none"> i. Minimum NCA 8 for both Roads and Buildings. Applicable to bidders bidding for Lot 4 - Civil Works only. ii. Minimum NCA 8 for Electrical. Applicable to bidders bidding for Lot 2 - Electrical Works and Lot 3 - Instrumentation Works only. iii. Minimum NCA 8 for Mechanical. Applicable to bidders bidding for Lot 1 - Mechanical Works only. 6. Must submit Valid Energy and Petroleum Regulatory Authority (EPRA)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<p>Electrical Contractor Company License Class A1. (Applicable to bidders bidding for Lot 2 Electrical Works and Lot 3 Instrumentation works only).</p> <ol style="list-style-type: none"> 7. Pre-bid site visit form. This shall be provided on the site visit day and MUST be signed and stamped by KPRL representative. 8. Must submit Form of Tender Duly Completed, signed and Stamped by the Tenderer in the format provided. 9. Must submit Price schedule / Bill of quantity duly completed, signed and stamped by the Tenderer in the format provided. 10. Must submit an original Tender Security of Ksh. 500,000/= and which must remain valid for an additional thirty (30) days after tender validity period. 11. Must submit a duly filled up Confidential Business Questionnaire in the format provided 12. Must submit copies of Certified Audited financial accounts for three (3) Years i.e Year 2020, 2021 and 2022. The audited accounts must be provided as per guidelines by the Institute of Certified Public Accountants Kenya (ICPAK). 13. Must complete a self-declaration that the bidder/person will not engage in any corrupt or fraudulent practices – form attached 14. Must complete a self-declaration that the bidder/person is not debarred in the matter of public procurement – form attached 15. Must complete Form for disclosure of interest – form attached 16. Must complete Form for Certificate of independent tender determination – form attached 17. Power of Attorney authorizing the person signing documents on behalf of the Tenderer 18. Must complete Form for Declaration and commitment to the code of ethics – form attached 19. Entire Bid document must be well presented (bound or filed) and chronologically serialized (paginated). For pagination, the numbering system to be used are numerical numbers, i.e. 1,2,3,4,5,6,7,8,9,10.....n (n being the last numerical page of the tender document).
ITT 15.1	Alternative Tenders SHALL NOT BE considered.
ITT 15.2	<p>Alternative times for completion SHALL NOT BE permitted. If permitted, the range of acceptable completion time is: - NOT APPLICABLE</p> <p>If alternative times for completion are permitted, the evaluation method will be as specified in Section III, Evaluation and Qualification Criteria.</p>
ITT 15.3	Alternative technical solutions shall be permitted for the following parts of the Services: - NOT APPLICABLE
ITT 16.7	<p>The prices quoted by the Tenderer SHALL NOT BE subject to adjustment during the performance of the Contract.</p> <p>The rates are: - NOT APPLICABLE</p>
ITT 19.3	Prequalification HAS NOT BEEN undertaken.

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 20.1	The Tender validity period shall be one hundred seventy five (175) days
ITT 21.1	A Tender Security SHALL BE required. A Tender-Securing Declaration SHALL NOT BE required. The amount and currency of the Tender Security shall be Kenya Shillings Five Hundred Thousand (500,000/=) and which must remain valid for an additional thirty (30) days after tender validity period
ITT 22.1	In addition to the original of the Tender, the number of copies is: ONE
ITT 22.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: A WRITTEN LETTER OF POWER OF ATTORNEY SIGNED BY AN ADVOCATE OF THE HIGH COURT
	D. Submission and Opening of Tenders
ITT 23.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is: Attention: The Chief Executive Officer Kenya Petroleum Refineries Ltd, Refinery Road, Changamwe, P. O. Box 90401 - 80100, <u>Mombasa, Kenya.</u>
ITT 24.1	The deadline for Tender submission is: Date: 27TH OCTOBER 2023 Time: 10:00 a.m. Tenderers SHALL NOT have the option of submitting their Tenders electronically. The electronic Tender submission procedures shall be: NOT APPLICABLE
ITT 26.1	The Tender opening shall take place at: Main KPRL Boardroom Kenya Petroleum Refineries Ltd, Refinery Road, Changamwe, P. O. BOX 90401 - 80100, <u>MOMBASA, KENYA.</u> Date: 27TH OCTOBER 2023 Time: 10:00 a.m.
ITT 27.1	The electronic Tender opening procedures shall be: NOT APPLICABLE
ITT 27.6	The Form of Tender and priced Activity Schedule shall be initialed by ALL representatives of KPRL's Tender opening committee.
ITT 31.7	KPRL shall adjust the Tender Price for comparison purposes only in the following manner NOT APPLICABLE

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
E. Evaluation and Comparison of Tenders	
ITT 34.1	Margin of preference allowed or not allowed NOT ALLOWED
ITT 34.2	The invitation to tender is extended to the following group that qualify for Reservations - NOT APPLICABLE
F. Award of Contract	
ITT 49.1	The Adjudicator proposed by the Procuring Entity is NAIROBI CENTRE FOR ARBITRATION. The hourly fee for this proposed Adjudicator shall be KENYA SHILLINGS TEN THOUSAND. The biographical data of the proposed Adjudicator is as follows: TO BE COMMUNICATED
ITT 50.1	<p>The procedures for making a Procurement-related Complaint are available from the “Notification of Intention to Award - Paragraph 5” and from the PPRA website www.ppra.go.ke.</p> <p>If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>Attention: CHIEF EXECUTIVE OFFICER</p> <p>KENYA PETROLEUM REFINERIES LTD, REFINERY ROAD, CHANGAMWE P. O. BOX 90401 - 80100, MOMBASA, KENYA. Email: tenders@kprl.co.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <p>(i) the terms of the Tender Documents; and (ii) the Procuring Entity’s decision to award the contract.</p>

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- α) For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- β) Value of single Contract-Exchange rate prevailing on the date of the contract signature.
- χ) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

The evaluation and award of contracts will be based on Packages/lots.

2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete *in all* aspects in meeting the requirements of “*Part 2–Procuring Entity's Services Requirements*”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

MANDATORY REQUIREMENTS

1. Certificate of Registration/Incorporation
2. Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (KRA)
3. Attach valid Business Permit/License
4. Must submit CR12 Form issued by the Registrar of Companies or Certificate of Registration showing the Shareholders/Directors
5. Must submit Valid National Construction Authority (NCA) Registration Certificate as below:
 - i. Minimum NCA 8 for both Roads and Buildings. Applicable to bidders bidding for Lot 4 - Civil Works only.
 - ii. Minimum NCA 8 for Electrical. Applicable to bidders bidding for Lot 2 - Electrical Works and Lot 3 - Instrumentation Works only.
 - iii. Minimum NCA 8 for Mechanical. Applicable to bidders bidding for Lot 1 - Mechanical Works only.
6. Must submit Valid Energy and Petroleum Regulatory Authority (EPRA) Electrical Contractor Company License Class A1 for Electrical and Instrumentation works. Applicable to bidders bidding for Lot 2 - Electrical Works and Lot 3 - Instrumentation Works only.
7. Pre-bid site visit form. This shall be provided on the site visit day and MUST be signed and stamped by the tenderer and KPRL representative.
8. Must submit Form of Tender Duly Completed, signed and Stamped by the Tenderer in the format provided.
9. Must submit Price schedule / Bill of quantity duly completed, signed and stamped by the Tenderer in the format provided.
10. Must submit an original Tender Security of Ksh. 500,000/= and which must remain valid for an additional thirty (30) days after tender validity period.
11. Must submit a duly filled up Confidential Business Questionnaire in format provided
12. Must submit copies of Certified Audited financial accounts for three (3) Years i.e Year 2020, 2021 and 2022. The audited accounts must be provided as per guidelines by the Institute of Certified Public Accountants Kenya (ICPAK).
13. Must complete a self-declaration that the bidder/person will not engage in any corrupt or fraudulent practices – form attached
14. Must complete a self-declaration that the bidder/person is not debarred in the matter of public procurement – form attached
15. Must complete Form for disclosure of interest – form attached
16. Must complete Form for Certificate of independent tender determination – form attached
17. Power of Attorney authorizing the person signing documents on behalf of the Tenderer
18. Must complete Form for Declaration and commitment to the code of ethics – form attached
19. Entire Bid document including all attachments must be well presented (bound or filed) and chronologically serialized (paginated). For pagination, the numbering system to be used are numerical numbers, i.e. 1,2,3,4,5,6,7,8,9,10.... n (n being the last numerical page of the tender document).

1.1 TECHNICAL EVALUATION CRITERIA FOR LOT 4 - CIVIL WORKS.

<p><u>NO</u> <u>1</u></p>	<p><u>Health safety Environment Statement/policy.</u></p> <p>Company's health safety statement will be evaluated in consideration of the location of the works being within a live petroleum depot.</p> <ul style="list-style-type: none"> i. A contractor who submits and acceptable and comprehensive health safety policy shall be awarded -15 points. ii. A contractor who submits Nil or wrong submission shall be awarded -0 points 	<p><u>Max</u> <u>15</u></p>
<p><u>2</u></p>	<p><u>Financial capability</u></p> <p>The contractor shall provide evidence of an annual financial turnover during any one of the last 5 years. Scores shall be awarded as follows:</p> <ul style="list-style-type: none"> i. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 2 Million gets - 15 points ii. A contractor who submits certified copies of audited accounts with an annual turnover of Kshs 2 Million but not less than 1 Million gets -10 points iii. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 0.5 Million but less than 1 Million gets - 5 points iv. A contractor who submits certified copies of audited accounts with an annual turnover of below Kshs 0.5 Million gets -2 points. 	<p><u>Max</u> <u>15</u></p>
<p><u>3</u></p>	<p><u>TOOLS AND EQUIPMENT'S</u></p> <p>A bidder shall submits proof of ownership / lease agreement/Purchase order of specialized Tools and equipment's,</p> <ul style="list-style-type: none"> i. Roller(1T) - 4 Points ii. Roller(15T) - 4 Points iii. Plate compactor - 4 Points iv. Concrete mixer - 4 Points v. Vacuum exhauster-8m³ or above - 4 Points vi. Truck/Lorry - 4 Points. vii. Dumpy level and staff. - 4 points. viii. Jackhammer - 4 points. ix. Sludge pump - 4 Points. x. Lawn mower - 3 points. <p>NOTE: For all plants and equipment's, the bidder is required to provide or attach a copy of a log books where applicable or receipts bearing names of bidder. For leases, bidder to give a prove of lease notarized by a commissioner of oaths and accompanied by evidence of existence of the equipment.</p> <p>Marks for the Equipment's will be split as detailed below.</p> <ul style="list-style-type: none"> i. Where the contractor provides proof of ownership or lease agreement or Purchase order of the listed equipment gets - 2 points. ii. Contractor provides certified copies of inspection certificate of the listed equipment's gets - 2 points. 	<p><u>Max</u> <u>39</u></p>

<p>4</p> <p><u>A</u></p>	<p><u>EDUCATION AND PROFESSIONAL QUALIFICATIONS</u></p> <p>The contractor shall ensure that all persons offered for hire are suitable for the work in all aspects and particularly as regards to qualification and experience. The bidder shall provide CVs and all certificates notarized by a commissioner of oaths.</p> <p><u>Supervisor/Foreman</u></p> <ul style="list-style-type: none"> i. A contractor that presents a supervisor/ Foreman who has relevant technical knowledge and relevant academic qualifications, preferably a KNEC Diploma in the relevant Engineering discipline with 5 years’ work experience and above gets - 10 Points ii. A contractor that presents a supervisor/ Foreman who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in any discipline in Engineering with 8 years’ work experience and above gets – 6 Points iii. A contractor that presents a supervisor/foreman who has relevant technical knowledge and proof of on job training recommendation from KPRL in Engineering with over 10 years work experience gets 4 points iv. A contractor that does not present one who meets any of the above criteria gets – 0 Points 	<p><u>Max</u> <u>10</u></p>
<p><u>B</u></p>	<p><u>Plumber</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Plumber who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline with 3 years and above work experience gets - 5 Points ii. A contractor that presents a Plumber who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline with 4 years’ work experience and above gets - 3 Points iii. A contractor that presents a plumber who has gone through on job training at KPRL with practical experience of over 8 years gets -2 Point 	<p><u>Max</u> <u>5</u></p>
<p><u>C</u></p>	<p><u>Painter</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Painter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline with 3 years’ work experience and above gets - 5 Points ii. A contractor that presents a KPRL approved Painter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline with 4years work experience and above gets - 3 Points iii. A contractor that presents a painter who has gone through on job training at KPRL with practical experience of over 8 years gets -2 Point 	<p><u>Max</u> <u>5</u></p>

<u>D</u>	<p><u>Carpenter</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Carpenter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline with 3 years' work experience gets - 5 Points ii. A contractor that presents a Carpenter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline with over 6 years work experience gets - 3 Points iii. A contractor that presents a carpenter who has gone through on job training at KPRL with practical experience of over 3 years gets -2 Point 	<u>Max</u> <u>5</u>
<u>E</u>	<p><u>Mason</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Mason who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline with 3 years' work experience and above gets - 6 Points ii. A contractor that presents a Mason who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline with 4 years' work experience and above gets - 4 Points iii. A contractor that presents a Mason who has gone through on job training at KPRL with practical experience of 8 years gets -4 Point 	<u>Max</u> <u>6</u>

A bidder must attain a total score of at least 70% overall, 100% in criteria No. 1 and above 50% in each of criterion Nos. 2, 3, 4 in order to proceed to financial evaluation.

The financial evaluation shall consist of bidder's responsiveness as a comparison of the prices, including all costs, as well as duties and taxes payable for the equipment.

1.2 TECHNICAL EVALUATION CRITERIA FOR LOT 2 - ELECTRICAL WORKS

No.	Description of criteria	Points
1.	<p>Health Safety Environment Statement /Policy - 15Points</p> <p>Company’s Health safety statement will be evaluated in consideration of the location of the works being within a live petroleum depot.</p> <p>i. A contractor who submits an acceptable and comprehensive Health safety policy shall be awarded - 15 points.</p> <p>ii. A contractor who submits Nil or wrong submission shall be awarded - 0 points</p>	Max 15
2	<p><u>Financial capability</u></p> <p>The contractor shall provide evidence of an annual financial turnover during any one of the last 5 years. Scores shall be awarded as follows:</p> <p>i. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 2 Million gets - 15 points</p> <p>ii. A contractor who submits certified copies of audited accounts with an annual turnover of Kshs 2 Million but not less than 1 Million gets -10 points</p> <p>iii. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 0.5 Million but less than 1 Million gets - 5 points</p> <p>iv. A contractor who submits certified copies of audited accounts with an annual turnover of below Kshs 0.5 Million gets -2 points.</p>	Max 15
3.	<p>Past experience in electrical maintenance & repair works – 20 Points</p> <p>The 20 Points under this criterion shall be awarded as follows: - Past experience in similar works preferably oil and gas industry or manufacturing installations</p> <p>i. 4 electrical maintenance & repair works in the last 5years - 20 Points</p> <p>ii. 3 electrical maintenance & repair works in the last 5years - 15 Points</p> <p>iii. 2 electrical maintenance & repair works in the last 5years – 10 Points</p> <p>iv. 1 electrical maintenance & repair works in the last 5years - 5 Points</p> <p>v. none at all - 0 Points</p> <p>The documentary proof shall be in the form of Completion Certificates from their clients and any other documentary evidence showing that similar works were completed or are ongoing.</p>	Max 20
4.	<p>Construction & Equipment availability - 23 points</p> <p>The bidder shall provide a schedule of plant and equipment ownership.</p> <p>Key plants to include;</p> <p>i. Insulation Resistance tester – 2Points</p> <p>ii. Multimeter/Clamp meter – 2Points</p> <p>iii. Electric Drilling machine – 2Points</p> <p>iv. Electrical Pressure Testing Machine – 3Points</p> <p>v. Crimping Tool Set– 2Points</p> <p>vi. Cable Jack – 2Points</p> <p>vii. Digital power factor meter – 3Points</p> <p>viii. Torque wrenches set– 2Point</p>	Max 23

	<p>ix. Energy analyzer equipment – 3Points x. Earth-loop impedance tester – 2Points</p> <p>NB: Attach calibration certificates where applicable, purchase order/receipts or plant lease agreements in event of hiring which shall be notarized by a commissioner of oaths and accompanied by evidence of existence of the equipment.</p>	
5	<p>Local Bidder’s network– 10 Points</p> <p>Bidders should give proof of ability to provide back-up service/repairs/maintenance when called upon. The points shall be awarded as follows:</p> <ul style="list-style-type: none"> i. A bidder who provides full information on representative and/or workshop for back-up service/repair and maintenance including their names and addresses - 10 Points ii. A bidder who doesn’t provide information on representative and/or workshop for back-up service/repair and maintenance including their names and addresses – 0 Points 	Max 10
6.	<p>Key personnel qualification for the works – 17 Points The bidder shall provide CVs duly signed & all certificates notarized by a commissioner of oaths.</p> <p>The 17 Points under this criterion shall be awarded as follows: -</p> <p>A. <u>Two Electrical Technicians - 5 Points</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> KNEC Diploma Certificate with 2 years’ experience in oil & gas industry. <li style="text-align: center;">Or <input type="checkbox"/> Government Grade Test I (GGT I) Certificate and 4 years’ experience in oil & gas industry 5 points Otherwise, 0 Points <p>B. <u>Two Electrical Fitters – 3 Points</u></p> <ul style="list-style-type: none"> i. Electrical Fitter GGT.I <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test I (GGT I) Certificate with 3 years’ experience in oil & gas industry gets. -3 Points <li style="text-align: center;">Or <input type="checkbox"/> Government Grade Test II (GGT II) Certificate and 4 years ‘and above experience in oil & gas industry gets- 3 points, ii. Electrical Fitter GGT. II <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test II (GGT II) Certificate with 2 years’ experience in oil & gas industry gets. - 2 points iii. Electrical Fitter GGT. III <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test III (GGT III) Certificate with not less than 2 years’ experience in oil & gas industry gets. 1 points, Otherwise 0 Points 	Max 17

C. Two Supervisor/Foreman - 3 Points

The three points in this criterion shall be awarded as follows.

- i. A contractor that presents a Diploma in Electrical/instrumentation Engineering who has relevant technical knowledge, and relevant academic qualifications with 5 years and above work experience gets - **3 Points**

Or

Government Grade Test I (GGT1) Certificate and 8 years' experience and over in oil & gas industry, **gets 3 Points**, otherwise **0 points**

- ii. A contractor that presents a Diploma Electrical/instrumentation Engineer who has relevant technical knowledge, and relevant academic qualifications with less than 5 years 'work experience gets - **2 Points**, otherwise **0 points**
- iii. A contractor that does not present one who meets any of the above criteria – **0 Points**

D. ELECTRICAL/INSTRUMENTATION ENGINEER – 3 POINTS

The three points in this criterion shall be awarded as follows.

- i. A contractor that presents a BSC/BTEC/HND holder as an Electrical/instrumentation Engineer and has relevant technical knowledge, and academic qualifications, preferably a degree with 10 years' work experience and above gets - **3 Points**
- ii. A contractor that presents a BSC/BTEC/HND Electrical/instrumentation Engineer who has relevant technical knowledge, and relevant academic qualifications, preferably a degree with 5- years' and above work experience gets - **2 Points**
- iii. A contractor that presents a BSC/BTEC/HND holder as an. Electrical/instrumentation Engineer and has relevant technical knowledge, and academic qualifications, preferably a degree with under 5 years work experience gets - **1 Point**
- iv. A contractor that does not present one who does not meet any of the above criteria – **0 Points**

E. AIR CONDITIONING TECHNICIAN – 3points

The three points in this criterion shall be awarded as follows.

- i. A contractor that presents a Diploma in air-conditioning & refrigeration who has relevant technical knowledge, and relevant academic qualifications with 5 years and above work experience gets - **3 Points**
- ii. A contractor that presents a Diploma in air-conditioning & refrigeration who has relevant technical knowledge, and relevant academic qualifications with less than 5 years 'work experience gets - **2 Points**

A bidder must attain a total score of at least 70% overall, 100% in criteria No. 1 and above 50% in each of criterion Nos. 2, 3, 4, 5, 6 in order to proceed to financial evaluation.

The financial evaluation shall consist of bidder's responsiveness as a comparison of the prices, including all costs, as well as duties and taxes payable for the equipment.

The bidder with the lowest evaluated price most responsive to the tender shall be awarded.

1.3 TECHNICAL EVALUATION CRITERIA FOR LOT 3 - INSTRUMENTATION WORKS

No.	Description of criteria	Points
1.	<p>Health Safety Environment Statement /Policy - 15Points</p> <p>Company’s Health safety statement will be evaluated in consideration of the location of the works being within a live petroleum depot.</p> <p>i. A contractor who submits an acceptable and comprehensive Health safety policy shall be awarded - 15 points.</p> <p>ii. A contractor who submits Nil or wrong submission shall be awarded - 0 points</p>	Max 15
2	<p><u>Financial capability</u></p> <p>The contractor shall provide evidence of an annual financial turnover during any one of the last 5 years. Scores shall be awarded as follows:</p> <p>i. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 2 Million gets - 15 points</p> <p>ii. A contractor who submits certified copies of audited accounts with an annual turnover of Kshs 2 Million but not less than 1 Million gets -10 points</p> <p>iii. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 0.5 Million but less than 1 Million gets - 5 points</p> <p>iv. A contractor who submits certified copies of audited accounts with an annual turnover of below Kshs 0.5 Million gets -2 points</p>	Max 15
3.	<p>Past experience in instrumentation, installation and maintenances for the last 10 years – 25 Points</p> <p>The 25 Points under this criterion shall be awarded as follows: - Past experience in similar works in oil and gas industry installations</p> <p>i. 2 instrumentation installation & maintenance in oil and gas industry works in the last 10years – 25 Points.</p> <p>ii. 1 instrumentation installation & maintenance works .20 points</p> <p>iii. Instrumentation installation & maintenance works in none oil and gas industry 3years - 10 Points.</p> <p>iv. None at all - 0 Points.</p> <p>The documentary proof shall be in the form of Service agreements contracts from their clients and any other documentary evidence showing that similar works were done.</p>	Max 25
4	<p>KEY PERSONNEL QUALIFICATION FOR THE WORKS – 20 POINTS</p> <p>Note: The bidder shall provide CVs duly signed & all certificates notarized by a commissioner of oaths.</p> <p>The 20 Points under this criterion shall be awarded as follows:</p> <p>A. <u>Two Instrument Technician - 5 Points</u></p> <p><input type="checkbox"/> KNEC Diploma Certificate with 2 years’ experience in oil & gas industry.</p> <p>Or</p> <p><input type="checkbox"/> Government Grade Test I (GGT I) Certificate and 4 years’ experience in oil & gas industry gets - 5 points</p>	Max 20

No.	Description of criteria	Points
	<p>B. <u>Two Electrical/Instrumentation Fitters – 5 points</u></p> <p>i. Fitter GGT.I</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test I (GGT I) Certificate with 3 years’ experience in oil & gas industry Or <input type="checkbox"/> Government Grade Test II (GGT II) Certificate and 4 years ‘and above experience in oil & gas industry gets. - 5 points, <p>ii. Fitter GGT. II</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test II (GGT II) Certificate with 2 years’ experience in oil & gas industry gets. - 3 points <p>iii. Fitter GGT. III</p> <ul style="list-style-type: none"> <input type="checkbox"/> Government Grade Test III (GGT III) Certificate with not less than 2 years’ experience in oil & gas industry gets. -2 points, otherwise 0 Points 	
	<p>C. <u>Two Supervisor/Foreman - 5 points</u></p> <p>The five points in this criterion shall be awarded as follows.</p> <p>i. A contractor that presents a Diploma in Electrical/instrumentation Engineering who has relevant technical knowledge, and relevant academic qualifications with 5 years’ work experience and above gets - 5 Points</p> <p style="text-align: center;">OR</p> <p>ii. A contractor that presents a Diploma Electrical/instrumentation Engineer who has relevant technical knowledge, and relevant academic qualifications with less than 5 years’ work experience gets – 3 Points</p> <p style="text-align: center;">OR</p> <p>iii. Government Grade Test I (GGT1) Certificate with 8 years’ experience in oil & gas industry and above gets 2 Points, otherwise 0 points</p> <p>iv. A contractor that does not present one who meets any of the above criteria – 0 Points</p>	

No.	Description of criteria	Points
	<p style="text-align: center;">D. <u>Electrical/Instrumentation Engineer</u> – 5 points</p> <p>The five points in this criterion shall be awarded as follows.</p> <ul style="list-style-type: none"> i. A contractor that presents a BSC/BTEC/HND holder as an Electrical/instrumentation Engineer and has relevant technical knowledge, and relevant academic qualifications, preferably a degree with 5 years’ work experience gets - 5 Points ii. A contractor that presents a BSC/BTEC/HND holder as an Electrical/instrumentation Engineer and has relevant technical knowledge, and academic qualifications, preferably a degree with less than 5 years’ work experience gets - 3 Points iii. A contractor who present someone who does not meet any of the above criteria – 0 Points 	
5	<p>Bidder’s network– 25 Points</p> <p>Bidders should give proof of availability of service/repairs/maintenance workshops. The points shall be awarded as follows:</p> <ul style="list-style-type: none"> i. A bidder who provides full information of the above - 25 Points <p><i>(This information should include; Verifiable physical location, office telephone number, working workshop complete with personnel and support staff, availability of working tools and the workshop manned security day and night) Provide photo evidence with this bid – Due diligence shall be conducted at KPCs discretion.</i></p> <ul style="list-style-type: none"> ii. A bidder who does not provide information at all gets- 0 points 	Max 25
	Total Score	100

A bidder must attain a total score of at least 70% overall, 100% in criteria No. 1 and above 50% in each of criterion Nos. 2, 3, 4, 5 in order to proceed to financial evaluation.

The financial evaluation shall consist of bidder’s responsiveness as a comparison of the prices, including all costs, as well as duties and taxes payable for the equipment.

The bidder with the lowest evaluated price most responsive to the tender shall be awarded.

1.4 TECHNICAL EVALUATION CRITERIA FOR LOT 1 - MECHANICAL WORKS

<u>No</u>	Description of criteria	Points
1	<p><u>Health Safety Environment Statement /Policy</u> Company's Health safety statement will be evaluated in consideration of the location of the works being within a live petroleum depot.</p> <p>i. A contractor who submits an acceptable and comprehensive Health safety policy shall be awarded - 15 points.</p> <p>A contractor who submits Nil or wrong submission shall be awarded - 0 points</p>	<u>Max 15</u>
2	<p><u>Financial capability</u> The contractor shall provide evidence of an annual financial turnover during any one of the last 5 years. Scores shall be awarded as follows:</p> <p>i. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 2 Million gets - 15 points</p> <p>ii. A contractor who submits certified copies of audited accounts with an annual turnover of Kshs 2 Million but not less than 1 Million gets -10 points</p> <p>iii. A contractor who submits certified copies of audited accounts with an annual turnover of over Kshs 0.5 Million but less than 1 Million gets - 5 points</p> <p>iv. A contractor who submits certified copies of audited accounts with an annual turnover of below Kshs 0.5 Million gets -2 points.</p>	<u>Max 15</u>
3	<p><u>EDUCATION AND PROFESSIONAL QUALIFICATIONS</u></p> <p><i>The bidder shall provide CVs duly signed & all certificates notarized by a commissioner of oaths.</i></p> <p><u>A</u> <u>Supervisor/Foreman</u></p> <p>I. A contractor that presents a supervisor/ Foreman who has relevant technical knowledge and relevant academic qualifications, preferably a KNEC Diploma in the relevant Engineering discipline with over 3 years work experience gets - 9 Points</p> <p>II. A contractor that presents a supervisor/ Foreman who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in any discipline in Engineering with over 10 years work experience gets - 6 Points</p> <p>III. A contractor that presents a supervisor/foreman who has relevant technical knowledge and proof of on job training recommendation from KPRL in Engineering with over 5 years work experience gets 6 points</p>	<u>Max 9</u>

<u>B</u>	<p><u>Pipe fitter</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Pipe Fitter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline in Engineering with over 3 years work experience gets - 6 Points ii. A contractor that presents a Pipe Fitter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline in Engineering with over 6 years work experience gets - 4 Points iii. A contractor that presents a Pipe Fitter who has gone through on job training at KPRL with practical experience of over 5 years gets -4 Point 	<u>Max 6</u>
<u>C</u>	<p><u>Mechanical Fitter</u></p> <ul style="list-style-type: none"> i. A contractor that presents a Mechanical Fitter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test I (GGTI) in that discipline in Engineering with over 3 years work experience gets - 6 Points ii. A contractor that presents a Mechanical Fitter who has relevant technical knowledge and relevant academic qualifications, preferably a Government Grade Test II (GGTII) in that discipline in Engineering with over 6 years work experience gets - 4 Points iii. A contractor that presents a Mechanical Fitter who has gone through on job training at KPRL with practical experience of over 5 years gets -3 Point 	<u>Max 6</u>
<u>D</u>	<p><u>Welder</u></p> <ul style="list-style-type: none"> i. A contractor that presents two Welders who have relevant technical knowledge and relevant academic qualifications, preferably 3G or 2G in that discipline in Engineering with over 6 years work experience gets - 6 Points ii. A contractor that presents a Welder who has relevant technical knowledge and relevant academic qualifications, preferably 3G or 2G in that discipline in Engineering with over 3 years work experience gets - 4 Points iii. A contractor that presents a Welder who has gone through on job training at KPRL with practical experience of over 5 years and has gone through KPRL Inspection internal tests successfully gets - 3 Points 	<u>Max 6</u>
<u>E</u>	<p><u>Pipe welder</u></p> <ul style="list-style-type: none"> i. A contractor that presents two pipe Welders who have relevant technical knowledge and relevant academic qualifications, preferably 6G pipe welder pre- qualified as per ASME IX or equivalent international standard with over 3 years work experience gets - 7 Points ii. A contractor that presents a pipe Welder who has relevant technical knowledge and relevant academic qualifications, preferably 6G pipe welder pre- qualified as per ASME IX or equivalent international standard with 2 years' work experience gets - 3 Points iii. A contractor that presents a pipe Welder who has relevant technical knowledge and relevant academic qualifications, preferably 6G pipe welder pre- qualified as per ASME IX with less than 1 years' work experience gets - 1 Points 	<u>Max 7</u>

	iv. A contractor that presents a Welder who has gone through on job training at KPRL with relevant academic qualifications, preferably 6G pipe welder pre-qualified as per ASME IX or equivalent international standard with practical experience of over 2 years and has gone through KPRL Inspection internal tests successfully gets 5 Points	
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F	<p><u>NDT Technician.</u> A contractor that presents TWO NDT Technicians from any of the methods who has relevant technical knowledge and relevant academic qualifications, preferably ASNT Level II with practical work experience approved by Level III Personnel gets (4 points for each.)</p> <ul style="list-style-type: none"> i. UT..... 4 points ii. RT..... 4 points iii. MPI..... 4 points iv. DPI.....4 points 	Max 16
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4	<p><u>TOOLS AND EQUIPMENT</u></p> <p>A bidder shall submits proof of ownership / lease agreement/Purchase order of specialized Tools and equipment</p> <ul style="list-style-type: none"> i. Mobile crane 50T.....4 points ii. Mobile crane 80T.....4 points iii. Air Compressors of at least 300 - 600 CFM4 points iv. Lorry Crane.....4 points v. IC engine welding machine of about 400A,4 points (prefer diesel engine) <p>NOTE For all plants and equipment's, the bidder is required to attach a copy of log book and statutory inspection certificates where applicable.</p> <p>Marks for the Equipment will be split as detailed bellow except for welding machine.</p> <ul style="list-style-type: none"> i. Where the contractor provides proof of ownership or lease agreement or Purchase order of the listed equipment gets - 2 points. ii. Contractor provides certified copies of inspection certificate of the listed equipment's gets - 2 point <p>Note: For leased equipment, Notarization by a commissioner of oaths and accompanied by evidence of existence of the equipment is required.</p>	Max 20
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A bidder must attain a total score of at least 70% overall, 100% in criteria No. 1 and above 50% in each of criterion Nos. 2, 3, 4 in order to proceed to financial evaluation.

The financial evaluation shall consist of bidder's responsiveness as a comparison of the prices, including all costs, as well as duties and taxes payable for the equipment.

The bidder with the lowest evaluated price most responsive to the tender shall be awarded.

FINANCIAL EVALUATION

The tenderer among the qualified (responsive as per evaluation) with the lowest evaluated price as submitted and read out during the tender opening would be recommended for award after due diligence.

NOTE: Bidders are hereby notified that **Due Diligence** shall be carried out to the successful bidder on the information provided. Any false information provided will lead to automatic disqualification.

3. Tender Evaluation (ITT 34)

Price evaluation: in addition to the criteria listed in ITT 34.2 (a)–(d) the following criteria shall apply:

- i) **Alternative Completion Times**, if permitted under ITT 13.2, will be evaluated as follows: _____
- ii) **Alternative Technical Solutions** for specified parts of the Works, if permitted under ITT 13.4, will be evaluated as follows: _____
- iii) **Other Criteria**; if permitted under ITT 34.2 (e): _____

4. Multiple Contracts

Multiple contracts will be permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of Lots and the lowest evaluated tenderer identified for each Lot. The Procuring Entity will select one Option of the two Options listed below for award of Contracts.

OPTION 1

- i) If a tenderer wins only one Lot, the tenderer will be awarded a contract for that Lot, provided the tenderer meets the Eligibility and Qualification Criteria for that Lot.
- ii) If a tenderer wins more than one Lot, the tenderer will be awarded contracts for all won Lots, provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the Lots. The tenderer will be awarded the combination of Lots for which the tenderer qualifies and the others will be considered for award to second lowest the tenderers.

OPTION 2

The Procuring Entity will consider all possible combinations of won Lots [contract(s)] and determine the combinations with the lowest evaluated price. Tenders will then be awarded to the Tenderer or Tenderers in the combinations provided the tenderer meets the aggregate Eligibility and Qualification Criteria for all the won Lots.

5. Alternative Tenders (ITT 14)

An alternative if permitted under ITT 13.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

6. Margin of Preference

Apply Margin of Preference, if so allowed to all evaluated and accepted tender as follows.

If the TDS so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.

After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) *Group A*: tenders offered by Kenyan Contractors and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) *Group B*: tenders offered by foreign Contractors and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 3.1 of the respective tender price, including unconditional discounts and excluding provisional sums and the cost of day works, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

7. Post qualification and Contract award (ITT 38.1), more specifically,

α) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of prequalification data, if so required.

β) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.

- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow of Kenya Shillings
- ii) Minimum average annual services turnover of Kenya Shillings _____ [*insert amount*], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last _____ [*insert of year*] years.
- iii) At least _____ (*insert number*) of contract(s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value Kenya shillings _____ equivalent.
- iv) Contractor's Representative and Key Personnel, which are specified as _____

SECTION IV - TENDERING FORMS

1. FORM OF TENDER

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

i) All italicized text is to help the Tenderer in preparing this form.

ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.

iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.

Date of this Tender submission:.....*[insert date (as day, month and year) of Tender submission]*

Tender Name and Identification:.....*[insert*

identification] **Alternative No.:**.....*[insert identification No if this is a Tender for an alternative]*

To: *[Insert complete name of Procuring Entity]*

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 4.7;
- d) **Conformity:** We offer to provide the Maintenance services in conformity with the tendering document of the following: *[insert a brief description of the Maintenance services];*
- e) **Tender Price:** The Total price of all Packages/lots (sum of all packages -list all packages, indicate price of each package tendered for and their total) *[insert the total price of all lots in words and figures]*.

excluding any discounts offered in item (f) below is: *[Insert one of the options below as appropriate]*

Option 1, In case of one lot: Total price is: [insert the total price of the Tender in words and figures, indicating the various amounts and the respective currencies];

Or

Option 2, in case of multiple lots: (a) Total price of each lot [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies]; and (b) Total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

- f) **Discounts:** The discounts offered and the methodology for their application are:
 - i) The discounts offered are: *[Specify in detail each discount offered.]*

- u) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
- g) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1 (as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1 (as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- h) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- i) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- j) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- k) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/[We are a state-owned enterprise or institution but meet the requirements of ITT 4.6]*;
- l) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*.

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive; and
- o) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Collusive practices:** We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.
- q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethical Conduct for Suppliers,

Contractors and Service Providers, copy available from *(specify website)* during the procurement process and the execution of any resulting contract.

- r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
 - α) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - β) Certificate of Independent Tender Determination - to declare that we completed the tender without colluding with other tenderers.
 - χ) Self-Declaration of the Tenderer- to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

Name of the Tenderer: *.....*[insert complete name of person signing the Tender]*

Name of the person duly authorized to sign the Tender on behalf of the Tenderer:
.....***[insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: *[insert complete title of the person signing the Tender]*

Signature of the person named above:*[insert signature of person whose name and capacity are shown above]*

Date signed.....*[insert date of signing]* **day of**.....*[insert month], [insert year]*

i) TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

α) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

β) Sole Proprietor, provide the following details.

Name in full _____ Age _____

Nationality _____ Country of Origin _____

Citizenship _____

χ) Partnership, provide the following details

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

δ) **Registered Company**, provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company: -

Nominal Kenya Shillings (Equivalent) _____

Issued Kenya Shillings (Equivalent) _____

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

ε) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in.....(*Name of Procuring Entity*) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works,		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date & Stamp)

ii) CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____
_____ [Name of Procuring
Entity] for: _____ [Name and number of
tender] in response to the request for tenders made by: _____ [Name of Tenderer]
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - α) Has been requested to submit a Tender in response to this request for tenders;
 - β) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - α) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - β) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5) (a) or (5) (b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - α) prices;
 - β) methods, factors or formulas used to calculate prices;
 - γ) the intention or decision to submit, or not to submit, a tender; or
 - δ) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5) (b) above;
8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5) (b) above.

Name _____
Title _____
Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box.....being a resident of.....in the Republic of..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of.....
..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.**..... for (*insert tender title/description*) for (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of (*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents/subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

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

Bidder's Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (person) on behalf of (*Name of the Business/Company/Firm*)
.....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

iv) APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- 1) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - α) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - β) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- 5) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement: -
 - α) Shall not take part in the procurement proceedings;
 - β) Shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - χ) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers to whom the contract was awarded, but the subcontract or appointed shall meet all the requirements of this Act.
- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5) (a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be

terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

In compliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- α) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - 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 misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain 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;
 - v) “obstructive practice” is:
 - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- (b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- χ) Rejects a proposal for award¹ of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- δ) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority(ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- ε) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- φ) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the

procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹*For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in A consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.*

²*Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.*

2. TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Tender submission].

ITT No.: _____ *[insert number of Tendering process]*

Alternative No.: _____ *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ◆ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. ◆ In case of JV, Form of intent to form JV or JV agreement, in accordance with ITT 4.1. ◆ A current tax clearance certificate or tax exemption certificate in case of Kenyan tenderers issued by the the Kenya Revenue Authority in accordance with ITT 4.14. ◆ In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <input type="checkbox"/> Legal and financial autonomy <input type="checkbox"/> Operation under commercial law <input type="checkbox"/> Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
8. Included are the organizational chart and a list of Board of Directors.

OTHER FORMS

3. TENDERER'S JV MEMBERS INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Tenderer and for each member of a Joint Venture]].

Date..... *[insert date (as day, month and year) of Tender submission]*

ITT No.: *[insert number of Tendering process]*

Alternative No.: *[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name: <i>[insert Tenderer's legal name]</i>
2. Tenderer's JV Member's name: <i>[insert JV's Member legal name]</i>
3. Tenderer's JV Member's country of registration: <i>[insert JV's Member country of registration]</i>
4. Tenderer's JV Member's year of registration: <i>[insert JV's Member year of registration]</i>
5. Tenderer's JV Member's legal address in country of registration: <i>[insert JV's Member legal address in country of registration]</i>
6. Tenderer's JV Member's authorized representative information Name: <i>[insert name of JV's Member authorized representative]</i> Address: <i>[insert address of JV's Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Member authorized representative]</i> Email Address: <i>[insert email address of JV's Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <ul style="list-style-type: none">◆ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4.◆ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6.
8. Included are the organizational chart and a list of Board of Directors.

FORM OF TENDER SECURITY- [Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No:

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (herein after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (herein after called " the Tender") for the execution of _____ under Request for Tenders No. ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of_(____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the Framework Agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the Framework Agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ___ day of _____ 20 ___.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - α) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - β) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORM OF TENDER - SECURING DECLARATION

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

Date:.....[date (as day, month and year)] ITT No.:.....[number of Tendering process] Alternative No.:.....[insert identification No if this is a Tender for an alternative] To:.....[complete name of

Procuring Entity] We, the undersigned, declare that: We understand that, according to your conditions, Tenders must be supported by a Tender-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Tendering or submitting proposals in any contract with the Procuring Entity for the period of time of [number of months or years] starting on [date], if we are in breach of our obligation(s) under the Tender conditions, because we:

- α) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- β) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity, (i) fail to sign the Framework Agreement; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITT.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.

Name of the Tenderer* _____
_____ Name of the person duly authorized to sign the Tender on
behalf of the Tenderer** _____
_____ Title of the person signing the Tender _____
_____ Signature of the person named above _____
_____ Date signed _____ day of _____.

*: In the case of the Tender submitted by joint venture specify the name of the Joint Venture as Tenderer
**: Person signing the Tender shall have the power of attorney given by the Tenderer attached to the Tender

[Note: In case of a Joint Venture, the Tender-Securing Declaration must be in the name of all members to the Joint Venture that submits the Tender.]

QUALIFICATION FORMS

2 FOREIGN TENDERERS 40% RULE

Pursuant to ITT 3.9, a foreign tenderer must complete this form to demonstrate that the tender fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B	Sub contracts from Local sources			
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D	Use of Local Plant and Equipment			
1				
2				
3				
4				
5				
E	Add any other items			
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

3 FORM EQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

4 FORM PER-1 Tenderer's/Contractor's

Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Tenderer's/Contractor' Representative and Key Personnel.

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
4.	Title of position: [_____]	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

5 FORM PER - 2:

Resume and Declaration - Contractor's Representative and Key Personnel.

Name of Tenderer _____

Position [#1]: [title of position from Form PER-1]		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications: <small>Language proficiency: [language and levels of speaking, reading and writing skills]</small>	
	Language proficiency: [language and levels of speaking, reading and writing skills]	
Details	Address of Procuring Entity:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
[main project details]	[role and responsibilities on the project]	[time in role]	[describe the experience relevant to this position]

Declaration

I, the undersigned..... *[insert either “Contractor's Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- α) be taken into consideration during Tender evaluation;
- β) result in my disqualification from participating in the Tender;
- χ) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: _____ *[insert name]*

Signature: _____

Date: (day month year): _____

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

TENDERERS QUALIFICATION WITHOUT PREQUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

6 FORM EL I -1.1

Tenderer Information

Form

Date: _____

ITT No. and title: _____

Tenderer's name
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of ◆ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4 ◆ In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 4.1 ◆ In case of state-owned enterprise or institution, in accordance with ITT 4.6, documents establishing: <input type="checkbox"/> Legal and financial autonomy <input type="checkbox"/> Operation under commercial law <input type="checkbox"/> Establishing that the Tenderer is not under the supervision of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors.

7. FORM ELI - 1.2

Tenderer's JV Information Form

(to be completed for each member of Tenderer's JV)

Date: _____

ITT No. and title: _____

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of ◆ Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 4.4. ◆ In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of the Procuring Entity, in accordance with ITT 4.6. 2. Included are the organizational chart and a list of Board of Directors.

8 FORM CON -2

Historical Contract Non-Performance, Pending Litigation and Litigation

History. Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<p>◆ Contract non-performance did not occur since 1st January [<i>insert year</i>] specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.</p> <p>◆ Contract(s) not performed since 1st January [<i>insert year</i>] specified in Section III, Evaluation and Qualification Criteria, requirement 2.1</p>			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[<i>insert year</i>]	[<i>insert amount and percentage</i>]	Contract Identification: [<i>indicate complete contract name/ number, and any other identification</i>] Name of Procuring Entity: [<i>insert full name</i>] Address of Procuring Entity: [<i>insert street/city/country</i>] Reason(s) for nonperformance: [<i>indicate main reason(s)</i>]	[<i>insert amount</i>]
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<p>◆ No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.</p> <p>◆ Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.</p>			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria			
<ul style="list-style-type: none"> ◆ No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4. ◆ Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below. 			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

9 FORM FIN –3.1:

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

6.4.1. Financial Data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to ITT 15 for the exchange rate

15. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- α) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- β) Be independently audited or certified in accordance with local legislation.
- χ) Be complete, including all notes to the financial statements.
- δ) Correspond to accounting periods already completed and audited.

Attached are copies of financial statements² for the _____ years required above; and complying with the requirements

²If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

16. FORM FIN –3.2:

Average Annual Construction Turnover

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate	Kenya Shilling equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section III Evaluation and Qualification Criteria, Sub-Factor 3.2

17. FORM FIN -3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling equivalent)
1		
2		
3		

18. FORM FIN -3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Value of Outstanding Work [Current Kenya Shilling /month Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]
1					
2					
3					
4					
5					

19. FORM EXP - 4.1

General Relevant Work Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

20. FORM EXP - 4.2 (a)

Specific Work and Management Experience

Tenderer's Name: _____

Date: _____

JV Member's Name _____

ITT No. and title: _____

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ♦	Member in JV ♦	Management Contractor ♦	Sub-contractor ♦
Total Contract Amount				Kenya Shilling
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

21. FORMEXP- 4.2 (b)

Work Experience in Key Activities

Tenderer's Name: _____

Date: _____

Tenderer's JV Member Name: _____

Sub-contractor's Name³ (as per ITT 34): _____

ITT No. and title: _____

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One:

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor ◆	Member in JV ◆	Management Contractor ◆	Sub-contractor ◆
Total Contract Amount	Kenya Shilling			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address:				
Telephone/fax number				
E-mail:				

2 Activity No. Two

3.

³If applicable

SCHEDULE FORMS

*[The Tenderer shall fill in these Forms in accordance with the instructions indicated. The list of line items in column I of the **Activity Schedules** shall coincide with the List of Maintenance services specified in the Procuring Entity's Requirements.]*

PRICING SCHEDULE

THE SPECIFICATIONS AND PRICED ACTIVITY SCHEDULES

TENDER NAME: PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE.

PRICING SCHEDULE – FOR LOT 4 CIVIL

ITEM	CATEGORY	HOURLY RATES (KShs.)	No. AVAILABLE
		NORMAL WORK	
1	Civil Engineer		
2	Supervisor/Foreman		
3	Plumber GGT.I		
	Plumber GGT.II		
	Plumber GGT.III		
4	Mason GGT.I		
	Mason GGT .II		
	Mason GGT .III		
5	Painter GGT.I		
	Painter GGT.II		
	Painter Grade III		
6	Carpenter GGT.I		
	Carpenter GGT.II		
	Carpenter GGT.III		
7	Truck Driver		
8	Sign writer		
9	Ungraded Artisan		
10	Cleaners/Grass cutter (Helper)		
11	Surveyor		
12	Motorized grader operator		
13	Roller operator (more than 20 tons		
TOTAL PRICE (A)			

Factor for

1. Normal overtime 150%
2. Special overtime 200%

PRICING SCHEDULE – FOR LOT 4 CIVIL WORKS

ITEM	TOOLS/EQUIPMENT DESCRIPTION	CAPACITY	RATES (KShs.)		No. AVAILABLE FOR HIRE
			Running Time (Per hr.)	Standby Time (Per hr.)	
		20KW			
1	Mobile air compressors	Up to 125			
		125 – 250			
		250 - 450			
2	Sludge pump	Crawler			
		Pneumatics			
3	Water pump				
4	Tractor drawn mower.				
5	Lawn mower				
6	Roller	10 T			
		25 T			
7	Plate compactor				
8	Concrete mixer	1m ³			
9	Dumper				
10	Poker vibrator				
11	Power saw				
12	Diesel Pump				

13	Motorized grader				
14	Vacuum exhauster				
15	Electric powered jackhammer				
16	Pneumatic powered jackhammer				
17	Pickup				
18	Truck				
19	Tipper				
20	Wheel/chain loader				
21	Cabro cutter				
22	Concrete cutter				
23	Electric drill				
24	Dumpy level				
25	Total station				
TOTAL PRICE FOR (RUNNING) (B)				NA	

TOTAL PRICE IN KSH. INCLUSIVE OF 16% VAT, FOR LOT 4 - CIVIL - (A+B):

.....

(THIS FIGURE TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 4 CIVIL)

Signature:

Date & Stamp:

PRICING SCHEDULE/RATES FOR SELECTED ROUTINE

MAINTENANCE, REPAIRS AND INSTALLATION WORKS LOT 4 CIVIL

1.0	Excavations and backfilling.							
1.1	Existing/New trenches in concrete paved areas.							
Trench Depth (Metre)	Rate in KES per 30 CM width per LM							
	Refinery Area							
	Plain Concrete Thickness (mm)				Reinforced Concrete Thickness (mm)			
	50	75	100	150	50	75	100	150
0.3								
0.6								
1.0								
1.5								
*Trenches of greater width measured pro-rata								
Offsite factor for:								
Kipevu Tank farm								
Wayleaves (Kalahari, Refinery Road)								
1.2	Existing/New trenches through bitumen surface road							
Trench Depth (Metre)	Rate in KES per 30 CM width per LM							
	Refinery Area							
	Light Duty Road -4.5m width				Heavy Duty Road-6.0m width			
1.0								
1.5								
*Trenches of greater width measured pro-rata								
Offsite factor for:								
Kipevu Tank farm								
Wayleaves (Kalahari, Refinery Road)								

1.3	Existing/New trenches in unpaved surface (No bitumen or concrete Surface), around pipes and all classes of excavation excluding concrete paved and asphalt concrete paved surfaces.							
Trench Depth (Metre)	Rate in KES per 30 CM width per LM							
	Refinery Area							
0.3								
0.6								
1.0								
1.5								
2.0								
2.5								
3.0								
3.5								
4.0								
*Trenches of greater width measured pro-rata								
Offsite factor for:								
Kipevu Tank farm								
Wayleaves (Kalahari, Refinery Road)								
1.4	Backfilling and reinstatement.							

Trench Depth (Metre)	Rate in KES per 30 CM width per LM							
	Refinery Area							
	Plain Concrete Thickness (mm)				Reinforced Concrete Thickness (mm)			
1.4 (a)	50	75	100	150	50	75	100	150
0.3								
0.6								
1.0								
1.5								
*Trenches of greater width measured pro-rata								
Offsite factor for:								
Kipevu Tank farm								
Wayleaves (Kalahari, Refinery Road)								

1.4 (b)	Backfilling in normal soil/all other ground class other than concrete and asphalt concrete capping.					
Trench	Rate in KES per 30 CM width per LM					
Depth	Refinery Area					
(Metre)	Normal Soil/all ground classes as stated in item 1.4 (b)					
0.3						
0.6						
1.0						
1.5						
*Trenches of greater width measured pro-rata						
Offsite factor						
for:						
Kipevu Tank farm						
Wayleaves (Kalahari, Refinery Road)						
1.5	Supply of material.					
Item	Description	Unit	Qty	Rate		
1.5.0	Hatari cable tiles	Pcs	1			
1.5.1	River sand	Tonne	1			
1.5.2	Cabro paving blocks (heavy duty)	SM	1			
1.5.3	Cement (OPC-42.5N)	Bags	1			
1.5.4	Coarse aggregate	Tonnes	1			
1.5.5	High tensile reinforcing steel bars	Kg	1			
1.5.6	Bituminous water proofing membrane-4mm thick	SM	1			
1.5.7	Bituminous primer	Litres	1			
1.5.8	Window blinds (Fabric with suspender weights)	SM	1			
1.5.9	Window one way films	SM	1			
1.5.10	Formwork (marine board) inclusive of bracings	SM	1			
1.5.11	Coral blocks (machine cut)	Pcs	1			
1.5.12	Murram	Tonnes	1			
1.5.13	Silky vinyl paint	Litres	1			
1.5.14	Gloss paint	Litres	1			
1.5.15	Emulsion paint	Litres	1			
1.5.17	Door shutter (Mvule-panel door,fully varnished with 4inch 3no brass door hinges)	Nr	1			
1.5.18	Door shutter (Flush door, completely painted)	Nr	1			
1.5.19	Door shutter, T & G, Mvule, fully varnished	Nr	1			
1.5.20	Door hinges, brass 4"	Nr	1			

1.5.21	Roofing sheets,IT-5,gauge 26 box profile sheets inclusive J-bolts/self tapping screws.	SM	1		
1.5.22	Zed purling, 139.7mm by 22.2mm by 2.0	M	1		
1.5.23	Equal angle bar,50mm by 50mm by 5mm	M	1		
1.5.24	Equal angle bar,75mm by 75mm by 5mm	M	1		
1.5.25	RHS bar-50mm by 50mm by 3mm	M	1		
1.5.26	Chequered plate,5mm, 4" by 8"	Pcs	1		
1.5.28	BRC,A142	SM	1		
1.5.29	Forex board with appropriate sign	SM	1		
1.5.30	Fencing pole,D10 reinforced-100mm by 100mm,by 8ft, with cranked end	Nr	1		
1.5.31	Fencing pole,D12 reinforced,150mm by 150mm,by 10ft, with cranked end	Nr	1		
1.5.31	Fencing pole,D12 reinforced,150mm by 150mm,by 12ft, with cranked end	Nr	1		
1.5.32	Chain link fence,6ft PVC coated,4mm wire,50mm by 50mm squares	SM	1		
1.5.32	Chain link fence,8 ft PVC coated,4mm wire,50mm by 50mm squares	SM	1		
1.5.32	Chain link fence,10 ft PVC coated,4mm wire,50mm by 50mm squares	SM	1		
1.5.33	Aluminium straining wire,4mm	M	1		
1.5.34	Barbed wire, 16G, 1.6mm wire.	M	1		
1.5.35	PVC water tank-1000litres	Nr	1		
1.5.36	PVC water tank-1500litres.	Nr	1		
1.5.37	Quarry dust	Tonnes	1		
1.5.38	Heavy duty road kerbs	Pcs	1		
1.5.40	Heavy duty road channel sections	Pcs	1		
Offsite factor for:					
Kipevu Tank farm					
Wayleaves (Kalahari, Refinery Road)					

2.0 REFINERY BUILDINGS			
2.1. Building Repairs			
Item	Description	Qty	Rate
	Supply & fix the following items to buildings generally:		
	General Repairs		
2.11	Replace door locks (Union Two lever)	pc	
2.12	Replace door locks (Union Three lever)	pc	
2.13	Replace night latch (Union or other equally approved)	pc	
2.14	Replace work-stations locks	pc	
2.15	Replace Door Closers (Medium Duty)	pc	
2.16	Replace Door Closers (Heavy Duty)	pc	
2.17	Re-fix fallen door closer.	pc	
2.18	Adjustment of door closure speed including tightening of loose nuts	pc	
2.19	Supply & fix drawer locks.	pc	
2.20	Replace damaged door hinges with brass hinges	Nr	
2.22	Duplicate Keys – 2 lever	No	
2.23	Duplicate Keys – 3 lever (including lock removal and reinstatement)	No	
2.25	Supply and install ceramic floor tiles including all surface preparation Size 300mmx300mm x6mm)	pc	
2.27	Fabricate and install notice Board size 1.2mx2.4m including painting	No	
2.28	Emulsion painting wall surfaces etc (Three coats), one & two coats pro rata	SM	
2.29	Gloss painting wall surfaces etc (three Coats), one & two coats pro rata	SM	
2.30	Supply and apply first quality varnish to timber.	SM	
2.2 Plumbing Repairs			
Item	Description	Qty	Rate
	Plumbing Repairs (Supply & Fix)		
2.21	Supply and fix soap dispenser similar to existing	no	
2.22	Re-fix loose/fallen soap dispenser		
2.23	Replace 1/2" Water taps (superior brand)	pc	
2.24	Replace 3/4" Water taps (superior brand)	pc	

2.25	De-plug blocked toilets	Ls	
2.26	De-plug blocked drains per chamber	No	
2.27	De-plug drain outside canteen	ls	
2.28	Replace bottle trap.	pc	
2.29	Replace Cistern Flush handles.	No	
2.30	Replace cistern siphons.	No	
2.31	Replace cistern tank complete.	No	
2.32	Replace urinal siphons.	No	
2.33	Provide & fix aluminum kicker plate to flush door on both sides (2' wide & gauge 22)	No.	
2.34	Supply & fix Stop cock (superior brand) to showers	No	
2.35	Supply & fix Wash hand basin	No	
2.36	Supply & fix Shower Rose (Plastic good quality)	No	
2.37	Supply & fix Seat cover (heavy duty)	No	
2.38	Supply & fix toilet Cistern (superior brand)	No	
2.39	Supply & fix toilet Cistern (ceramic, high level or low level)	No	
2.40	Attend to Leaking WC repairs	LS	
2.41	Supply & fix Toilet paper holder	No	
2.42	Supply & fix W.C (superior brand)	No.	
2.43	Supply & fix Asian W.C (superior brand)	No	
2.44	Adjust Roof tanks Ball valve	ls	
2.45	Replace Roof tanks Ball valve	No	
2.46	Replace cistern Ball valve	No	
2.47	Curtain Showers -heavy duty plastic	pc	
2.48	Support brackets to sinks.	no	
2.49	White Ceramic wall Tiles	m2	
2.50	Supply and install Genuine Pedrollo water pumps (1HP)	no	
2.51	Urinal ceramic partitions	no	
2.52	PPR 1/2"	LM	
2.53	PPR 3/4"	LM	
2.54	Gate Valves 1/2" (Original peagler)	pc	
2.55	Gate Valves 3/4"(Original peagler)	pc	
2.56	Drainage pipes UPVC 2"	LM	
2.57	Ditto but 3"	LM	
2.58	Ditto but 4"	LM	
2.59	Viking joint 3"	Nr	
2.60	Viking joint 4"	Nr	
2.61	Viking joint 6"	Nr	
2.62	Mirrors including timber framing, similar to existing	no	
2.63	Cleaning overhead water tanks in buildings	no.	
2.64	Roof slab water proofing by use of APP bituminous substances including melt-welding to substrate.	M2	

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3.0 KPRL HOUSING ESTATE REPAIR/KPRL BUILDINGS/SITE WORKS.			
Item	Description	Unit	Rate
3.1	General		
Supply & fix the following items to house generally			
3.11	Mosquito net(fibre glass)	SM	
3.12	Mosquito net(fibre glass) -complete house	LS	
3.13	Glass louvers up to 700 mm	pc	
3.14	Opaque glass louvers	pc	
3.15	Aluminium louver frames 7 or 8 blades.	pc	
3.16	Door / window frames etc. up to 4" X 2"	LM	
3.17	Door / window frames etc. up to 6" X 2"	LM	
3.18	Curtain rails per piece length not more than 1.1 m	pc	
3.19	Internal painting & redecoration including minor repairs - Gloss paint	SM	
3.20	Internal painting & redecoration including minor repairs- Emulsion paint	SM	
3.21	Ditto but whole house internally	LS	
3.22	Ditto but whole house externally	LS	
3.23	Supply & fix Door wooden Stoppers.	No	
3.24	Supply & fix Door floor Stoppers	No	
3.2	Iron Mongery		
3.21	Three lever Union mortise lock	No	
3.22	Yale night latch	No	
3.23	Duplication of keys	No	
3.24	Two lever Union mortise lock	No	
3.3	Kitchen		
3.31	Replace shelves and paint.	pc	
3.32	Replacing kitchen cupboard doors.	No	
3.33	Replace damaged / rotten Window sill	pc	
3.34	Replace Timber vent frame & internal gauze - Large size	pc	
3.35	Replace Timber vent frame & external coffee tray wire - Large size	pc	
3.36	Replace Timber vent frame & external coffee tray wire - Small size	pc	
3.37	Replace kitchen drawers	No.	
3.38	Replace door -Top section	No	

3.39	Replace door - bottom section	No	
3.40	Replace kitchen frames up to 3" X 2"	LM	
3.41	Replace Kitchen High level shelves	LS	
3.42	Repair kitchen high level shelves	pc	
3.43	Replace full window	no.	
3.4	Bedrooms and Bathrooms		
3.41	Repair rotten lower parts to flush door	LS	
3.42	Provide & fix aluminium kicker plate to flush door on both sides (2' wide & gauge 22)	No.	
3.43	Replace damaged flush door with brass hinges	No	
3.44	Supply & fix Towel rail	No	
3.45	Supply & fix solex drawer locks	pc	
3.46	Supply & fix Ward robe wooden rail	No	
3.47	Supply & fix Stop cock	No	
3.48	Supply & fix Mirror size 18" x 24"	No	
3.49	Supply & fix Soap dish	No	
3.50	Supply & fix Wash hand basin (18" X 24")	No	
3.51	Supply & fix Shower Rose	No	
3.52	Supply & fix Seat cover (heavy duty)	No	
3.53	Supply & fix toilet Cistern	No	
3.54	Leaking WC repairs	LS	
3.55	Supply & fix Toilet paper holder	No	
3.56	Supply & fix water tanks (100 gallons – Plastic)	No	
3.57	Supply & fix wardrobe handles.	Pair	
3.58	Supply & fix wardrobe doors.	No.	
3.59	Supply & fix Wash hand basin (12" X 18")	No	
3.60	Supply & fix W.C	No.	
3.6	Roof		
3.61	Re - arrange existing or new tiles.	M2	
3.62	Replace/ repair ridge or valley tiles	LM	
3.63	Remove & re-fix roof tiles including 1000g polythene and de-plugging weeping holes- Front Elevation	LS	
3.64	Remove & re-fix roof tiles including 1000g polythene and de-plugging weeping holes- Rear Elevation	LS	
3.65	Supply new tiles.	M2	
3.66	Roof slab water proofing by use of APP bituminous substances including melt-welding to substrate	M2	

3.7	External Works		
	Repair outside fire place		
3.71	Replace grills	SM	
3.72	Masonry works	SM	
3.73	Replace cover	LS	
3.74	Replace hinges to cover	Nr	
3.75	Replace copping to walling outside kitchen	pc	
3.76	Supply new dust bins.	No.	
3.77	Replace Water meter cover	pc	
3.78	Replace Road gully grating	No	
3.79	Replace manholes covers.	pc	
3.80	Excavate, backfill and replace ¾" GI water pipe	LM	
3.81	Supply and replace gully trap covers.	pc	
3.82	Repair / replace paving slabs 2' X 2'	pc	
All-inclusive rates			
3.83	Concrete class 1:2:4	CM	
3.84	Concrete Class 1:3:6	CM	
3.85	Concrete Class 1:1.5:3	CM	
3.86	Concrete class 1:1:2	CM	
3.87	Concrete class 1:1:2 fiber reinforced	CM	
3.8	Other Works		
3.81	Community Hall		
3.811	Internal painting & redecoration including minor repairs	LS	
3.812	Ditto but whole building externally	LS	
3.813	Shops		
3.814	Internal painting & redecoration including minor repairs	LS	
3.815	Ditto but whole building externally	LS	
3.816	Administration Building.		
3.817	Internal painting & redecoration including minor repairs	LS	
3.818	Ditto but whole building externally	LS	
3.819	Gatehouse		
3.820	Internal painting & redecoration including minor repairs	LS	
3.821	Ditto but whole building externally	LS	
3.822	Roof repairs complete with redecoration to visible damage/ discoloration.	LS	
3.823	Water Tower and ground tank (KPRL to supply Scaffolds Materials Only)		
3.824	Internal painting & redecoration including minor repairs	LS	
3.825	Ditto but whole structure externally including logos	LS	

3.826	Cleaning of the Tower Water Tanks.	LS	
3.827	Repairs to water tower	LS	
3.828	Cleaning of underground tank	LS	
3.829	Transformer Room		
3.830	Internal painting & redecoration including minor repairs	LS	
3.831	Ditto but whole building externally	LS	

4.0 ROAD REPAIRS AND PARKINGS

Item	Description	Unit	Rate per unit KES	
			1*	2*
4.1	Repair roads/parkings.			
	Supply of material and repair of roads/parking Depressed areas, inclusive of all ground preparation, supply of hardcore filling (250mm), supply and compaction of cement improved murrum(400mm), supply and application of asphalt priming coat (asphalt concrete roads/parkings)	SM		
4.2	Supply of material and repair of roads Depressed areas, inclusive of all ground preparation, supply of hardcore filling (200mm), supply and compaction of cement stabilized murrum (400mm), supply of quarry dust bed (50mm)and heavy duty cabro, supply and sweep bonding sand(Cabro paving roads/parkings)	SM		

4.3	Supply of material and repair of roads/parking Depressed areas, inclusive of all ground preparation, supply and compaction of murrum (300mm), Supply and placing of C30/20 RC ground slab overlay, inclusive of formwork, cutting, tying of steel, space blocks and curing of concrete.	SM		
4.4	Road Markings			
	a) Yellow reflective road line, inclusive of all material supply	LM		
	b) White reflective road line, inclusive of all material.	LM		
1* Refers to Changamwe Magongo Installation				
2* Refers to Port Reitz/Shimanzi Installation.				

Tenderers Signature:

Date and Stamp:

PRICING SCHEDULE – FOR LOT 2 ELECTRICAL

PART A

ITEM	CATEGORY	HOURLY RATES (Kshs.)	No. AVAILABLE FOR HIRE
		NORMAL WORK HOURS	
1	Electrical Engineer		
2	Electrical Supervisor		
3	Electrical Technician		
4	Air conditioning technician		
5	Electric fence technician		
6	Electrical fitter GGT. I		
	Electrical fitter GGT.II		
	Electrical fitter GGT.III		
7	Ungraded artisan(Helper		
	Total(PART A)		

Factor for:

- 1. Normal overtime 150%**
- 2. Special overtime 200%**

Tenderers Signature:

Date and Stamp:

PART B

ITEM	TOOLS/EQUIPMENT DESCRIPTION	MINIMUM CAPACITY	RATES (Kshs.)		No. AVAILABLE FOR HIRE
			Running Time (Per hr.)	Standby Time (Per hr.)	
1	Diesel Power Generators (Enclosed set Fueled with standby person)	750KVA			
		500KVA			
		250KVA			
		125KVA			
		50KVA			
		25KVA			
		10KVA			
	5KVA				
2	Insulation Resistance tester (Megger, Fluke or equivalent)	UPTO 5KV			
3	Multimeter(Intrinsically safe)/Clamp meter	COMPLETE SET			
4	Crimping tool	COMPLETE SET			
5	Pressure Testing Machine (Megger, Fluke or equivalent)	UP TO 40KV			
6	Torque wrenches	COMPLETE SET			
7	Hydraulic Cable Jack	UPTO 5T			
8	Electric Drilling machine	COMPLETE SET			
9	Earth-loop impedance tester(Intrinsically safe)	COMPLETE SET			
10	3-Phase Energy analyzer, (Fluke or equivalent)	COMPLETE SET			
11	D.C Battery Voltage Tester(Megger, Fluke or equivalent)	COMPLETE SET			
12	Thermography –infrared machine(Fluke or equivalent)	COMPLETE SET			
13	Portable digital power factor measuring meter (power quality clamp meter)	COMPLETE SET			

14	Digital battery analysers	COMPLETE SET			
15	Current injector complete with test transformers	COMPLETE SET			
16	Portable digital Cathodic protection current interruptor	COMPLETE SET			
17	GMC small stick-IT copper copper sulphate cell	COMPLETE SET			
18	Cathodic Protection Digital Voltmeter, 11 Megohm, Model CPV-4, by Tinker & Rasor	COMPLETE SET			
19	Digital Cable fault locator	COMPLETE SET			
20	Electric Fence Tester	COMPLETE SET			
21	Electric Fence Come-Along	COMPLETE SET			
22	Electric Fence Tensioner	COMPLETE SET			
23	SF6 gas sniffer	COMPLETE SET			
24	SF6 gas regulator C/W topping up unit.	COMPLETE SET			
TOTAL PRICE FOR – PART B (RUNNING)				NA	

TOTAL PRICE IN KSH. INCLUSIVE OF 16% VAT, FOR LOT 2, ELECTRICAL - (A+B):

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(THIS FIGURE TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 2)

Tenderers Signature: **Date & Stamp:**

**PRICING SCHEDULE/RATES FOR SELLECTED ROUTINE
MAINTENANCE AND INSTALLATION WORKS FOR LOT 2
ELECTRICAL**

High Tension Cabling (6.6KV)

Underground cable laying

Note: The costs below are inclusive of supply, skilled Labour and transport

Item No.	Size Sq.m	High Tension Cabling (6.6KV)					
		Cable Supply price per meter [Kshs]	Cost of cable Laying per Meter [Kshs]	Cost of Jointing [Kshs]		Cost of Termination [Kshs]	
				With underground kit (Service provider to supply)	Without underground kit	Without Indoor/Outdoor Raychem Termination kit	With Indoor/Outdoor Raychem Termination kit (Service provider to supply)
1	3 x 50						
2	4 x 50						
3	3 x 70						
4	4 x 70						
5	3 x 95						
6	4 x 95						
7	3 x 120						
8	4 x 120						
9	3 x 150						

10	4 x 150						
11	3 x 185						
12	4 x 185						
13	3 x 240						
14	4 x 240						
15	1 x 800						

Note: The costs below are to be inclusive of supply, skilled Labour and transport

Low Tension Cabling (415V)

Item No.	Size Sq.m m	<i>Low Tension Cabling (415V)</i>					
		Cable Supply price per meter[Kshs]	Cost of cable Laying per Meter [Kshs]	Cost of Jointing [Kshs]		Cost of Termination [Kshs]	
				With underground kit	Without underground kit	Without Gland per termination	With increased safety cable Gland(service provider to supply) per termination
1	1 x 1.0						
2	1 x 1.5						
3	2 x 1.5						
4	1 x 2.5						
5	3 x 2.5						
6	7 x 2.5						

7	1 x 4.0						
8	3 x 4 - 6						
9	1 x 6.0						
10	4 x 4 - 6						
11	1 x 10						
12	1 x 16.0						
13	3 x 10 - 16						
14	4 x 10 - 16						
15	1 x 25						
16	3 x 25						
17	4 x 25						
18	1 x 35						
19	3 x 35						
20	4 x 35						
21	1 x 50						
22	3 x 50						
23	4 x 50						
24	1 x 70						
25	3 x 70						
26	4 x 70						
27	1 x 95						
28	3 x 95						
29	4 x 95						
30	1 x 120						
31	3 x 120						
32	4 x 120						
33	3 x 150						
34	4 x 150						

35	3 x 185						
36	4 x 185						
37	3 x 240						
38	4 x 240						
39	1 x 400						
40	1 x 630						
41	1 x 800						

Note: The costs below are to be inclusive of supply, skilled Labour, transport

Portreitz High Voltage Overhead Lines(6.6kV)

ITEM	DESCRIPTION	U.O.M.	Cost
1	<p>Allow for supply and replacement of ASCR wire (1X70mm²), complete with terminal lugs and other accessories suitably sized i.e. bolts and nuts (complete with washers) and any other not mentioned</p> <p>The bolts and nuts shall be suitable for continuous use outdoors in tropical areas at: -</p> <ul style="list-style-type: none"> a. Altitudes of up to 2200 meters above sea level b. Humidity of up to 90% c. Average ambient temperature of +30°C with a minimum of -1°C and a maximum of 40°C d. Heavy saline conditions along the coast 	Per meter	
2	Tensioning and stringing of overhead conductors (6 X 70mm ²)	Per span	
3	Allow for supply and replacement of H-pole	Set of 2	
4	Fix conductors and adjust tension on the fly stay wire	Per piece	
5	Allow for supply and replacement Stay pole	Per piece	
6	Allow for supply and replacement of broken jumper	Per piece	

7	Allow for supply, laying and termination of 3X70mm ² 6/11KV CU/XLPE/PVC/SWA/PVC, complete with copper terminal lugs and other accessories suitably sized for use on HT switchgear side.	Per meter	
8	Allow for supply and termination of suitably sized indoor/outdoor termination kits - pole side & HT switchgear side.	Per piece	
9	Allow for supply and installation suitable intrinsically safe cable gland suitably sized for use on HT switchgear/motor side.	Per piece	
10	Allow for supply and installation of clamp metallic brackets Support the H.T. underground cables firmly on existing poles using the clamp brackets	Per piece	
11	Allow for supply and installation of porcelain insulators for existing 6.6KV overhead conductors rated at 11KV.	Per piece	
12	Allow for supply and installation of stay wire	Per piece	
13	3 bolts High Voltage Overhead Fitting Pliers/Triple Bolt Aluminum Parallel Slot Cable Connector, for cable size 70mm ² rated at 11kV	Per piece	
14	3 bolts Aluminum Copper Bimetallic Parallel Groove Pg Clamp 70mm ² rated at 11kV.	Per piece	

H.V. UNDERGROUND CABLE SPECIFICATIONS

DESCRIPTION Circular compacted stranded copper or conductor, XLPE insulated copper tape screened, three cores assembled together with non-hygroscopic polypropylene fillers, covered with extruded PVC bedding, armoured and PVC outer sheath.

CONSTRUCTION

1. Conductor Plain circular compacted stranded copper conductor to IEC 60228 class 2.
2. Conductor Screen Extruded layer of semi conductive compound.
3. Insulation XLPE (cross-linked polyethylene) rated at 90°C.
4. Insulation Screen a Non-metallic Part Extruded layer of semi conductive compound. Metallic Part Copper tape screen (SCT).
5. Colours for Core Identification Red, yellow, and blue tapes shall be applied between nonmetallic and metallic part of insulation screen.
6. Assembly Three screened cores are laid up together, if necessary filled with non-hygroscopic material compatible with insulation and covered with a layer of PVC sheath.

7. Bedding Extruded layer of PVC ST2 compound.
8. Armour Galvanized steel wires shall be applied helically over the PVC bedding.
9. Outer Sheath PVC type ST2 to IEC 60502 colour black.
10. The outer sheath shall be embossed with: cable manufacturer, cable size, number of cores type and standard.

Electric Fence

Note: The costs below are be inclusive of supply, skilled labor and transport.

Item	Item Description	U.O.M.	Cost(Kes.)
1	Allow for supply & installation of appropriately sized dual zone energizer system complete with battery system. Preferred make: NAMETEK	Piece	100,000.00
2	Allow for supply & installation of appropriately sized electric fence double insulated cables.	Per meter	3,0000.00
3	Allow for supply & installation of heavy earth electrodes appropriately sized. Complete with brass clamp	Piece	
4	Allow for supply and installation of appropriately sized galvanized posts	Piece	
5	Allow for supply and installation of appropriately sized insulators, strainers and caps of acceptable material.	Piece	
6	Allow for supply and installation of siren system.	Piece	
7	Allow for supply and installation of warning signs along the fence.	Piece	
8	Allow for supply and installation of high tensile galvanized wires 1.6mm	Per meter	
9	Supply & install Concertina Coil galvanized Cross Razor Coil Diameter 600 mm Razor Type: Cross Razor Material: Iron Wire Diameter 2.5 mm Surface Treatment Galvanized Blade Thickness 0.5 mm	Per Roll	
10	Supply & install galvanized binding wire	Per Kilogram	

11	Allow for Supply & install 3”nails	Per Packet	
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Infrared Thermography Inspection.

Note: The costs below are to be inclusive of supply, skilled Labour and transport

Item	Description	Per Hour Rate	Cost [Kshs]
1	Infrared Thermography Inspection and Reporting		

Note: The costs below are to be inclusive of supply, skilled labour and transport

Cathodic Protection works

Item	Description	UoM	Cost [Kshs]
1	Supply and installation of Cathodic Protection Metallic bollard	Per Piece	
2	Supply and Installation of M28 concrete Cathodic Protection Test Post.	Per Piece	

Earthing works

Item	Description	UoM	Cost [Kshs]
1	Supply and installation of 3m*1 ½” galvanized pipe complete with copper clamps.	Per Piece	
2	Earth Pit complete with carbonaceous backfill and pit Cover.	Per Piece	

SF6 Circuit Breaker gas charging

Item	Description	UoM	Cost [Kshs]
1	Supply of SF6 gas and top up/charge SF6 Outdoor SF6 Circuit breaker to recommended OEM levels of pressure, testing & commissioning.	LS	

Electrical fittings and accessories

Item No.	Electrical fittings and accessories	UoM	Cost(KES)
1	Allow for supply and installation of ball fitting complete with 12watts LED B22 bulb and installation accessories	No	
2	Allow for supply and installation of outdoor led garden globe ball pillar post lawn fence gate lamp lighting for outdoor lighting complete with 20watts LED B22 bulb and installation accessories	No	
3	Allow for supply and installation of well glass type lamp fitting security lights complete with 12watts LED B22 bulb and installation accessories	No	
4	Allow for supply and installation of Bulk head lamp fitting complete with 12watts LED B22 bulb and installation accessories	No	
5	Allow for supply and installation of 150W LED Flood Light (400W Equivalent) 5000K Adjustable Mount lamp fitting for outdoor, Input 100-277 V.A.C. 50Hz. Power:150Watts ,21892 Lumen, Certificate: UL(E485379) CE and RoHs certification Preferred make: Osram, Phillips, Sylvania, Thorn, material: aluminum, Shatter resistant, Instant On, Shock and vibration resistant, IP65 waterproof grade, impervious and waterproof, and its accessories .Minimum manufacturer's warranty:5years.	No	
6	Allow for supply and installation of 135W LED street Light 5000K, installation pole diameter:42mm, Input 100-277 V.A.C. 50Hz. Power:135Watts ,21892 Lumen, Certificate: UL(E485379) CE and RoHs certification Preferred make: Osram, Phillips, Sylvania, Thorn, material: aluminum, Shatter resistant, Instant On, Shock and vibration resistant, IP65 waterproof grade, impervious and waterproof, and its accessories. Minimum manufacturer's warranty:5years.	No.	
7	Allow for supply and installation of T8 LED Tube light fixture Model:OS-T8 18WATTS ,Cover: frosted Input: AC 85-265V 50Hz, Size: 4ft Power:18watts, COLD WHITE(for hall and offices)	No	
8	Allow for supply and installation of T8 LED Tube light fixture Model:OS-T8 8WATTS ,Cover: frosted Input: AC 85-265V 50Hz, Size: 2ft Power:8watts, COLD WHITE	No	
9	Allow for supply and installation of LED Tube Light Fixture (Suitable for twin LED tubes, Bi pin) Preferred Make : Philips Applicable Cap : G13 Color rendering : Cold white Complete with cover frosted Tubes,(Length without pin : 1200mm)	No	
10	Allow for supply and installation of 56" Ceiling fan, complete with regulator and installation accessories. Make: Orient	No	
11	Allow for supply and installation of LED Tube Light Fixture (Suitable for twin LED tubes, Bi pin) Preferred Make : Philips, Osram, Sylvania, thorn Applicable Cap : G13 Color rendering :	No	

	Cold white Complete with cover frosted Tubes,(Length without pin : 600mm) and its accessories		
12	Allow for supply and installation of Switch 1-gang, -1way,10 Amps flush switch for use on controlling 240Volts,50Hz lamps. Recommended type : Carl & Gilbert, Schneider , tronic, complete with deep pattress and its accessories	No	
13	Allow for supply and installation of 2-gang, -1way,10 Amps flush switch for use on controlling 240Volts,50Hz lamps. Recommended type : Carl & Gilbert, Schneider, Clipsal tronic, complete with deep pattress and its accessories	No	
14	Allow for supply and installation of 2-gang, -2way,10 Amps flush switch for use on controlling 240Volts,50Hz lamps. Recommended type : Carl & Gilbert, Schneider, Clipsal tronic, complete with deep pattress and its accessories.	No	
15	Allow for supply and installation of 3-gang, -2way,10 Amps flush switch for use on controlling 240Volts,50Hz lamps. Recommended type : Carl & Gilbert, Schneider, Clipsal tronic,complete with deep pattress and its accessories	No	
16	Allow for supply and installation of a 13 amps universal 1 gang switched socket outlet for use on 240V, 50Hz supply, with 2 convenient USB plug sockets, complete with deep pattress .Recommended type Clipsal, tronic, Carl & Gilbert , Schneider, Osram, Legrand. tronic,complete with its accessories	No	
16	Allow for supply and installation of 13 amps universal twin switched socket outlet for use on 240V, 50Hz supply, with 2 convenient USB plug sockets, complete withdeep pattress. .Recommended type Clipsal, tronic, Carl & Gilbert , Schneider, Osram, Legrand,complete with deep pattress and accessories	No	
17	Allow for supply and installation of 1 gang switched 15 amperes socket outlet, complete with top plug .Recommended make, Clipsal, tronic, Carl & Gilbert , Schneider, Osram, Legrand, tronic, complete with deep pattress and installation accessories(plastic pegs, wood screws).	No	
18	Allow for supply and installation of Cooker unit, Recommended type Clipsal, Carl & Gilbert, Schneider(for the kitchens), tronic, complete with deep pattress and installation accessories(plastic pegs, wood screws).	No	
19	Allow for supply and installation of Single compartment mini trunking(16mm by 25mm by 3metres), complete with deep pattress and installation accessories(plastic pegs, wood screws).	No	
20	Allow for supply and laying of one roll(100metres) pvc conduit wire size 2.5sq.(black)	No	
21	Allow for supply and i laying of one roll(100metres) pvc conduit wire size 2.5sq.(red)	No	
22	Allow for supply and installation of one roll(100metres) of pvc conduit wire size 2.5sq.(yellow/green)	No	

23	Allow for supply and laying of PVC copper cable ,twin with earth 2.5sq.mm. roll of 100 metres. preferred make:EAST AFRICAN , COAST OR KENWEST. complete with installation accessories(plastic pegs, wood screws).	No	
24	Allow for supply and installation of Angle lamp Holders complete with installation accessories(plastic pegs, wood screws).	No	
25	Allow for supply and installation of Straight Lamp holders complete with installation accessories(plastic pegs, wood screws).	No	
26	Allow for supply and installation of Pull Switch Light complete with installation accessories(plastic pegs, wood screws).	No	
27	Allow for supply and installation of LED Mirror Light fitting complete with installation accessories(plastic pegs, wood screws).	No	
28	Allow for supply and installation of Hanging Holders complete with 12W LED B22 bulb and installation accessories(plastic pegs, wood screws).	No	
29	Allow for supply and installation of 45Amperes double pole switch complete with deep pattress and accessories	No	
30	Allow for supply and installation of electric solid cooker plates rated at 2500W, 7.5", rapid type, 240 volts 50hz	No	
31	Allow for supply and installation of electric solid cooker plates rated at 1500W, 4" rapid type , 240 volts 50hz	No	
32	Allow for supply and installation of FLYGT,ENM-10 ,IP68 for 240Volts operation float switch	No	
33	Allow for supply and installation of twin LED Tube Light Fixture (Suitable for single LED tubes, Bi pin) Preferred Make : Philips Applicable Cap : G13 Color rendering : Cold white Complete with cover frosted Tubes,(Length without pin : 1200mm) complete with installation accessories(plastic pegs, wood screws).	No	
34	Allow for supply and installation of Wall/window axial fan(extractor). TIPO VARIO 230 VORTICE 230/9",220-240VAC,50Hz Made in Italy 26W T50, MAKE: VORTICE complete with installation accessories(rawl bolts).	No	
35	Allow for supply and installation of Wall/window axial fan(extractor). Extractor fan Make: Xpelair Model: 90012AW Rating:220-240VAC,90Watts. CAT No.GX12- complete with installation accessories(rawl bolts).	No	
36	Allow for supply and installation of Automatic Hand Dryer. Preferred Make: DETA, Cat.No.1006,240Volts,50Hz,1800Watts, Temperature fuse 141OC, drip proof. Minimum manufacturer's warranty: 3years- complete with installation accessories	No	
37	Allow for supply and installation of Ultra-fast hand dryer, hands-in type Dualflow Plus®, with brushless motor and black ABS cover. Reference: M24AB-For dispensary, complete with installation accessories(rawl bolts).- Dispensary	No	

38	<p>Allow for supply and installation of 1 pole Moulded case circuit breaker Make: ABB, Schneider, SIEMENS</p> <p>Rated uninterrupted current:5-45 Amperes, rated service voltage:415V.A.C.50Hz Rated insulation voltage:690. Test voltage at industrial frequency for 1 min.:3000 volts as per IEC 60947-2, EN 60947-2.</p> <p>Circuit breaker to be supplied complete with enclosure</p>	No	
39	<p>Allow for supply and installation of 4 pole Moulded case circuit breaker complete with padlock able facilities. Make: ABB, Schneider, SIEMENS.</p> <p>Rated uninterrupted current:200-250 Amperes, rated service voltage:415V.A.C.50Hz Rated insulation voltage:690. Test voltage at industrial frequency for 1 min.:3000 volts as per IEC 60947-2, EN 60947-2.</p> <p>Circuit breaker to be supplied complete with enclosure</p>	No	
40	<p>Allow for supply and installation of 4 pole Moulded case circuit breaker complete with padlock able facilities. Make: ABB, Schneider, SIEMENS.</p> <p>Rated uninterrupted current:300-400 Amperes, rated service voltage:415V.A.C.50Hz Rated insulation voltage:690. Test voltage at industrial frequency for 1 min.:3000 volts as per IEC 60947-2, EN 60947-2.</p> <p>Circuit breaker to be supplied complete with enclosure</p>	No	
41	<p>Allow for supply and driving of earth electrode into the ground. Size is 2'' by 3 meters long galvanized earth electrodes, c/w copper clamps, Fabrication of concrete surround and concrete cover, engrave earth pit number.</p>	No	
42	<p>Allow for supply and installation of photocell for outdoor lights, Specifications: Voltage: 120-277V.A.C. Frequency: 50Hz, Ambient light: 2-50Lux</p>	No	
43	<p>Allow for supply and installation of 1 gang blank plate, colour: white, material: plastic, BS5733</p>	No	
44	<p>Allow for supply and installation of 2 gang blank plate, colour: white, material: plastic, BS5733</p>	No	
45	<p>Allow for supply and installation of 10 amperes 1 gang 2-way Door bell switch , complete with deep Pattress</p>	No	
46	<p>Allow for supply and installation of 24hour programmable digital timer rated at 230-240v.a.c. Preferred make Schneider, ABB, SIEMENS. Complete with mounting on din rail:th35-15 (35 x 15 mm mounting rail) acc. to IEC 60715</p>	No	
47	<p>Allow for supply and installation of 0.5Kw Pedrollo PKm65 Water pump complete with plumbing fittings and electrical accessories</p>	No	
48	<p>Allow for supply and installation of 1hp(0.75Kw) Pedrollo CPm158</p>	No	

	Water pump complete with plumbing fittings and electrical accessories		
49	Carry out electrical inspection by checking the condition and testing of earth electrode , switches, house wiring, facilitate account opening and power connection Note: All works must conform to IEE REGULATIONS	No	
50	Allow for supply and installation of Crabtree Main Switch Isolator Series A 100A 240v BS 5419 AC-22.	No	
51	Allow for supply and installation of Crabtree C50 100 Amp Main Switch Disconnecter 100A Triple Pole 64986. Strictly crab tree.	No	
52	Allow for supply of material and construction of a wooden crate size 148cm(length) by 92cm(width) by 109cm(height).Material shall be 11mm softwood and timber brazing including transport.	No	
53	Allow for supply of material and construction of a wooden crate size 710cm(length) by 670cm(width) by 700cm(height) .Material shall be 11mm softwood and timber brazing including transport	No	
54	Allow for supply of material and construction of a wooden crate size 1160cm(length) by 790cm(width) by 1070cm(height). Material shall be 11mm softwood and timber brazing including transport	No	
55	Allow for supply of material and construction of a wooden crate size 41cm(length) by 26cm(width) by 26cm(height). Material shall be 11mm softwood and timber brazing including transport	No	

Tenderers Signature:

Date and Stamp:

ITEM	CATEGORY	HOURLY RATES (Kshs.)	No. AVAILABLE FOR HIRE
		NORMAL WORK HOURS	
1	Ungraded artisan(Helper)		
2	Instrumentation Technician		
3	Fitter GGT.I		
	Fitter GGT.II		
	Fitter GGT.III		
4	Instrumentation Supervisor		
5	Instrumentation Engineer		

PRICING SCHEDULE – FOR LOT 3 INSTRUMENTATION WORKS

PART A

	TOTAL PRICE (A)	
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Signature: Date & Stamp:

PART B

ITEM	TOOLS/EQUIPMENT DESCRIPTION	CAPACITY	RATES (Kshs.)		No. AVAILABLE FOR HIRE
			Running Time (Per hr.)	Standby Time (Per hr.)	
1	HART Communicator (Intrinsically safe)	COMPLETE SET			
2	OTDR Tester (intrinsically safe)	COMPLETE SET			
3	Fibre optic splicing machine	COMPLETE SET			
4	Hydraulic Cable drum jack	UPTO 5T			
5	Insulation Resistance tester (Megger, Fluke or equivalent)	1 KV			
6	Electric Drilling machine	COMPLETE SET			
7	Digital Cable fault	COMPLETE			

	locator	SET			
8	Engraving Machine	COMPLETE SET			
TOTAL PRICE FOR (RUNNING)				NA	

TOTAL PRICE IN KSH. INCLUSIVE OF 16% VAT, FOR LOT 3, INSTRUMENTATION - (A+B):

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(THIS FIGURE TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 3)

Signature: Date & Stamp:

PRICING SCHEDULE/RATES FOR SELLECTED ROUTINE MAINTENANCE AND INSTALLATION WORKS FOR LOT 3 INSTRUMENTATION

Underground cable laying.

Instruments signal Cabling (500V- 1000V)

Item No	Cores/ Size Sq.mm	Cost of cable Laying per Meter [Kshs]
1	40x2.5	
2	40x1.5	
3	20x2.5	
4	20x1.5	
5	10x2.5	

6	10x1.5	
7	7x2.5	
8	7x1.5	
9	4x2.5	
10	4x1.5	
11	2x2.5	
12	2X1.5	

Telephone cable laying.

Item No.	Cores/Size Sq.mm	Cost of cable Laying per Meter [Kshs]
1	100x0.5	
2	80x0.5	
3	60x0.5	
4	40x0.5	
5	20x0.5	
6	16x0.5	

7	10x0.5	
8	8x0.5	
9	6x0.5	
10	4x0.5	

PRICING SCHEDULE – FOR LOT 1 MECHANICAL WORKS

PART A

ITEM	CATEGORY	HOURLY RATES (KShs.)	No. AVAILABLE FOR HIRE
		NORMAL WORK HOURS	
1	Mechanical Technician (GGTI/KNEC DIPLOMA)		
2	General Fitter I		
	General Fitter Grade.II		
	General Fitter Grade.III		
3	6G Welder		
	5G Welder		
	3G Welder		

	2G Welder		
4	Auto Electrician Grade.I		
	Auto Electrician Grade.II		
	Auto Electrician Grade.III		
5	Motor vehicle mechanic		
6	Machinist		
7	NDT Technician level I		
8	NDT Technician Level II		
9	Fire watcher/standby person		

Others

9	Grinder person		
10	Authorized job performer (AJP)		
11	Ungraded Artisan		
12	Stores Clerk		
13	Crane Driver		
14	Tractor Driver		
15	Truck Driver		
16	Forklift Driver		
17	Supervisor/Foreman		
18	Engineer		
TOTAL PRICE A (HOURLY RATES)			

Factor for:

1. Normal overtime 150%

2. Special overtime 200%

Signature:

Date and Stamp:

PRICING SCHEDULE – FOR LOT 1 MECHANICAL

PART B

ITEM	TOOLS/EQUIPMENT DESCRIPTION	CAPACITY	RATES (KShs.)		No. Available for hire
			Running Time (Per hour)	Standby Time (Per hour)	
1	Electric welding machine complete with cables and accessories.	100A TO 400A			
2	Diesel powered, mobile welding machine with ail accessories.	100A TO 400A			
3	TIG welding machine with ail accessories.	100A TO 400A			
4	Oxy-acetylene set	SET			

5	stress relieving machine	1100*C			
6	Portable pneumatic drilling machine	Heavy duty up 25 mm shank			
7	Portable electric grinding machine	Heavy duty up 25 mm shank			
8	Portable electric extractor fan/ventilator	75KW			
		15KW			
		20KW			
9	Mobile air compressors	Up to 125			
		125 – 250			
		250 - 450			
10	Mobile Crane	Up to 50T			
		80T			
		100T			
11	Tirfors (Indicate Sizes)	a.			
		b.			
		c.			
12	Torque Wrenches (Indicate Sizes)	a.			
		b.			
		c.			
13	Pneumatic Wrenches (Indicate Sizes)	a.			
		b.			
		c.			
14	Tractor				
15	Lorry Crane	7 T			
		3T			

16	Industrial Vacuum Cleaners (Indicate Sizes)	a.			
		b.			
		c.			
17	High Pressure Washer	75KW			
		15KW			
18	Sludge pump	Crawler			
		Pneumatics			
19	Water pump				
20	Diesel Pump				
21	Hydro- test pump	Electric/ diesel			
		Manual			
22	Sky Climber	pneumatic			
		Manual			
23	DFT Machine				
24	Vacuum box				
25	Airless Spray machines				
26	Blasting pot				
27	Holiday Test Detector	WET			
		Dry (Ring/Brush)			
TOTAL PRICE B (RUNNING)					NA

TOTAL PRICE IN KSH. INCLUSIVE OF 16% VAT, FOR LOT 4, MECHANICAL - (A+B):

.....
.....

(THIS FIGURE TO BE TRANSFERRED TO THE FORM OF TENDER FOR LOT 4

Signature: **Date & Stamp:**

PRICING SCHEDULE/RATES FOR SELECTED ROUTINE MAINTENANCE WORKS

Surface preparation and Painting.

System No.	Temp °C	Surface Preparation	Paint System	Rate Kshs./M ²
1	0-90	Blasted to ISO 8501 Sa 2 ^{1/2}	Epoxy Mastic Aluminum 2x150 microns or approved equivalent	
			Aliphatic Polyurethane 1x 50 microns or approved equivalent	
2	0-90	Hand Prepared	Epoxy Mastic Aluminum 2x150 microns or approved equivalent	
			Aliphatic Polyurethane 1x 50 microns or approved equivalent	
3	0-200	Hand prepared ISO 8501 st.3	Zinc Phosphate Pigmented Alkyd 1x50 microns or approved equivalent	
			Alkyd undercoat 1x50 microns or approved equivalent	
			Alkyd Aluminum 1x40 microns or approved equivalent	
4	0-200	Hand prepared ISO 8501 st.3	Epoxy primer,250Microns High build Epoxy topcoat as pigment,250microns	
5	0-100	Blasted to ISO 8501 Sa 2 ^{1/2}	Zinc rich Epoxy 1x50 Microns or approved equivalent	
			High build Epoxy mastic 1x200 microns or approved equivalent	
			Aliphatic Polyurethane 1x50 microns or approved equivalent	
			Silicon Aluminum 1x25 microns or approved equivalent	

PIPELINES/VESSELS

No.	Size	Spading and De-spading as per D.E.P Kshs. per piece	All Preparation And Welding as Per API 1104 Kshs. Per Joint	Price per LM (Kshs)					
				Paint System No. (see Table 1)					
				1	2	3	4	5	
1	1/2"- 2"								
2	3"-5"								
3	6"								
4	8"								
5	12"								
6	16"								
7	18"								
8	20"								
9	24"								
Boiler Tubes									
10	31.8mm	N/A		N/A	N/A	N/A	N/A	N/A	
11	63.5mm	N/A		N/A	N/A	N/A	N/A	N/A	
12	76mm	N/A		N/A	N/A	N/A	N/A	N/A	
Other Equipment									
13	Vessels	Painting Per Square M					N/A	N/A	

FLANGED VALVES

Item No.	Size	Removal and installation (Kshs). General/Relief Valves
1	½"- 1 ½"	
2	2" – 5"	
3	6" – 8"	
4	10"	
5	12" – 18"	
6	20" – 24"	

WELDED VALVES/FITTINGS

Item No.	Size	Valve "V" Kshs. Per Pc	Branch Nipple "BN" Kshs. Per Pc	Nozzles with Reinforcement pad "NR" Kshs. Per Pc	Nozzles without Reinforcement pad "NW" Kshs. Per Pc	Bending of elbow "BE" Kshs. Per Pc
1	½"- 2"					
2	3" – 5"					
3	6"					
4	8"					
5	12"					
6	16"					
7	18"					
8	20"					
9	24"					

HYDROTEST

Item No.	Pipe Size Ranges	No. of blinds/ Spade points	Test Pressure (in Barg)	Amount Lump Sum per Test Kshs.
1	½”- 1 ½”	< 5	0-20	
2			21-40	
3			41-80	
4		> 5	0-20	
5			21-40	
6			41-80	
7	2” – 4”	< 5	0-20	
8			21-40	
9			41-80	
10		> 5	0-20	
11			21-40	
12			41-80	
13	6” – 10”	< 5	0-20	
14			21-40	
15			41-80	
16		> 5	0-20	
17			21-40	
18			41-80	
19	12” – 20”	< 5	0-20	
20			21-40	
21			41-80	
22		> 5	0-20	
23			21-40	
24			41-80	

NON-DESTRUCTIVE TESTS

Item No.	Size	Radiography Test "RT" Kshs Per Joint	Dye Penetrant Test "DPT" Kshs Per Joint	Magnetic Particles Test "MPI" Kshs Per Joint	Holiday Test Kshs (Per Linear Meter/M²)
1	2" and less				
2	3"				
3	4"				
4	6"				
5	8"				
6	10"				
7	12"				
8	14"				
9	16"				
10	18"				
11	20"				
12	24"				
13	Plate				
14	Spot "RT" 10x40 film		N/A	N/A	N/A
15	Spot "RT" 10x24 film		N/A	N/A	N/A

NON- DESTRUCTIVE TESTS

Note: Requirements of Firms eligible to carry out Radiography at KPRL.

1. Must be compliant with KPRL radiation safety requirements
2. Must be registered and licensed by the Radiation Protection Board a department in the Ministry of Health.
3. Carry out radiography in accordance with the international standard ASME V Article 2 latest edition.
4. Radiographers must be ASNT Level II ISO 9712 or equivalent or be under the direct supervision of a level II radiographer.
5. Radiographers must be Monitored members of the Radiation Protection Board.
6. Radiographs must be submitted for review to KPRL inspection department not more than 24 Hours after exposure and processing.

PRICING SCHEDULE/RATES FOR STATUTORY INSPECTION OF MANUAL LIFTING EQUIPMENTS AND AIR RECEIVER VESSELS **STATUTORY INSPECTION OF MANUAL LIFTING EQUIPMENTS**

No	Equipment	Description/Capacity/Rating	Quantity	BIDDERS RATES (KSH)
1	Manual Chain /Block	Less than 1 T	1	
2	Manual Chain /Block	Less than 5 tons	1	
3	Herbert Morris Gantry Crane with drum hoist on 54m double rail track	5T	1	
4	Single Girder Gantry Crane with trolley & 0.5T Chain Block	2T	1	
5	Eye bolts: Ranging from (5/6"- M16)	0.1T-2T	1	
		>2T	1	
6	40M WIRE ROPE towing winch	0.5T	1	
7	Wire rope: Ranging from (0.52"-1.54"x 3ft-23ft)	3ft-10ft	1	
		10ft-23ft	1	
8	Dee shackle: Ranging from (5/8"- 9 ¼")	0.5T-10T	1	
		>10T	1	
9	Air receiver	Small Below 2000 litres	1	
10	Air receiver	Large Above 2000 litres.	1	
11	Power operated Mobile lifting plant (fork lifts)	Less than 5 tons	1	
12	Horizontal steam Boilers	Less than 2 T	1	
13	Horizontal steam Boiler	Below 5 T	1	
14	Small manual lifting machines. Overhead runway	Below 5 T	1	

	beam			
--	------	--	--	--

NOTE: The Bidder shall provide and meet the following requirements for statutory inspection

1. An approved resource person(s) as certified for section 64, 65, 67 and 69 as per the OSH Act 2007 part VII. The approved government Inspector(s) shall meet the following specifications
 - Be a plant examiner(s) duly approved by the Directorate of Occupational Health and Safety Services (DOHSS) to carryout statutory inspection of Steam Boilers, lifting equipment and air receiver's as per the OSHA act 2007, part VII. A valid practicing license must be provided.
 - Shall comply with the requirements of and be in accordance to THE OCCUPATIONAL SAFETY AND HEALTH ACT, 2007.
2. A detailed report shall be issued in standard format as per audit plan highlighting the audit activities to be undertaken for the entire audit period
3. A summary report and recommendations shall be issued to capture all the inspection findings.
4. Two hard copies of the reports shall be issued.
5. ONE hard copy report shall be filed with OSHS Director within 30 days following inspection.

1. Method Statement (REFER TO SCOPE OF WORKS)

[Procuring Entity shall provide main features of the expected method of carrying out the contract, including indicating the material, personnel and equipment inputs].

4. OTHERS – TIME SCHEDULE

(to be used by Tenderer when alternative Time for Completion is invited in ITT 14.2)

5. NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.]

[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]

- 1) For the attention of Tenderer's Authorized Representative Name:*[insert Authorized Representative's name]*
 Address:*[insert Authorized Representative's Address]*

 Telephone numbers:*[insert Authorized Representative's telephone/fax numbers]*

 Email Address:*[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATEOFTRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time) **Procuring Entity:***[insert the name of the Procuring Entity]*

Contract title:*[insert the name of the contract]*

ITT No:*[insert ITT reference number from Procurement Plan].*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- α) Request a debriefing in relation to the evaluation of your Tender, and/or
- β) Submit a Procurement-related Complaint in relation to the decision to award the contract.

(i) The successful Tenderer

Name:	<i>[insert name of successful Tenderer]</i>
Address:	<i>[insert address of the successful Tenderer]</i>
Contract price:	<i>[insert contract price of the successful Tender]</i>

(ii) Other Tenderers [INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as readout.]

Name of Tenderer	Tender price	Evaluated Tender price (if applicable)
<i>[insert name]</i>	<i>[insert Tender price]</i>	<i>[insert evaluated price]</i>

[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]
[insert name]	[insert Tender price]	[insert evaluated price]

2) How to request a debriefing.

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:[insert full name of person, if applicable]

Title/position:[insert title/position]

Agency:[insert name of Procuring Entity]

Email address:[insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

3) How to make a complaint?

Period: Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention: [insert full name of person, if applicable]

Title/position:[insert title/position]

Agency: [insert name of Procuring Entity]

Email address: [insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint

challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke or info@ppra.go.ke)

4) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time).

The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you

have any questions regarding this Notification please don't hesitate to

contact us. On behalf of the Procuring Entity:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

Email: _____

2 Request for Review

FORM FOR REVIEW (r.203(1))

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 ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

I/We....., the above named Applicant(s), of address: Physical address..... P. O. Box 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.

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

- 1.
- 2.

SIGNED (Applicant) Dated on..... day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED
Board Secretary

3 LETTER OF AWARD

[Form head paper of the Procuring Entity] [date] To:[name and address of the Service Provider]

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of *[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is hereby accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Attachment: Contract

4 FORM OF CONTRACT [Form head paper of the Procuring Entity]

LUMP-SUMREMUNERATION

This CONTRACT (herein after called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (herein after called the “Procuring Entity”) and, on the other hand, [name of Service Provider] (herein after called the “Service Provider”).

[*Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows: “... (herein after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Service Provider's obligations under this Contract, namely, [name of Service Provider] and [name of Service Provider] (herein after called the “Service Provider”).*]

WHEREAS

- α) the Procuring Entity has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (herein after called the “Services”);
- β) the Service Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - α) The Form of Acceptance;
 - β) The Service Provider's Tender
 - γ) The Special Conditions of Contract;
 - δ) The General Conditions of Contract;
 - ε) The Specifications and the Priced Activity Schedule; and
 - φ) The following Appendices: [*Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.*]

Appendix A: Description of the
 Services Appendix B: Schedule of
 Payments Appendix C:
 Subcontractors Appendix D:
 Breakdown of Contract Price

2. The mutual rights and obligations of the Procuring Entity and the Service Provider shall be as set forth in the Contract, in particular:
 - α) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - β) The Procuring Entity shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of [name of Procuring

Entity] [Authorized Representative]

For and on behalf of *[name of Service*

Provider] [Authorized Representative]

[Note: If the Service Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Service Provider

[name of member]

[Authorized

[name of

Representative]

*[Authorized
Representative]*

PART II – PROCURING ENTITY'S REQUIREMENTS

Detailed Scope

1. The contractor shall provide manpower, transport, tools and/or equipment for the agreed duration under the terms contained in this contract. The rates thus agreed upon shall remain fixed for a period of three years.
2. This Contract does not under any circumstances abrogate the right of KPRL to enter into any similar agreement with third party that KPRL may seem suitable.
3. The contract period commences on 1ST JANUARY 2024 and runs up to 31ST DECEMBER 2026 unless a review is done before the expiry of this date.
4. The contractor shall make available manpower and equipment under the categories listed upon request by KPRL's supervisor or engineer over the duration agreed.
5. The contractor shall provide his men with basic personal protective equipment (PPE), and shall maintain such PPE in good condition.
 - 5.1. Clean oil-free cotton overalls
 - 5.2. Safety shoes.
 - 5.3. Safety goggles.
 - 5.4. Hand gloves-leather and cloth type.
 - 5.5. Ear muffs/plugs.
 - 5.6. Helmet.
6. It is the responsibility of the contractor to ensure that all contractors are fully conversant with KPRL's safety requirements, permit to work systems and general KPRL regulation regarding the work place.
7. The contractor shall ensure that all persons offered for hire are suitable for the work in all aspects and particularly as regards to:

7.1. Educational and Professional Training

Personnel hired out to the refinery must possess the appropriate technical qualifications and adequate experience. The following standard of qualifications will apply for Engineers, Supervisors, Technicians and fitters in all trades except for welders; -

7.1.1. ENGINEER

BSC/BTEC/HND holder or Equivalent in Engineering with relevant academic qualifications and technical knowledge with 10 years' work experience preferably in petroleum industry.

7.1.2. SUPERVISOR /FOREMAN.

KNEC Diploma in either of the engineering options with 5 years' experience in the Petroleum Industry.

Or

- GGT1 Certificate with 8 years' experience in the Petroleum Industry preferably at KPRL.

Or

- 10 years ON JOB Training with practical experience in the Petroleum Industry preferably at KPRL.

7.1.3. TECHNICIAN

- i. Mechanical/Electrical/Instrumentation Technician or relevant engineering option with the following qualifications.

- KNEC Diploma in either of the engineering options with 2 years' experience in the Petroleum Industry.

Or

- GGT1 Certificate in either of the engineering options with 4 years' and above experience in the Petroleum industry preferably at KPC /KPRL.

ASNT level II or equivalent in any of the applicable required NDT methods.

- i) UT
- ii) RT
- iii) MPI
- iv) DPI

And avail evidence of training qualification, certification and current utilization received in any of the NDT methods endorsed by **a Level III Personnel.**

7.1.4. FITTERS

- I. Government grade test i

- GGT I Certificate with 3 years' experience in the Petroleum Industry.

Or

- GGT III Certificate with 4 years 'and above experience in the Petroleum Industry.

Or

- 8 years ON JOB training and practical experience in the Petroleum Industry preferably at KPC /KPRL.

- II. Government grade test ii

- GGT II Certificate with 2 years' experience in the Petroleum Industry.
Or
- GGT III Certificate with 4 years' experience in the Petroleum Industry.
Or
- 6 years ON JOB training and practical experience in the Petroleum Industry preferably at KPC /KPRL.

III. Government grade test iii

- GGT III Certificate and 2 years' experience in the Petroleum Industry.
Or
- 4years ON JOB training with practical experience in the Petroleum Industry preferably at at KPC/KPRL.

7.1.5. WELDERS

- A qualified welder from any of the following
6G, 5G, 3G and 2G,

Note: All welders will be re-examined by the KPRL/KPC Inspection department before being allowed to carry out any task.

FOR LOT 1: MECHANICAL WORKS

TOOL KIT FOR MECHANICAL/PIPE FITTERS, WELDERS AND MACHINISTS

Type of tools	Sizes in metric	Sizes in imperial	
Ringspanners (set 8 – 32) mm	8 X 9	1.3/16	* 1.5/16AF
Ringspanners (set 8 – 32 mm)	10 X11	7/8	* 13/16 AF
	12 X 13	3/4	* 5/8 AF
Open spanners (SET 8 – 32 MM)	14 X 15	½	* 9/16AF
	16 X 17	9/16	* 5/8 AF
	18 X 19	7/16	* 1/2 AF
	20 X 22	5/16	* 1/4 AF
	21 X 23	5/16	* 3/8 AF
	24 X 26		
	25 X 28		
	27 X 29		
	30 X 32		
	27 X 32		
Fix spanners		8 X 9	
	10 X11		
	12 X 13		
	14 X 15		
	16 X 17		
	18 X 19		
	20 X 22		
	21 X 23		
	24 X 26		
	25 X 28		
	27 X 29		
	30 X 32		
	27 X 32		
TOOLS		SIZES	
Flogging Spanners (Indicate Sizes)			
B.....		A-----	
C.....			
Hammers		1 LB ball pein	
		2 LB Luap (Brass)	
		2 LB ball pein	

Hacksaws	12" eclipse
Screw drivers Pliers Files and handles	6 " junior
	8"
	4"
	12" Round file 1st cut
	12" Round file 3rd cut
	12" Triangular file 1st cut
	12" Triangular file 3rd cut
	12" Flat file 1st cut
	12" Half Round file 1st cut
	12" Half Round file 3rd cut
Measuring tools	Venire Caliper (Inside/Outside)
	3 * Tape measure.
Miscellaneous	
Centre Punch	
Chisel flat cross cut	
6" 3 – square scraper	
Scriber double ended	
Set of Allen Keys Metric	
Set of Allen Keys Imperial	
4" pocket knife	
Hand Drill capacity 8 mm	
Wire brush	

FOR LOT 2 & 3, ELECTRICAL & INSTRUMENTS

TOOL KIT FOR ELECTRICAL AND INSTRUMENTATION TECHNICIANS

ITEM	TOOLS/EQUIPMENT DESCRIPTION	CAPACITY OR SIZE
1	Digital Multi meter intrinsically safe type	
2	Long nose pliers	
3	Set of Allen Keys British	
4	Set of Allen Keys Metric	
5	6"Steel rule	
6	Set of Needle files	
7	Spring tape rule 10"/3ft	
8	Hacksaw	Junior
		12"
		8"

9	pipe wrench	10"
		18"
		24"
10	Pair of tweezers	
11	Watch makers screw drivers	

12	Screw driver	a. 4"
		b. 6"
		c.
		d.
13	Pair side cutter pliers	
14	Pair combination pliers	
15	1/8 4 star screw driver	
16	3/16 6 star screw driver	
17	8/10 star screw driver	
18	4 inch adjustable spanner	
19	6 inch adjustable spanner	
20	8 inch adjustable spanner	
21	10 inch adjustable spanner	
22	Neon screw driver 10-500V	
23	B.A. open spanners	
24	A.F. ring spanners 3/8	

Type of tools	Sizes in metric	Sizes in imperial	
A.F. ring spanners 3/8 – 1			
¼ 5/16 whit worth O.E. spanner			
A.F. open end spanners 3/8-1			
Pointer remover			
Tool bag			
Equalizer key			
Ring spanners 6-22mm			
Box spanners 6-22mm			
Handy socket spanners ¼ inch drive.			

BA open end spanners			
”	8 X 9		
”	10 X 11		
”	12 X 13		
”	14 X 15		
”	16 X 17		
”	18 X 19		
”	20 X 22		
”	21 X 23		
”	24 X 26		
”	25 X 28		
”	27 X 29		
”	30 X 32		
”	27 X 32		

TOOLS	SIZES
Hammers	1 LB ball pein
	2 LB Luap (Brass)
	2 LB ball pein
Hacksaws	12” eclipse
	6 “ junior
Screw drivers	8”
	4”
Pliers	Combination
Files and handles	12” Round file 1 st cut
	12” Round file 3 rd cut
	12” Triangular file 1 st cut
	12” Triangular file 3 rd cut
	12” Flat file 1 st cut
	12” Half Round file 1 st cut
	12” Half Round file 3 rd cut
	12” Rectangular file 1 st cut
	12” Rectangular file 3 rd cut
Measuring tools	Venire Caliper (Inside/Outside)
	3 * Tape measure.
Miscellaneous	
Centre Punch	
Chisel flat cross cut	
6” 3 – square scraper	
Scriber double ended	
Set of Allen Keys Metric	
Set of Allen Keys Imperial	
4” pocket knife	
Hand Drill capacity 8 mm	
Wire brush	
Tool box	
Canvas bag	
Brass Padlock.	
Spirit Level.	

7.2. Language

Contractor workforce must be literate in both English and Kiswahili. In particular, all foremen, AJP's, Supervisors or Team leaders must be able to read and interpret all technical drawings, specifications, permits for work and to communicate verbally and in writing.

8. The contractor will be required to produce proof of qualification of all his personnel. The contractor shall be obliged to present such proof when requested. Any of the under listed documents would be considered adequate:

- 8.1. Relevant Formal training certificates.
- 8.2. Letter of accreditation.
- 8.3. Driving license (for truck, crane, tractor drivers etc.)
- 8.4. Academic qualifications.

9. The contractor shall on award of the contract, submit a list of all persons in each grade who are available for approval and registration. KPC/KPRL shall open register of skilled personnel. The persons so approved shall be the only authorized personnel to be hired out to KPC/KPRL at all times, until the register is reviewed.
10. The contractor shall ensure that all personnel hired out to KPC/KPRL are adequately equipped with basic tools of their trade, which shall include a suitable tool bag carrying tools safely. A list of the basic tools for each trade is attached at the end of section v
11. Where an individual proves to be unsuitable for the work at hand, the contractor shall provide a replacement without undue delay and at his own expense. KPC/KPRL shall not reimburse the contractor costs for unsuitable individuals.
12. The contractor shall maintain a time sheet for every man hired and shall submit the same at the end of each week to the concerned KPC/KPRL site contact man for approval and processing.
13. The contractor shall ensure that all personnel for hire to KPC/KPRL are well a versed on our permit to work system. In particular no work must be started before full clearance is given by a safety certificates, fire permits or clearance certificate.
14. Equipment shall be hired out to KPRL at agreed rates as specified in schedule III, Part B. The hire period shall be from minimum of 1 hour to any length of time agreeable to both parties.
15. The contractor shall ensure that all equipment for hire is in good operating and safe condition. Where equipment fails it shall be deemed to be immediately off hire. It shall be upon the contractor to ensure that the equipment is replaced as soon as is practicable but in any case not more than four (4) hours for notification.
16. Where machine/plant is hired, e.g. air compressors, diesel driven welding machine, fork lift etc. They shall be supplied with a full fuel tank if the hire period is in excess of 8 hours. Also additional fuel for top as may be required from time to time. The contractor shall provide all routine maintenance and materials as well, e.g. oils, grease, filters and other spare parts for the period the equipment is on hire to KPRL.
17. All mobile machines, welding machines and equipment for hire to KPRL shall be presented to the Manager Instrument and Electrical Engineering and Manager Mechanical Engineering for Inspection and certification prior to the entry into the refinery premises.
18. For specialized equipment KPRL may hire equipment and operator. In such circumstances, the contractor shall include rates for the operator in pricing Schedule, Part A, under row marked 'Others'. However, for specific equipment such as trucks, forklifts, Lorry cranes and mobile cranes, the cost of operator shall be included in the equipment hire rates.
19. All hoisting equipment presented for hire to KPRL shall have valid statutory inspection certificates, which shall be produced for sighting to KPRL supervisor who shall authorize entry of equipment to the refinery premises. Copies of certificates will be produced to KPRL for filling.
20. The Contractor is advised to acquaint to the following KPRL policies which must be adhered to by all persons working in the Refinery premises:

20.1 KPC/KPRL alcohol testing policy. This requires that all persons both employees and visitors must undergo alcohol test and if found above allowed limit will be denied access.

20.2 KPC/KPRL smoking policy. Smoking is only allowed in designated smoking zones. Currently the only smoking area is next to KPRL reception at the main entrance

21. Safety.

As a minimum, the contractor will be required to do the following: -

21.1. All contractors must attend a ‘**Safety Induction Course**’ before they are allowed to work in the refinery. Time spent on the induction and other safety and technical courses will be for contractors account.

21.2. Undertake to participate fully in the SAWA and Near Miss reporting and incident Investigation.

21.3. Undertake to ensure all persons coming into the Refinery will undergo basic training on the Refinery safety regulations, hazards, and safety requirements prior to their being allowed at any worksite.

21.4. Undertake to adopt and disseminate the KPC/KPRL cardinal safety rules to all his personnel and ensure compliance.

22. Emergencies

In the event of an injury involving contractor personnel, all due action shall be taken as demanded by the situation and as far as KPC’s facilities allow. KPC/KPRL will meet the cost of first aid at KPC/KPRL dispensary but thereafter the contractor shall assume full responsibility for treatment of their personnel. In this regard the contractor shall submit the names and telephone contact numbers for key senior people who can be contacted and also who have authority to assume full responsibility.

23. Hours of Work

The contractor shall ensure that all personnel on hire to KPC/KPRL observe strictly KPC’s working hours, which currently are as follows;

Normal: Monday to Friday 0700 – 1200 Hours /1300 – 1700 Hours

Due to the continuous nature of KPRL operations, a contractor may be required from time to time to provide manpower during” silent” hours i.e. at night, weekend or public holidays.

24. Provision of Equipment

For equipment that may already be accommodated within KPRL premises, i.e. from in house contractor, or from contractor already sited within the premises, the period of hire starts when receipt is formally acknowledged by KPRL representative. This need not be in writing.

This provision shall cover all cranes, forklifts, chain hoists, pneumatic/electric winches, lifting chains, wire ropes and polyester slings, Tirlors, eye bolts, and shackles.

Where equipment is on hire and used at other times, the chargeable time shall be actual hour’s equipment is in use.

25. Security of Contractors Property

The Contractor shall be fully responsible for the maintenance and security of his equipment on KPC/KPRL property. KPC/KPRL will not accept any liability for damage or loss of property/equipment incurred within KPRL premises.

26. Security of KPC/KPRL property

The contractor must return any tools or equipment borrowed from KPC/KPRL workshop, failure to which it shall be construed theft and wrongful possession. Further, the act of stealing company property is against laid down rules and culprits among contractor personnel shall be arraigned for legal action.

27. Pricing Schedule.

27.1. The amount specified in the pricing schedule shall be the full and complete compensation to the contractor for the work. The rates specified shall be fixed for the contract duration or extension thereof. All rates shall be based on the contractor's anticipated costs for providing the manpower and equipment specified in the scope of work and specification – Schedule II.

27.2. The rates in respect of the services provided by the contractor pursuant to Schedule II scope of work and specification shall be fully inclusive of but not limited to wages, insurance, pension, toolkits, personal protective equipment, overheads, management, administration services and all other personnel costs of whatever nature.

27.3. In case that the company instructs, during the progress of the work, variation changes or amendments to the scope of work and specifications, these will be dealt with in accordance with the general conditions of contract.

27.4. The contractor shall provide rates for each category of manpower indicating the appropriate grade/status of the personnel concerned in their respective trades.

27.5. Under the equipment hire table B, the contractor shall indicate the capacities of the available equipment for hire, as well as the number available.

27.6 The contractor shall indicate the unit of the rates, i.e. KShs per day etc with item availed for hire.

27.7 Under normal circumstances, chargeable time shall be 9 working hours per day.

27.8. All prices shall be exclusive of value added tax.

SECTION VII - ACTIVITY SCHEDULE

Objectives

The objectives of the Activity Schedule are:-

- (α) to provide sufficient information on the quantities of Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- (β) when a Contract has been entered into, to provide a priced Activity Schedule for use in the periodic valuation of Services executed.

In order to attain these objectives, Services should be itemized in the Activity Schedule insufficient detail to distinguish between the different classes of Services, or between Services of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Activity Schedule should be as simple and brief as possible.

Day work Schedule

A Day work Schedule should be included only if the probability of unforeseen work, outside the items included in the Activity Schedule, is high. To facilitate checking by the Procuring Entity of the realism of rates quoted by the Tenderers, the Day work Schedule should normally comprise the following:

- α) A list of the various classes of Services, labor, materials, and plant for which basic day work rates or prices are to be inserted by the Tenderer, together with a statement of the conditions under which the Service Provider will be paid for services delivered on a day work basis.
- β) Nominal quantities for each item of Day work, to be priced by each Tenderer at Day work rates as Tender. The rate to be entered by the Tenderer against each basic Day work item should include the Service Provider's profit, overheads, supervision, and other charges.

Provisional Sums

The estimated cost of specialized services to be carried out, or of special goods to be supplied, by other Service Providers should be indicated in the relevant part of the Activity Schedule as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized Service Providers. To provide an element of competition among the Tenderers in respect of any facilities, amenities, attendance, etc., to be provided by the successful Tenderer as prime Service Provider for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Activity Schedule inviting the Tenderer to quote a sum for such amenities, facilities, attendance, etc.

These Notes for Preparing an Activity Schedule are intended only as information for the Procuring Entity or the person drafting the tendering document. They should not be included in the final documents.

PERFORMANCE SPECIFICATIONS AND DRAWINGS

(Describe Out puts and Performances, rather than Inputs, wherever

possible) Notes on Specifications

A set of precise and clear specifications is a prerequisite for Tenderers to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Tenders. In the context of international competitive Tendering, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Tenders be ensured, and the subsequent task of Tender evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Services be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is encouraged. Most specifications are normally written specially by the Procuring Entity to suit the Contract in hand. There is no standard set of Specifications for universal application in all sectors, but there are established principles and practices, which are reflected in this document

There are considerable advantages in standardizing General Specifications for repetitive Services in recognized public sectors, such as education, health, sanitation, social and urban housing, roads, ports, railways, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in the provision of Services, although not necessarily to be used in a particular Services Contract. Deletions or addenda should then adapt the General Specifications to the particular Services.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, Services, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of Kenya or other standards, the specifications should state that goods, materials, Services and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable.

If technical alternatives for parts of the Services are permitted in the tendering document, these parts shall be described in this Section.

These Notes for Preparing Specifications are intended only as information for the Procuring Entity or the person drafting the tendering document.

SECTION VIII - GENERAL CONDITIONS OF CONTRACT

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- α) The Adjudicator is the person appointed jointly by the Procuring Entity and the Service Provider to resolve disputes in the first instance, as provided for in Sub-Clause 8.2 hereunder.
- β) “Activity Schedule” is the priced and completed list of items of Services to be performed by the Service Provider forming part of his Tender;
- δ) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Procuring Entity
- ε) “Contract” means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- φ) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;
- γ) “Day works” means varied work inputs subject to payment on a time basis for the Service Provider's employees and equipment, in addition to payments for associated materials and administration.
- η) “Procuring Entity” means the Procuring Entity or party who employs the Service Provider
- ι) “Foreign Currency” means any currency other than the currency of Kenya;
- φ) “GCC” means these General Conditions of Contract;
- κ) “Government” means the Government of Kenya;
- λ) “Local Currency” means Kenya shilling;
- μ) “Member,” in case the Service Provider consist of a joint venture of more than one entity, means any of these entities; “Members” means all these entities, and “Member in Charge” means the entity specified in the SC to act on their behalf in exercising all the Service Provider' rights and obligations towards the Procuring Entity under this Contract;
- ν) “Party” means the Procuring Entity or the Service Provider, as the case may be, and “Parties” means both of them;
- ο) “Personnel” means persons hired by the Service Provider or by any Subcontractor as employees and assigned to the performance of the Services or any part thereof;
- π) “Service Provider” is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- θ) “Service Provider's Tender” means the completed Tendering Document submitted by the Service Provider to the Procuring Entity
- ρ) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- σ) “Specifications” means the specifications of the service included in the Tendering Document submitted by the Service Provider to the Procuring Entity
- τ) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Specifications and Schedule of Activities included in the Service Provider's Tender.
- υ) “Subcontractor” means any entity to which the Service Provider subcontracts any part of the Services in accordance with the provisions of Sub-Clauses 3.5 and 4;

- Ⓜ) “Public Procurement Regulatory Authority (PPRA)” shall mean the Government Agency responsible for oversight of public procurement.
- Ⓦ) “Project Manager” shall the person appointed by the Procuring Entity to act as the Project Manager for the purposes of the Contract and named in the Particular Conditions of Contract, or other person appointed from time to time by the Procuring Entity and notified to the Contractor.
- Ⓝ) “Notice of Dissatisfaction” means the notice given by either Party to the other indicating its dissatisfaction and intention to commence arbitration.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Service Provider may be taken or executed by the officials **specified in the SCC**.

1.6 B Framework Agreement

1.6.1 The Parties shall enter into a Framework Agreement within 28 days after the Contractor(s) receives the Letter of Acceptance, unless the Particular Conditions establish otherwise. The Framework Agreement shall be based upon FORM No. 3 – FRAMEWORK AGREEMENT annexed to the Particular Conditions of Contract. The costs of stamp duties and similar charges (if any) imposed by law in connection with entry into the Framework Agreement shall be borne by the Procuring Entity.

1.6.2 The Framework Agreement establishes the terms and conditions that will govern the contract awarded during the term of the Framework Agreement. The Framework Agreement establishes for the procurement works by package as and when required, over the specified period of time. The Framework Agreement does not commit a Procuring Entity to procure, nor a firm to supply. The Framework Agreement allows the Procuring Entity to call the Contractor to commence the works on a particular package in a specified location within the duration of the agreement.

1.6.3 This Framework Agreement does not guarantee the contractor of being called for a contract to start and no commitment is made with regard to possible number of packages to carried out.

1.6.4 This Framework Agreement does exclude the Procuring Entity from the right to procure the same Works from other firms.

1.6.5 This Framework Agreement does not stop the Procuring Entity from removing the contractor from the same Agreement.

1.6.6 FAs shall be established for a maximum period of three (3) years. The Procuring Entity may with the Consent of the Contractor extend this Agreement if the agreement period is less than three (3) years, if the initial engagement has been satisfactory.

1.6.7 **Call-off Contracts;** for work on a package to start, the Procuring Entity shall issue a notice of acceptance of a particular package requesting the contractor to furnish a Performance Security and to start the works thereafter, and providing the contractor with details of location where the works, are to be carried out. The call-off statement shall specify the objectives, tasks, deliverables, timeframes and price or price mechanism. The price for individual call-off contracts shall be based on the prices detailed in the Framework Agreement.

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2 e. of Attachment 1 to the General Conditions, the Service Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/or persons appointed by PPRA to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Service Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, *inter alia*, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties

The Service Provider, Subcontractors, and their Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

2.2 Commencement of Services

The Service Provider shall start carrying out the Services thirty (30) days after the date the Contract becomes effective, or at such other date as may be **specified in the SCC**.

2.3 Intended Completion Date

Unless terminated earlier pursuant to Sub-Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is **specified in the SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.

2.4 Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.5 Value Engineering

2.5.1 The Service Provider may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- α) The proposed change(s), and a description of the difference to the existing contract requirements;
- β) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs, if applicable) the Procuring Entity may incur in implementing the value engineering proposal; and
- χ) a description of any effect(s) of the change on performance/functionality.

2.5.2 The Procuring Entity may accept the value engineering proposal if the proposal demonstrates benefits that:

- α) accelerates the delivery period; or
- β) reduces the Contract Price or the lifecycle costs to the Procuring Entity; or
- χ) improves the quality, efficiency, safety or sustainability of the services; or
- δ) yields any other benefits to the Procuring Entity, without compromising the necessary functions of the Facilities.

2.5.3 If the value engineering proposal is approved by the Procuring Entity and results in:

- α) a reduction of the Contract Price; the amount to be paid to the Service Provider shall be the percentage specified in the SCC of the reduction in the Contract Price; or
- β) an increase in the Contract Price; but results in a reduction in lifecycle costs due to any benefit described in
 - (α) to (d) above, the amount to be paid to the Service Provider shall be the full increase in the Contract Price.

2.6 Force Majeure

2.6.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.6.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative Measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.6.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6.5 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.7 Termination

2.7.1 By the Procuring Entity

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (d) of this Sub-Clause 2.6.1:

- α) If the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- β) If the Service Provider become insolvent or bankrupt;
- χ) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- δ) if the Service Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2 a. of Attachment 1 to the GCC, in competing for or in executing the Contract

2.7.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.6.2:

- α) If the Procuring Entity fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue; or
- β) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.7.3 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.6.1 or 2.6.2, the Procuring Entity shall make the following payments to the Service Provider:

- α) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;
- β) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Specifications and the Activity Schedule, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contractor to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Service Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Service Provider pursuant to Clause 6 shall constitute the Service Provider's sole remuneration in connection with this Contract or the Services, and the Service

Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Service Provider and Affiliates Not to be Otherwise Interested in Project

The Service Provider agree that, during the term of this Contract and after its termination, the Service Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Service Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- α) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities assigned to them under this Contract;
- β) during the term of this Contract, neither the Service Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- χ) after the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Service Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

3.4 The Service Provider (a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Subcontractors', as the case may be) own cost but on terms and conditions approved by the Procuring Entity, insurance against the risks, and for the coverage, as shall be **specified in the SCC**; and (b) at the Procuring Entity's request, shall provide evidence to the Procuring Entity showing that such insurance has been taken out and maintained and that the current premiums have been paid.

3.5 Service Provider's Actions Requiring Procuring Entity's Prior Approval

The Service Provider shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- α) entering into a subcontract for the performance of any part of the Services,
- β) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),
- χ) changing the Program of activities; and
- δ) any other action that may be **specified in the SCC**.

3.6 Reporting Obligations

The Service Provider shall submit to the Procuring Entity the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.

3.7 Documents Prepared by the Service Provider to Be the Property of the Procuring Entity

All plans, drawings, specifications, designs, reports, and other documents and software submitted by

the Service Provider in accordance with Sub-Clause 3.6 shall become and remain the property of the Procuring Entity, and the Service Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Service Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.8 Liquidated Damages

3.8.1 Payments of Liquidated Damages

The Service Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.

3.8.2 Correction for Over-payment

If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Entity shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.8.3 Lack of performance penalty

If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, a penalty for Lack of performance will be paid by the Service Provider. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as described in Sub-Clause 7.2 and **specified in the SCC**.

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Procuring Entity no later than the date specified in the Form of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Entity, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The performance Security shall be valid until a date 28 day from the Completion Date of the Contract in case of a bank guarantee, and until one year from the Completion Date of the Contract in the case of a Performance Bond.

3.10 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Service Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

3.11 Sustainable Procurement

The Service Provider shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC**.

4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Procuring Entity.

4.2 Removal and/or Replacement of Personnel

- α) Except as the Procuring Entity may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.
- β) If the Procuring Entity finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Procuring Entity's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.
- χ) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Procuring Entity

5.1 Assistance and Exemptions

The Procuring Entity shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as **specified in the SCC**.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

5.3 Services and Facilities

The Procuring Entity shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

6.1 Lump-Sum Remuneration

6.1.1 The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Provider in carrying out the Services described in Appendix A. Except as provided in Sub-Clause 5.2, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub- Clauses 2.4 and 6.3.

6.1.2 Where the contract price is different from the corrected tender price, in order to ensure the contract or is not paid less or more relative to the contract price (*which would be the tender price*), any part payment valuation and variation orders on omissions and additions valued based on rates in the schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows: (*corrected tender price-tender price*)/*tender price*X100.

6.2 Contract Price

- α) The price payable is **set forth in the SCC**.

β) No price will be payable in foreign currency.

6.3 Payment for Additional Services, and Performance Incentive Compensation

6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Sub-Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D and E.

6.3.2 If the SCC so specify, the service provider shall be paid performance incentive compensation as set out in the Performance Incentive Compensation appendix.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider according to the payment schedule **stated in the SCC. Unless otherwise stated in the SCC**, the advance payment (Advance for Mobilization, Materials and Supplies) shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period **stated in the SCC**. Any other payment shall be made after the conditions **listed in the SCC** for such payment have been met, and the Service Provider have submitted an invoice to the Procuring Entity specifying the amount due.

6.5 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the **SCC**, interest shall be paid to the Service Provider for each day of delay at the rate stated in **the SCC**.

6.6 Price Adjustment

6.6.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, after deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type indicated below applies to each Contract currency:

$$P_c = A_c + B_c L_{mc}/L_{oc} + C_c I_{mc}/I_{oc}$$

Where:

P_c is the adjustment factor for the portion of the Contract Price payable in a specific currency “c”.

A_c , B_c and C_c are coefficients specified in the **SCC**, representing: A_c the non-adjustable portion; B_c the adjustable portion relative to labor costs and C_c the adjustable portion for other inputs, of the Contract Price payable in that specific currency “c”; and

L_{mc} is the index prevailing at the first day of the month of the corresponding invoice date and L_{oc} is the index prevailing 28 days before Tender opening for labor; both in the specific currency “c”.

I_{mc} is the index prevailing at the first day of the month of the corresponding invoice date and I_{oc} is the index prevailing 28 days before Tender opening for other inputs payable; both in the specific currency “c”.

If a price adjustment factor is applied to payments made in a currency other than the currency of the source of the index for a particular indexed input, a correction factor Z_o/Z_n will be applied to the respective component factor of p_n for the formula of the relevant currency. Z_o is the number of units of Kenya Shillings of the index, equivalent to one unit of the currency payment on the date of the base index, and Z_n is the corresponding number of such currency units on the date of the current index.

6.6.2 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

6.7 Day works

- 6.7.1 If applicable, the Day work rates in the Service Provider's Tender shall be used for small additional amounts of Services only when the Procuring Entity has given written instructions in advance for additional services to be paid in that way.
- 6.7.2 All work to be paid for as Dayworks shall be recorded by the Service Provider on forms approved by the Procuring Entity. Each completed form shall be verified and signed by the Procuring Entity representative as indicated in Sub-Clause 1.6 within two days of the Services being performed.
- 6.7.3 The Service Provider shall be paid for Dayworks subject to obtaining signed Dayworks forms as indicated in Sub-Clause 6.7.2

7. Quality Control

7.1 Identifying Defects

The principle and modalities of Inspection of the Services by the Procuring Entity shall be as **indicated in the SCC**. The Procuring Entity shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities. The Procuring Entity may instruct the Service Provider to search for a Defect and to uncover and test any service that the Procuring Entity considers may have a Defect. Defect Liability Period is as **defined in the SCC**.

7.2 Correction of Defects, and Lack of Performance Penalty

- α) The Procuring Entity shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.
- β) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Procuring Entity's notice.
- γ) If the Service Provider has not corrected a Defect within the time specified in the Procuring Entity's notice, the Procuring Entity will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in Sub-Clause 3.8.

8. Settlement of Disputes

8.1 Contractor's Claims

- 8.1.1 If the Contractor considers himself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 28 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 8.1.2 If the Contractor fails to give notice of a claim within such period of 28 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and the Procuring Entity shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 8.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 8.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting the Procuring Entity's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.

8.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full Supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:

- α) This fully detailed claim shall be considered as interim;
- β) The Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
- χ) The Contractor shall send a final claim within 28 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.

8.1.6 Within 42 days after receiving a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall never the less give his response on the principles of the claim with in the above defined time period.

8.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause

3.5 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.

8.1.8 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.

8.1.9 If the Project Manager does not respond within the time frame defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 8.2 [Matters that may be referred to arbitration].

8.1.10 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub- Clause.

8.2Matters that may be referred to arbitration

8.2.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Services or abandonment of the Services or termination of the Contract by either party:

- α) The appointment of a replacement Project Manager upon the said person ceasing to act.
- β) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
- χ) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
- ε) Any dispute arising in respect of war risks or war damage.
- φ) All other matters shall only be referred to arbitration after the completion or alleged completion of the Services or termination or alleged termination of the Contract, unless the Procuring Entity and the Contractor agree otherwise in writing.

8.3 Amicable Settlement

Where a Notice of Dissatisfaction has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a Notice of Dissatisfaction in accordance with Sub-Clause 8.1 above should move to commence arbitration after the fifty- sixth day from the day on which a Notice of Dissatisfaction was given, even if no attempt at an amicable settlement has been made.

8.4 Arbitration

8.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.3 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.4.2 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.4.3 Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.

8.4.5 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.4.6 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

8.5 Arbitration with proceedings

8.5.1 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;

- i) Law Society of Kenya or
- ii) Chartered Institute of Arbitrators (Kenya Branch)

8.5.2 The institution written to first by the aggrieved party shall take precedence overall other institutions.

8.5.3 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising there under or in connection there with, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.

8.5.4 Provided that no arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.

8.5.5 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such

attempt shall be required.

- 8.5.6 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 8.5.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.
- 8.5.8 The award of such Arbitrator shall be final and binding upon the parties.

8.6 Failure to Comply with Arbitrator's Decision

- 8.6.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

9. The Adjudicator

- 9.1. Should the Adjudicator resign or die, or should the Procuring Entity and the Service Provider agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator will be jointly appointed by the Procuring Entity and the Service Provider. In case of disagreement between the Procuring Entity and the Service Provider, within 30 days, the Adjudicator shall be designated by the Appointing Authority **designated in the SCC** at the request of either party, within 14 days of receipt of such request.
- 9.2 The Adjudicator shall be paid by the hour at the rate **specified in the TDS and SCC**, together with reimbursable expenses of the types **specified in the SCC**, and the cost shall be divided equally between the Procuring Entity and the Service Provider, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision will be final and binding.

SECTION IX - SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions of the SCC shall prevail over those in the General Conditions of Contract. For the purposes of clarity, any referenced GCC clause numbers are indicated in the left column of the SCC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(a)	<p>The Adjudicator is NAIROBI CENTER FOR INTERNATIONAL ARBITRATOR KPRL and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If, after thirty (30) days from the commencement of such informal negotiations both Parties have been unable to resolve amicably a contract dispute, either Party may require arbitration in accordance with the following provisions:</p> <p>1. Selection of Arbitrators: Each dispute submitted by a Party to arbitration shall be heard by a sole arbitrator or an arbitration panel composed of three arbitrators, in accordance with the following provisions:</p> <p style="padding-left: 40px;">a) Where the Parties agree that the dispute concerns a technical matter, they may agree to appoint a sole arbitrator or, failing agreement on the identity of such arbitrator within thirty (30) days after receipt by the other Party of the proposal of a name for such an appointment by the Party who initiated the proceedings, either Party may apply to the Nairobi Centre for International Arbitration for appointment of an arbitrator qualified for the technical matter in dispute.</p> <p style="padding-left: 40px;">b) Where Parties do not agree that the dispute concerns a technical matter, each shall appoint one arbitrator each, and these two arbitrators shall jointly appoint a third arbitrator, who shall chair the arbitration panel. If the arbitrators named by the Parties do not succeed in appointing a third arbitrator within thirty (30) days after the latter of the two arbitrators named by the Parties has been appointed, the third arbitrator shall, at the request of either Party, be appointed by the Nairobi Centre for International Arbitration.</p> <p style="padding-left: 40px;">c) If, in a dispute subject to paragraph (b) above, one Party fails to appoint its arbitrator within thirty (30) days after the other Party has appointed its arbitrator, the Party which has named its arbitrator may apply to the Nairobi Centre for International Arbitration to appoint a sole arbitrator for the matter in dispute, and the arbitrator appointed to such application shall be the sole arbitrator for that dispute.</p> <p>2. Rules of Procedure. Except as stated herein, arbitration proceedings shall be conducted in accordance with the Nairobi Centre for International Arbitration Rules in force when this Contract was signed.</p> <p>3. Substitute Arbitrators. If for any reason an arbitrator is unable to perform his/her functions, a substitute arbitrator shall be appointed in the same manner as the original arbitrator.</p> <p>4. Seat of Arbitration. The seat of the Arbitration shall be in Nairobi Kenya.</p> <p>5. Language. The English language shall be the official language for all purposes.’’</p>
1.1(w)	Project Manager is ENGINEERING MANAGER

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(e)	The contract name is PROVISION OF SKILLED MANPOWER AND EQUIPMENT HIRE
1.1(h)	The Procuring Entity is KENYA PETROLEUM REFINERIES LIMITED
1.1(m)	The Member in Charge is AS PROPOSED BY SERVICE PROVIDER THROUGH THE SUBMITTED POWER OF ATTORNEY
1.1(p)	The Service Provider is AS PER AWARD
1.4	<p>The addresses are: Procuring Entity: KENYA PETROLEUM REFINERIES LTD Attention: CHIEF EXECUTIVE OFFICER Telex: +254 713 583 441</p> <p>Service Provider: AS PER AWARD Attention: _____ Email address _____</p>
1.6	<p>The Authorized Representatives are: For the Procuring Entity: CHIEF EXECUTIVE OFFICER For the Service Provider: TO BE DETERMINED AFTER AWARD</p>
2.1	The date on which this Contract shall come into effect is 1ST JANUARY 2024
2.2.2	The Starting Date for the commencement of Services is 1ST JANUARY 2024
2.3	The Intended Completion Date is 31ST DECEMBER 2026
2.5.3	If the value engineering proposal is approved by KPRL the amount to be paid to the Service Provider shall be NOT APPLICABLE (insert appropriate percentage. The percentage is normally up to 50%) of the reduction in the Contract Price.
3.2.3	Activities prohibited after termination of this Contract are: SHARING OF CONFIDENTIAL DOCUMENTS AND UNAUTHORISED ACCESS TO THE FACILITIES
3.4	<p>The risks and coverage by insurance shall be:</p> <ul style="list-style-type: none"> (i) Third Party motor vehicle (ii) Third Party liability (iii) Procuring Entity’s liability and workers’ compensation (iv) Loss or damage to equipment and property
3.5(d)	The other actions are NOT APPLICABLE
3.7	Restrictions on the use of documents prepared by the Service Provider are: NONE
3.8.1	<p>The liquidated damages rate is 0.015% per day</p> <p>The maximum amount of liquidated damages for the whole contract is TEN percent of the final Contract Price.</p>
3.8.3	The percentage to be used for the calculation of Lack of performance Penalty(ies) is 10%
5.1	The assistance and exemptions provided to the Service Provider are:

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	SITE ACCESS & RELEVANT WORK PERMITS
6.2(a)	The amount in Kenya Shillings AS PER CONTRACT AWARD
6.3.2	The performance incentive paid to the Service Provider shall be: NOT APPLICABLE
6.4	<p>Payments shall be made according to the following schedule:</p> <p><input type="checkbox"/> Advance for Mobilization, Materials and Supplies: NOT APPLICABLE percent of the Contract Price shall be paid on the commencement date against the submission of a bank guarantee for the same.</p> <p>Progress payments in accordance with the milestones established as follows, subject to certification by KPRL, that the Services have been rendered satisfactorily, pursuant to the performance indicators: MONTHLY</p> <p>Should the certification not be provided, or refused in writing by KPRL within one month of the date of the milestone, or of the date of receipt of the corresponding invoice, the certification will be deemed to have been provided, and the progress payment will be released at such date.</p> <p><input type="checkbox"/> The amortization of the Advance mentioned above shall commence when the progress payments have reached 25% of the contract price and be completed when the progress payments have reached 75%.</p> <p><input type="checkbox"/> The bank guarantee for the advance payment shall be released when the advance payment has been fully amortized.</p>
6.5	<p>Payment shall be made within THIRTY days of receipt of the invoice and the relevant documents specified in Sub-Clause 6.4, and within THIRTY days in the case of the final payment.</p> <p>The interest rate is NOT APPLICABLE</p>
6.6.1	<p>Price adjustment is _____ in accordance with Sub-Clause 6.6.</p> <p>The coefficients for adjustment of prices are _____:</p> <p>(a) For local currency:</p> <p>A_L is _____</p> <p>B_L is _____</p> <p>C_L is _____</p> <p>L_{mc} and L_{oc} are the index for Labor from _____</p> <p>I_{mc} and I_{oc} are the index for _____ from _____</p> <p>(b) For foreign currency</p> <p>A_F is _____</p> <p>B_F is _____</p> <p>C_F is _____</p> <p>L_{mc} and L_{oc} are the index for Labor from _____</p> <p>I_{mc} and I_{oc} are the index for _____ from _____</p>
7.1	<p>The principle and modalities of inspection of the Services by the Procuring Entity are as follows: CONDUCTED BY HEAD OF USER DEPARTMENT AND CONTRACT IMPLEMENTATION TEAM.</p> <p>The Defects Liability Period is SIX MONTHS</p>
9.1	The designated Appointing Authority for a new Adjudicator is REFER TO 1.1(a)
9.2	The Adjudicator is NAIROBI CENTER FOR INTERNATIONAL ARBITRATOR. Who will be paid a rate of AS AGREED BY BOTH PARTIES per hour of work. The following reimbursable expenses are recognized: AS AGREED BY BOTH PARTIES

NOTIFICAION OF AWARD

This Notification of Award shall be sent to each Tenderer that submitted a Tender and was not successful. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

FORMAT

1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: *[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by *(Name and designation)* _____

3. Notification of Award

- i) Procuring Entity: *[insert the name of the ProcuringEntity]*
- ii) Project: *[insert name ofproject]*
- iii) Contract title: *[insert the name of thecontract]*
- iv) ITT No: *[insert ITT reference number from ProcurementPlan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. **REQUEST A DEBRIEFING:**

Omit the whole of item (i) and (ii) and substitute as follows.

- (i) The successful tenderers:

Package No.	Name of successful Tenderer	Address of the successful Tenderer	Contract price of the successful Tenderer
Package No.			
Package No.			
Package No.			
Package No.			
Package No.			
Package No.			

(ii) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.

Package No.	Name of Tenderer	Address of the Tenderer	Tender price	evaluated price
Package No.				
Package No.				
Package No.				
Package No.				
Package No.				
Package No.				

4. How to request a debriefing

- α) DEADLINE: The dead line to request a debriefing expires at midnight on [*insert date*] (*local time*).
- β) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- χ) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
 - ι) Attention: [*insert full name of person, if applicable*]
 - ιι) Title/position: [*insert title/position*]
 - ιιι) Agency: [*insert name of Procuring Entity*]
 - ιιιι) Email address: [*insert email address*]
- δ) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- ε) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- φ) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

5. How to make a complaint

- α) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [*insert date*] (*local time*).
- β) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
 - ι) Attention: [*insert full name of person, if applicable*]
 - ιι) Title/position: [*insert title/ position*]
 - ιιι) Agency: [*insert name of Procuring Entity*]
 - ιιιι) Email address: [*insert email address*]
- χ) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the

Standstill Period ends.

- δ) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website www.ppra.go.ke.

You should read these documents before preparing and submitting your complaint.

- ε) There are four essential requirements:
 - ι) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process and is the recipient of a Notification of Intention to Award.
 - ιι) The complaint can only challenge the decision to award the contract.
 - ιιι) You must submit the complaint within the period stated above.
 - ιιιι) You must include, in your complaint, all of the information required to support your complaint.

6. Standstill Period

- ι) DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).
- ιι) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- ιιι) The Standstill Period may be extended as stated in paragraph Section 5(d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of the Procuring Entity:

Signature: _____

Name: _____

Title/position: _____

Telephone: _____

FORM NO 2: LETTER OF AWARD

To: *[name and address of the Contractor]*

This is to notify you that your Tender dated *[date]* for execution of the *[name of the Contract and identification number, as given in the Contract Data]* for contract Package/LOT No... .. (amount.....), Packages/LOT No... .. (amount.....), Packages/LOT No... .. (amount.....). etc. are hereby accepted by (name of Procuring Entity).

You are requested to arrange to sign the Framework Agreement within 28 days in accordance with the Conditions of Contract. On being instructed to commence the contract on any of the packages you have won, by a call-off notification, you will be requested to furnish for the particular package a Performance Security within 28 days in accordance with the Conditions of Contract, and for that purpose, using one of the Performance Security Forms included in Section VIII, Contract Forms, of the Tender Document

Authorized Signature:
Name and Title of Signatory:
Name of Procuring Entity:
Attachment: *Contract Agreement*:

Section X - Contract Forms

Table of Forms

1. PERFORMANCE SECURITY OPTION 1– (Unconditional Demand Bank Guarantee)
2. PERFORMANCE SECURITY OPTION 2– (Performance Bond)
3. ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]
4. BENEFICIAL OWNERSHIP DISCLOSURE FORM

FORM NO. 1 - PERFORMANCE SECURITY - (Unconditional Demand Bank Guarantee)

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ *[insert name and Address of Procuring*

Entity] **Date:** _____ *[Insert date of issue]*

PERFORMANCE GUARANTEE No.: _____

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that _____ (herein after called" the Applicant") has entered into Contract No. _____ *[dated]* _____ with the Beneficiary, for the execution of _____ (herein after called" the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of __ (),¹ such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the.....Day of.....², and any demand for payment under it must be received by us at this office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

[Name of Authorized Official, signature(s) and seals/stamps]

Note: *All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.*

FORM No. 2 - PERFORMANCE SECURITY OPTION 2 - (Performance Bond)

[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bond holder to action]

[Guarantor letterhead or SWIFT identifier code]

Beneficiary: _____ *[insert name and Address of Procuring Entity]*
Date: _____ *[Insert date of issue]*

PERFORMANCE BOND No.: _____

Guarantor: *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond _____ as Principal (hereinafter called “the Contractor”) and _____ / as Surety (hereinafter called “the Surety”), are held and firmly bound unto _____ / as Oblige (herein after called “the Procuring Entity”) in the amount of _____ for the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with the Procuring Entity dated the _____ Day of _____, 20, for _____ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are herein after referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the Procuring Entity to be, in default under the Contract, the Procuring Entity having performed the Procuring Entity's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
 - 1) Complete the Contract in accordance with its terms and conditions; or
 - 2) Obtain a tender or tenders from qualified tenderers for submission to the Procuring Entity for completing the Contract in accordance with its terms and conditions, and upon determination by the Procuring Entity and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “Balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or
 - 3) Pay the Procuring Entity the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.
4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the

issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than the Procuring Entity named herein or the heirs, executors, administrators, successors, and assigns of the Procuring Entity.

6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day _____ of _____ 20.

SIGNED ON _____ on behalf of

By _____ in the capacity

of In the presence of _____ SIGNED

ON _____ on behalf of

By _____ in the capacity of

In the presence of _____

FORM NO. 3 - ADVANCE PAYMENT SECURITY [Demand Bank Guarantee]

[Guarantor letterhead or SWIFT identifier

code] [Guarantor letterhead or SWIFT

identifier code]

Beneficiary: _____ *[Insert name and Address of Procuring*

Entity] Date: _____ *[Insert date of issue]*

ADVANCE PAYMENT GUARANTEE No.: *[Insert guarantee reference number]*

Guarantor: *[Insert name and address of place of issue, unless indicated in the*

letterhead]

1. We have been informed that _____ (herein after called "the Applicant") has entered into Contract No. _____ dated _____ with the Beneficiary, for the execution of _____ (herein after called" the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum _____ () is to be made against an advance payment guarantee.
3. At the request of the Applicant, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of ___ ()¹ upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:
 - α) Has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
 - β) Has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Applicant on its account number ___ at ___.
5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Applicant as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the day of, 2,² whichever is earlier. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months] [one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

[Name of Authorized Official, signature(s) and seals/stamps]

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

¹The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency (ies) of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to the Procuring Entity.

²Insert the expected expiration date of the Time for Completion. The Procuring Entity should note that in the event of an extension of the time for completion of the Contract, the Procuring Entity would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, the Procuring Entity might consider adding the following text to the form, at the end of the penultimate paragraph: “The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [six months] [one year], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

CONTRACT AGREEMENT

THIS AGREEMENT made the day of..... 20....., between.....
.....of..... (hereinafter “the Procuring Entity”), of the one part, and _____ of
_____ (hereinafter “the Contractor”), of the other part:

WHEREAS the Procuring Entity desires that the Works known as _____ should be executed by the Contractor, and has accepted a Tender by the Contractor for the execution and completion of these Works and the remedying of any defects there in,

The Procuring Entity and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract documents referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement. This Agreement shall prevail over all other Contract documents.
 - α) the Notification of Award
 - β) the Form of Tender
 - χ) the addenda Nos _____ (if any)
 - δ) the Special Conditions of Contract
 - ε) the General Conditions of Contract;
 - φ) the Specifications
 - γ) the Drawings; and
 - η) the completed Schedules and any other documents forming part of the contract.
3. In consideration of the payments to be made by the Procuring Entity to the Contractor as specified in this

Agreement, the Contractor here by covenants with the Procuring Entity to execute the Works and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Entity here by covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects there in, 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.

INWITNESS where of the parties here to have caused this Agreement to be executed in accordance with the Laws of Kenya on the day, month and year specified above.

Signed and sealed by _____ (for the Procuring Entity)

Signed and sealed by _____ (for the Contractor).

FORM NO. 4 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification no]
 Name of the Tender Title/Description: _____ [insert name of the assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated ___ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

D) We here by provide the following beneficial ownership information.

Details of Beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... ... Indirect..... ...	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No----
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly--- ----- % of shares	Indirectly----- % of voting rights		2. Is this influence or control exercised directly or indirectly? Direct..... ... Indirect.....
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
2.	Full Name	Directly----- ----- % of shares Indirectly---- ----- % of shares	Directly.....% of voting rights Indirectly----- % of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No---- 2. Is this right held directly or indirectly?: Direct..... ... Indirect..... ...	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect.....
	National identity card number or Passport number				
	Personal Identification Number (where applicable)				
	Nationality(ies)				
	Date of birth [dd/mm/yyyy]				
	Postal address				
	Residential address				
	Telephone number				
	Email address				
	Occupation or profession				
3.					
e.t					
.c					

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

(b) exercises at least ten percent of the voting rights in the company either directly or indirectly;

(c) holds a right, directly or indirectly, to appoint or remove a director of the company; or

(d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp