



**COMMUNICATIONS
AUTHORITY OF KENYA**

**OPEN NATIONAL TENDER FOR REPAIR AND RENOVATION OF CA STAFF
RESIDENTIAL HOUSES PHASE II AND CREATION OF SPORT FIELD-TENDER
RESERVED TO (YOUTH, WOMEN AND PWD'S AGPO OWNED FIRMS)**

TENDER NO.CA/PROC/OT/13 /2020-2021

SUBMISSION DEADLINE: WEDNESDAY 4TH DECEMBER 2020 AT 10:30 AM

Director- General

Communications Authority of Kenya

P.O Box 14448

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Nairobi, Kenya

Tel: +254 703 042000

Email: tenders@ca.go.ke

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SECTION I – INVITATION TO TENDER

TENDER NO. : CA/PROC/OT/13/2020-2021

TENDER FOR REPAIR AND RENOVATION OF CA STAFF RESIDENTIAL HOUSES PHASE II AND CREATION OF SPORT FIELD-TENDER RESERVED TO (YOUTH WOMEN AND PWD' AGPO OWNED FIRMS)

- 1.1 The Communications Authority of Kenya (CA) is the regulatory agency for the ICT industry in Kenya with regulatory responsibilities in the areas of telecommunications, cyber security, e-commerce, broadcasting and postal/courier services. CA is also responsible for managing the country's frequency spectrum and numbering resources, managing and administration of the Universal Service Fund (USF) as well as safeguarding the interests of consumers of ICT services through the country.
- 1.2 **The Communications Authority of Kenya (CA)** hereby invites interested and eligible bidders to participate in the tender for repair and renovation of CA residential houses phase II and creation of sport field.
- 1.3 The tender is reserved to youth, women and PWD's Owned firms interested and eligible firms. The potential Bidders may view and obtain further information and inspect the printed tender documents from the CA Centre on Waiyaki Way, Procurement Division, 2nd floor – Wing A, between 9am to 4pm, Monday to Friday excluding Public Holidays and weekends.
- 1.4 The tender document can also be accessed and downloaded from the Authority's website <https://ca.go.ke/about-us/do-business-with-us/open-tenders/> or Public Procurement Information Portal (PPIP) supplier portal (<http://www.tenders.go.ke/website/tenders/index> free of charge. A complete tender document may also be obtained by interested candidates upon payment of a non-refundable fee of Kshs.1,000. The payment can be remitted through Pay-Bill No.522522 and a receipt obtained from our Accounts office, located at the Ground Floor, CA Centre.
- 1.5 The firms that download the document must however arrange to forward their particulars/contacts to the Head of Procurement, Communications Authority of Kenya, through email address tenders@ca.go.ke before the closing date for records and for the purposes of receiving clarifications and/or addendum, if any. Additional information relating to this tender, if any, will be availed through the Authority's website and PPIP from time to time. A complete tender document may also be obtained by interested candidates upon payment of a non-refundable fee of Kshs.1,000. The payment can be remitted through Pay-Bill No.522522 and a receipt obtained from our Accounts office, located at the Ground Floor, CA Centre.
- 1.6 Prices quoted should be inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for a period of not less than 150 days from the closing date of the tender.
- 1.7 **The mandatory Pre-bid site visit will be held on 24th and 25th November 2020 at 10.30.00 am at CA Centre.**

- 1.8 Duly Completed tender documents, in a plain sealed envelope clearly marked; **CA/PROC/OT/13/2020-2021 - “TENDER FOR REPAIR AND RENOVATION OF CA STAFF RESIDENTIAL HOUSES PHASE II AND CREATION OF SPORT FIELD”** should be deposited in the CA tender box on the ground floor of the CA Centre along Waiyaki Way on or before **Wednesday, 4th December 2020 at 10.30 a.m.**
- 1.9 Bidders are required to serialize all bid documents as per the requirements of the Public Procurement and Asset Disposal Act (PPADA), 2015 clause 74(1)(i).
- 1.10 Tenders will be opened immediately thereafter on the Ground Floor, Meeting Room 2, in the presence of the tenderers’ representatives who choose to attend.

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SECTION II

INSTRUCTIONS TO TENDERERS

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INSTRUCTIONS TO TENDERERS.

1. General

- 1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful Tenderer will be expected to complete the Works by the Intended Completion Date specified in the said Appendix.
- 1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:
 - (a) copies of certificates of registration, and principal place of business;
 - (b) total monetary value of construction work performed for each of the last five years;
 - (c) experience in works of a similar nature and size for each of the last five years, and clients who may be contacted for further information on these contracts;
 - (d) major items of construction equipment owned;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years;
 - (g) authority to seek references from the Tenderer's bankers.
- 1.3 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.
- 1.5 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.6 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 1.7 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below:-
- (a) These instructions to Tenderers
 - (b) Form of Tender
 - (c) Conditions of Contract and Appendix to Conditions of Contract
 - (d) Specifications
 - (e) Drawings
 - (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
 - (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions
- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.2 herebelow.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English Language.
- 3.2 The tender submitted by the Tenderer shall comprise the following:-
- (a) The Tender;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts

- (d) Any other materials required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the Tenderer.
- 3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.
- 3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.
- 3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the Tenderer. All pages of the tender where alterations or additions have been made shall be initialed by the person or persons signing the tender.
- 3.9 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.10 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4. Submission of Tenders

- 4.1 The tender duly filled and sealed in an envelope shall;-
- (a) be addressed to the Employer at the address provided in the invitation to tender;
- [b] bear the name and identification number of the Contract as defined in the invitation to tender; and
- [c] provide a warning not to open before the specified time and date for

tender opening.

4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.

4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.

Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.

4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.

4.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

5. Tender Opening and Evaluation

5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.

5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.

5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.

5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

(a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and

(b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the

opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.

- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.
 - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).
 - (e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.
- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%
- 5.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.
- 5.11 The Tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

6. Award of Contract

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.
- 6.2 Notwithstanding the provisions of clause 6.1 above, the Employer reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.
- 6.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the “Letter of Acceptance”) will state the sum [hereinafter and in all Contract documents called the “Contract Price” which the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- 6.4 The Contract Agreement will incorporate all agreements between the Employer and the successful Tenderer. It will be signed by the Employer and sent to the successful Tenderer, within 30 days following the notification of award. Within 21 days of receipt ,the successful Tenderer will sign the Agreement and return it to the Employer.
- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the Employer a Performance Security amount stipulated in the Appendix to Conditions of Contract.
- 6.6 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.8 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 das of receiving the request from any tenderer.

7. Corrupt and fraudulent practices

- 7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.
- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

APPENDIX TO INSTRUCTIONS TO TENDERERS

INSTRUCTIONS TO TENDERERS REFERENCE CLAUSE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS									
1.1	<p>Definitions;</p> <p>“Employer” means Communications Authority of Kenya</p> <p>“Procuring Entity” means Communications Authority of Kenya</p>									
1.6	The Pre-tender Mandatory Site Visit shall be held on 24 th and 25 th November 2020 at 10.30 am at the CA Centre									
3.2 b	No tender Security will be required									
3.2 e	Bidders to submit tender securing declaration form in the format provided for in the tender document									
3.6	Tender shall be valid for 150 days from date of tender opening or extended date of opening									
5.1	Tender Closes on Wednesday, 4th December, 2020 at 10:30 am									
5.4	There will be no correction of ARITHMETIC ERRORS. A bid with Arithmetic error(s) shall be disqualified									
5.5	<p>The tenders submitted by the closing date shall be subjected to three (3) stages of the evaluation process, namely:</p> <ul style="list-style-type: none"> i. Mandatory Evaluation Stage- Pass/ Fail Basis ii. Technical Capacity Evaluation- Pass/Fail Basis iii. Financial Evaluation- lowest evaluated bidder <p>1. MANDATORY EVALUATION STAGE:</p> <p>Bidder shall be required to provide the following and the evaluation will be on Pass/Fail basis:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">NO.</th> <th style="text-align: center;">REQUIREMENTS</th> <th style="text-align: center;">Pass/Fail</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">MR1</td> <td> Must Submit copies of the following documents: <ul style="list-style-type: none"> a) Copy of Certificate of Registration/Incorporation b) Copy of valid Tax Compliance Certificate as at date of Tender opening c) Copy of valid AGPO certificate for (Youth, Women or PWD's) d) Copy of CR12 for Ltd Companies </td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">MR2a</td> <td> Copy of NCA 6”and above Certificate <ul style="list-style-type: none"> a) General Building works </td> <td style="text-align: center;"></td> </tr> </tbody> </table>	NO.	REQUIREMENTS	Pass/Fail	MR1	Must Submit copies of the following documents: <ul style="list-style-type: none"> a) Copy of Certificate of Registration/Incorporation b) Copy of valid Tax Compliance Certificate as at date of Tender opening c) Copy of valid AGPO certificate for (Youth, Women or PWD's) d) Copy of CR12 for Ltd Companies 		MR2a	Copy of NCA 6”and above Certificate <ul style="list-style-type: none"> a) General Building works 	
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MR2a	Copy of NCA 6”and above Certificate <ul style="list-style-type: none"> a) General Building works 									

MR2b	Valid NCA practicing license	
MR3	Copy of signed Pre-tender Site Visit Certificate	
MR4	Dully filled, signed and stamped Form of Tender	
MR5	Dully filled, signed and stamped confidential Business Questionnaire in the format provided herein	
MR6	Dully filled, signed and stamped Tender Securing Declaration form (in the format provided)	
MR7	Duly filled declaration statement of not being debarred from participating public procurement in Kenya (to be certified by commissioner of oath)	
MR8	Duly filled Anti-Corruption Declaration Commitment/Pledge in the format provided	

Failure to submit any of the above requirements will lead to disqualification. Only firms that pass at the mandatory stage will proceed to the technical capacity evaluation stage.

2. TECHNICAL CAPACITY EVALUATION

The bidders that will qualify at the mandatory evaluation stage shall be subjected to the mandatory technical capacity evaluation. Failure to meet any of the requirements will lead to disqualification at this stage.

Evaluation Criteria	Requirements	Proof	Pass/Fail
Experience of the Firm	Bidders should have executed at least 3 (three) contracts/orders of similar nature in the last five (5) year	Bidders must submit 1. 3 (three) copies of LPOs /contracts 2. Three (3) Practical completion certificates for the LPOs/contracts attached in No. 1 3. Recommendation Letters from clients for the 3 three LPOs attached in No.1	
Education	Degree/diploma	Attach CVs and Copies	

	Qualification	in Building Works related field for a Director.	of Certificates. Certified as true copies of the original by the University or a commissioner of oath	
		At least Diploma/certificate in Building works related field for the foreman	<ol style="list-style-type: none"> CV signed and certified by the owner to prove ownership. Copy of relevant certificate(s) Registration (ID Card) by NCA as Construction Supervisor 	
		Certificate/Government Trade Test in carpentry Related field for carpenter	<ol style="list-style-type: none"> CV signed and certified by the owner to prove ownership. Copy of relevant certificate(s) 	
		Certificate/Government Trade Test in electrical Related field for electrician	<ol style="list-style-type: none"> CV signed and certified by the owner to prove ownership. Copy of relevant certificate(s) 	
		Certificate/Government Trade Test in electrical Related field for Plumber	<ol style="list-style-type: none"> CV signed and certified by the owner to prove ownership. Copy of relevant certificate(s) 	
	Financial Capacity	Proof of Financial Capacity to execute the contract if awarded the tender	Provide proof of line of credit from a reputable credit facility of 7,000,000.00 - or Bank statements with amount not less than KES. 7,000,000.00 earliest June 2020 to dated statements	
	Audit Accounts for the past 3 years	Provide certified audited financial accounts for the past 3 years		

Work Plan/methodology	The bidders should provide a detailed Ghant chart work plan	Bidders must submit Ghant chart using MS Project scheduling all the activities with desired timelines, deliverables and resource allocations. Information and timelines to be transferred to the Contract	
Remarks			
<p><u>DUE DELIGENCE</u></p>			
<p>A due diligence on authenticity of the following documents shall be conducted.</p>			
<ol style="list-style-type: none"> 1. Tax compliant certificate 2. AGPO Certificate 3. NCA Practicing License 			
<p>The Authority may, at its discretion extend the Due diligence exercise to verify any information submitted. Presentation of fake/un verified documentation will lead to automatic disqualification</p>			
<p>Failure to meet any of the above requirements will lead to disqualification. Only firms that pass at the technical capacity evaluation stage will proceed to the Financial evaluation stage</p>			
<p>3. FINANCIAL EVALUATION STAGE</p>			
<p>The bids that qualify at the technical capacity evaluation stage will be subjected to financial evaluation. A bidder with the lowest evaluated price will be considered for award of the tender.</p>			
<p>Bidders will be required to submit their financial proposal in the following format</p>			
No.	Items Description	Total cost (Kshs.) inclusive of VAT	
1	Total Cost for Repair and Renovation of CA Houses		
2	Total Cost for Creation of a Sport Field		
3.	Grand Total cost incl. of VAT to be carried to the form of tender		
4	Contingency to be expended upon client's approval (Not to be carried to form of tender)	500,000.00	

	<ul style="list-style-type: none"> <i>i. Bidders must submit a dully-filled Bills of Quantities as provided in herein the tender document.</i> <i>ii. Bids with arithmetic errors shall be disqualified at the financial evaluation stage.</i> <i>iii. 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 any way as per guidance from (PPADA, Section 82)</i> <i>iv. The tender sum to be carried to the form must be inclusive of applicable taxes and must not include the contingency sum.</i>
6.5	Performance security not required
14	Advance and interim payment not allowed. Payment will be done upon attainment of practical completion of the works certified by the Inspection and Acceptance Committee.
18.1 (e)	Unnecessary delays of the works shall lead to termination of the contract.

SECTION III

CONDITIONS OF CONTRACT

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SECTION III - CONDITIONS OF CONTRACT

1. Definitions

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

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

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

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

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

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

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

“The Contract Price” is the price stated in the Letter of Acceptance.

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

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

“The Defects Liability Certificate” is the certificate issued by Employer’s Representative upon correction of defects by the Contractor.

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

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

“Employer” Includes Central or Local Government administration, Universities, Public Institutions and Corporations and is the party who employs the Contractor to carry out the Works.

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

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

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

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

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

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

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

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

“ A Variation” is an instruction given by the Employer’s Representative which varies the Works.

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

2. Contract Documents

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

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor’s Tender,
- (4) Conditions of Contract,
- (5) Specifications,
- (6) Drawings,
- (7) Bills of Quantities or Schedule of Rates [whichever is applicable]

3. Employer’s Representative’s Decisions

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

4. Works, Language and Law of Contract

- 4.1 The Contractor shall construct and install the Works in accordance with the Contract documents. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Employer's Representative, and complete them by the Intended Completion Date.
- 4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

5. Safety, Temporary works and Discoveries

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

6 Work Program and Sub-contracting

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

7 The site

- 7.1 The Employer shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the Employer's Representative and any other person authorised by the Employer's Representative, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

8 Instructions

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

9 Extension of Completion Date

- 9.1 The Employer's Representative shall extend the Completion Date if an occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.
- 9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;

Delay by:-

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

10 Management Meetings

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

11 Defects

- 11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.
- 11.2 The Employer's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract.
- 11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

12 Bills of Quantities/Schedule of Rates

- 12.1 The Bills of Quantities/Schedule of Rates shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rates in the Bills of Quantities/Schedule of Rates for each item. Items against which no rate is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the rates for other items in the Bills of Quantities/Schedule of Rates.
- 12.2 Where Bills of Quantities do not form part of the Contract, the Contract Price shall be a lump sum (which shall be deemed to have been based on the rates in the Schedule of Rates forming part of the tender) and shall be subject to re-measurement after each stage.

13 Variations

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

14 Payment Certificates and Final Account

- 14.1 The Contractor shall be paid after each of the following stages of Work listed herebelow (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Schedule of Rates.
- (i) Advance payment _____ (*percent of Contract Price, [after Contract execution] to be inserted by the Employer*).
 - (ii) First stage (*define stage*) _____
 - (iii) Second stage (*define stage*) _____
 - (iv) Third stage (*define stage*) _____
 - (v) After defects liability period .
- 14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application .The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.
- 14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final

payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 days a schedule that states the scope of the corrections or additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.

- 14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the

Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

15. Insurance

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

16. Liquidated Damages

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

17. Completion and Taking Over

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

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

18. Termination

- 18.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;

- (a) the Contractor stops Work for 30 days continuously without reasonable cause or authority from the Employer's Representative;
- (b) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) a payment certified by the Employer's Representative is not paid by the Employer to the Contractor within 30 days after the expiry of the payment periods stated in sub clauses 14.2 and 14.3 hereinabove.
- (d) the Employer's Representative gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time.

18.2 If the Contract is terminated, the Contractor shall stop Work immediately, and leave the Site as soon as reasonably possible. The Employer's Representative shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

19. Payment Upon Termination

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

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

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

20. Corrupt Gifts and Payments of Commission

20.1 The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or disfavor to any person in relation to this or any other contract with the Employer.
- (b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

21. Settlement of Disputes

- 21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS

Name: **Communications Authority of Kenya**

The name and Address of the Employer for the purposes of submission of tenders is;-

Address: **Communications Authority of Kenya**
Waiyaki Way
P.O. Box 14448
WESTLANDS, 00800
Nairobi, Kenya
Tel:+254 20 4242000

Name of Employer's Representative: **Director/Human Capital and Administration**

The name (and identification number) of the Contract is **CA/PROC/OT/13 /2020/2021**

The Works consist of Repair and renovation of CA residential houses phase II and creation of sports field .

The Start Date shall be **the date of the site handover**

The Intended Completion Date for Works shall **not exceed ten (16) weeks**

The Site Possession Date shall be **communicated by the Employer**

The Site is located at Employer's headquarter building and is defined in drawings.

The Defects Liability Period is _____6months_____ months.

Tender Security is not required however the tender security declaration form in the format provided must be filled.

The tender opening date and time is **10:30am Kenyan Time** on the **4th December 2020**.

The performance security is not required

Advance payment is not applicable

Payment shall be made after completion of the works.

SECTION IV – SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES

1.M House AFT/5

SPECIFICATIONS AND BILLS OF QUANTITIES

	Description	Unit	Quality	Amount
A.	<p>Notes</p> <p>1. Bidders are advised to visit the site, verify the works, before quoting. They shall bear all costs associated with the preparation and submission of this tender and the Authority will in no case be responsible or reliable for those costs.</p> <p>2. The price quoted is deemed to include transport to site and execution contract, of the works. The rates shall remain fixed for the duration of the project, including any extension thereto and shall not be subjected to any adjustment on any account.</p> <p>3 All materials for use in this contract must be those specified in this contract. Samples must be provided when requested.</p> <p>4 Care must be observed at all times when working on site and at heights and proper scaffolding and protective equipment must be provided.</p>	Note		
B.	Allow for all preliminaries including all applicable permits and site hording as required and appropriate	Item		
	Kitchen			

	Description	Unit	Quality	Amount
1.	Dismantle existing kitchen cabinet and dispose of. Redo and overhaul with MDF board High- and low-level kitchen cabinets complete with shelves and doors fixed with malpha hinges. Works to include cabinets and shelves in the store area as instructed on site. Works to include all sundries and auxiliaries with European style malpha hinges and paint interior with clear vanish.	Sm	5	
2.	Lay 600mm by 600mm porcelain tiles as kitchen cabinet work top inclusive skirting. Tiles to be laid on epoxy mortar or latex modified mortar inclusive of waterproofing membrane and plywood subfloor glued and screwed appropriately	Sm	2	
3.	Check and repair kitchen sink drainage system and replace existing bottle trap with chrome plated bottle trap	Item		
4.	Replace kitchen sink mixer tap with new approved chrome plated kitchen mixer	No.	1	
	Tiling			
5.	Prepare surface including necessary hacking to remove existing floor Surface and cart away from site; prepare surface with 20mm thick backing finished with a wood float to receive ceramic floor tiles	SM	110	
6.	Supply and fix 300mm by 300mm ceramic floor tiles of approved design on 30mm cement paste or approved adhesive and finished with grout of matching colour.	SM	110	

	Description	Unit	Quality	Amount
	Install perfectly and uniformly with no air pockets in tiles			
7.	Hack and remove existing wall tile and supply and fix 300 x 200mm (or there about) high-quality polished wall ceramic wall tiles from an approved supplier laid on cement paste with joints grouted in matching colours	SM	7	
	Roofing			
8.	Carefully remove existing clay roofing tiles and keep safely. Reinstall restructure and replace any decayed roof timber member (struts and trusses) to match existing as instructed on site and as appropriate	SM	130	
9.	Supply and install gauge 30 flat roofing iron sheets, reinstall, and lay all the tiles perfectly. Replace any broken and cracked tiles all to client's approval	SM	130	
10.	Scrap of dirt and moss on clay tiles and paint entire roof with Roof master crown paint (teracota) tint or approved equivalent	SM	130	
11.	Supply and install gutter system all-round the structure to functional with 150mm half round gutter fixed to fascia board with and including approved pattern support brackets at 1000mm centers with 110 diameter running outlet	Lm	45	
12.	Supply and install 110mm diameter PVC downpipe fixed to wall with and including approved pattern support brackets at 900mm	LM	20	

	Description	Unit	Quality	Amount
	centres inclusive of swan neck bed			
13.	Supply and install wrote cypress 300 x 25mm to Fascia/ Barge boards	Lm	45	
14.	Carefully remove all ceiling boards including timber brandering and cart away from site all debris and careful store re-usable as instructed on site.	SM	110	
15.	Supply and fix chip board ceiling of approved quality from an approved supplier nailed/screwed to timber brandering according to manufacturer's specifications works to include 600 x 600mm access trap set loose on frame and 100mm x 20mm thick wrot cypress cornice	SM	110	
	Washrooms			
16.	Carefully remove and dispose of existing shower, increase height of shower area by hacking and lowering floor surface, plaster and install complete rain shower fittings and plumbing works to operation and aesthetic appeal to satisfaction of the client	Item		
17.	Remove and dispose of existing toilet system and replace with new approved western sit toilet as Tw-ford make or approved equivalent	No.	1	
18.	Replace exiting wash hand basin and provide wash hand basin complete with chrome plated mono mixer taps all as Tw-ford APPROVED equivalent	No.	1	
19.	Supply and Install power circuit for instant water heater using 3x4mm ² pvc insulated copper cable including 240v AC instant	No.	1	

	Description	Unit	Quantity	Amount
	water heating unit as 'lorenzetti' or other equal and approved and include for all necessary trunking			
	Carpentry			
20.	Construct wall cabinet in all rooms with MDF and overlay doors each fastened with 4 European type hinges. Paint section with clear vanish or as instructed. Doors to have approved groove design and handles	SM	20	
21.	Replace main entrance door with 6 panel hardwood doors including 3 lever mortice lock as Union or approved equivalent. Sized to fit door opening including frame where necessary or as instructed on site	No.	2	
22.	Replace all doors with standard size flush doors inclusive of standard two lever mortise lock as "Union" or approved equivalent	No.	8	
23.	Replace broken window latches and repair any defective window components on all windows to functionality. Weld shut all fly window	Item		
24.	Remove existing curtain boxes and replace with twin curtain rails	LM	12	
	Painting Prepare surfaces by sanding, scrubbing and apply one under coat and two finishing coats of first quality crown paint to surfaces described in:-			
25.	Silk vinyl paint to wall surfaces and including all window	SM	210	

	Description	Unit	Quantity	Amount
	timber frames			
26.	weather guard paint for external walls	SM	140	
27.	Plastic emulsion paint to ceiling surfaces	SM	110	
28.	Electrical Works			
29.	Allow for removing all dilapidated ceiling mounted electrical fittings (lights and fans) and other fittings that may be damaged by the demolition exercise including electrical conduits and cables, lighting circuits; safely set aside reusable as will be directed by the project officer.	Item		
30.	Hack wall surface to ensure all ducts, cables, sockets and switches are embedded in the wall and plaster before painting	Item		
31.	Conduct a complete comprehensive check on the electrical infrastructure to ensure functioning optimally. Replace where necessary	Item		
32.	Replace all defective switches, sockets and bulb holders as instructed on site	-	-	
33.	Sockets	No.	7	
34.	Switches	No	6	
35.	Bulb Holders	No.	6	
	External Works			
36.	Provide, set up and install 1000L water tank suspended on a concrete base raised 500mm above ground level Works to include piping and connection into house plumbing and water system with bib tap	No.	1	
37.	Supply and install 500 litre water	No.	1	

	Description	Unit	Quality	Amount
	tank to be installed on artic			
38.	Supply and install water pump and steel lockable housing to pump water to pump water from 1000L water tank to 500l water tank including of piping, sundries and float switch. Water to reach Washrooms and kitchen	No.	1	
39.	Works for Extra Room			
40.	Clear and uproot vegetation and overgrowth as instructed on site and as deemed appropriate and cart away waste from site	Item		
41.	Excavate for foundation trench not exceeding 1000mm for foundation wall, raise floor surface to match existing floor surface using compacted hardcore, 50mm marram blinding, DPM sheeting, anti-termite treatment and 100mm floor slab (1:2:4) with BRC mesh embedded. Measurements as on site	Item		
42.	Construct and set up extra room with 200mm masonry wall to match existing profile and height reinforced with hoop ire at alternate courses. Provide for and install window to match existing window profile. Works to including plastering.	Item		
43.	Construct ring beam with Y8 steel members, concrete (1:2:4) and roof using timber truss to match existing on site and spacing rafters, joist, king post, purlins, struts and ties.	Item		
44.	Set up and provide for window on	SM	3	

	Description	Unit	Quality	Amount
	existing wall to match existing window profile. Works to including plastering			
45.	Demolish existing wall and provide for door and framing to match existing. Supply install flush door	No.	1	
46.	Allow for moving and relocation of affected windows and other services	Item		
	Miscellaneous			
47.	Demolish existing dilapidated wall and construct wall with blocks of 150mm size with hoop iron and plaster in preparation to receive paint	SM	15	
48.	Supply and fix single leaf steel casement door and framing overall size 900 x 2100mm high with one coat prefabrication primer from the manufacturer including Steel casement door framing	No.	2	
49.	Prepare and apply three coats 1 st quality gloss oil paint to metal surfaces	Item		
50.	Supply and fix 3A twin switched socket outlet	No.	3	
51.	Make hole in 200mm thick natural stone walling and fix aerial socket	Item		
	TOTAL			

2.K House AFT/8

	Description	Unit	Quality	Amount
	Kitchen			
1.	Dismantle existing kitchen cabinet and dispose of. Redo and overhaul with MDF board High- and low-level kitchen cabinets complete with shelves and doors fixed with malpha hinges. Works to include cabinets and shelves in the store area as instructed on site. Works to include all sundries and auxiliaries with European style malpha hinges and paint interior with clear vanish.	Sm	5	
2.	Lay 600mm by 600mm porcelain tiles as kitchen cabinet work top inclusive skirting. Tiles to be laid on epoxy mortar or latex modified mortar inclusive of waterproofing membrane and plywood subfloor glued and screwed appropriately	Sm	2	
3.	Check and repair kitchen sink drainage system and replace existing bottle trap with chrome plated bottle trap	Item		
4.	Replace kitchen sink mixer tap with new approved chrome plated kitchen mixer	No.	1	
	Tiling			
5.	Prepare surface including necessary hacking to remove existing floor Surface and cart away from site; prepare surface with 20mm thick backing finished with a wood float to receive ceramic floor tiles	SM	110	
6.	Supply and fix 300mm by 300mm	SM	110	

	Description	Unit	Quality	Amount
	ceramic floor tiles of approved design on 30mm cement paste or approved adhesive and finished with grout of matching colour. Install perfectly and uniformly with no air pockets in tiles			
7.	Hack and remove existing wall tile and supply and fix 300 x 200mm (or there about) high-quality polished wall ceramic wall tiles from an approved supplier laid on cement paste with joints grouted in matching colours	SM	7	
	Roofing			
8.	Carefully remove existing clay roofing tiles and keep safely. Reinstall restructure and replace any decayed roof timber member (struts and trusses) to match existing as instructed on site and as appropriate	SM	130	
9.	Supply and install gauge 30 flat roofing iron sheets, reinstall, and lay all the tiles perfectly. Replace any broken and cracked tiles all to client's approval	SM	130	
10.	Scrap of dirt and moss on clay tiles and paint entire roof with Roof master crown paint (teracota) tint or approved equivalent	SM	130	
11.	Supply and install gutter system all-round the structure to functional with 150mm half round gutter fixed to fascia board with and including approved pattern support brackets at 1000mm centers with 110 diameter running outlet	Lm	45	
12.	Supply and install 110mm	LM	20	

	Description	Unit	Quality	Amount
	diameter PVC downpipe fixed to wall with and including approved pattern support brackets at 900mm centres inclusive of swan neck bed			
13.	Supply and install wrot cypress 300 x 25mm to Fascia/ Barge boards	Lm	45	
14.	Carefully remove all ceiling boards including timber brandering and cart away from site all debris and careful store re-usable as instructed on site.	SM	110	
15.	Supply and fix chip board ceiling of approved quality from an approved supplier nailed/screwed to timber brandering according to manufacturer's specifications works to include 600 x 600mm access trap set loose on frame and 100mm x 20mm thick wrot cypress cornice	SM	110	
	Washrooms			
16.	Carefully remove and dispose of existing shower, increase height of shower area by hacking and lowering floor surface, plaster and install complete rain shower fittings and plumbing works to operation and aesthetic appeal to satisfaction of the client	Item		
17.	Remove and dispose of existing toilet system and replace with new approved western sit toilet as Tw-ford make or approved equivalent	No.	1	
18.	Replace exiting wash hand basin and provide wash hand basin complete with chrome plated mono mixer taps all as Tw-ford APPROVED equivalent	No.	1	
19.	Supply and Install power circuit for instant water heater using	No.	1	

	Description	Unit	Quantity	Amount
	3x4mm ² pvc insulated copper cable including 240v AC instant water heating unit as 'lorenzetti' or other equal and approved and include for all necessary trunking			
	Carpentry			
20.	Construct wall cabinet in all rooms with MDF and overlay doors each fastened with 4 European type hinges. Paint section with clear vanish or as instructed. Doors to have approved groove design and handles	SM	20	
21.	Replace main entrance door with 6 panel hardwood doors including 3 lever mortice lock as Union or approved equivalent. Sized to fit door opening including frame where necessary or as instructed on site	No.	2	
22.	Replace all doors with standard size flush doors inclusive of standard two lever mortise lock as "Union" or approved equivalent	No.	8	
23.	Replace broken window latches and repair any defective window components on all windows to functionality. Weld shut all fly window	Item		
24.	Remove exiting curtain boxes and replace with twin curtain rails	LM	12	
	Painting Prepare surfaces by sanding, scrubbing and apply one under coat and two finishing coats of first quality crown paint to surfaces described in:-			
25.	Silk vinyl paint to wall surfaces	SM	210	

	Description	Unit	Quality	Amount
	and including all window timber frames			
26.	weather guard paint for external walls	SM	140	
27.	Plastic emulsion paint to ceiling surfaces	SM	110	
28.	Electrical Works			
29.	Allow for removing all dilapidated ceiling mounted electrical fittings (lights and fans) and other fittings that may be damaged by the demolition exercise including electrical conduits and cables, lighting circuits; safely set aside reusable as will be directed by the project officer.	Item		
30.	Hack wall surface to ensure all ducts, cables, sockets and switches are embedded in the wall and plaster before painting	Item		
31.	Conduct a complete comprehensive check on the electrical infrastructure to ensure functioning optimally. Replace where necessary	Item		
32.	Replace all defective switches, sockets and bulb holders as instructed on site	-	-	
33.	Sockets	No.	7	
34.	Switches	No	6	
35.	Bulb Holders	No.	6	
	External Works			
36.	Provide, set up and install 1000L water tank suspended on a concrete base raised 500mm above ground level Works to include piping and connection into house plumbing and water system with bib tap	No.	1	
37.	Supply and install 500 litre water	No.	1	

	Description	Unit	Quality	Amount
	tank to be installed on artic			
38.	Supply and install water pump and steel lockable housing to pump water to pump water from 1000L water tank to 500l water tank including of piping, sundries and float switch. Water to reach Washrooms and kitchen	No.	1	
	Miscellaneous			
39.	Demolish existing dilapidated wall and construct wall with blocks of 150mm size with hoop iron and plaster in preparation to receive paint	SM	15	
40.	Supply and fix single leaf steel casement door and framing overall size 900 x 2100mm high with one coat prefabrication primer from the manufacturer including Steel casement door framing	No.	2	
41.	Prepare and apply three coats 1 st quality gloss oil paint to metal surfaces	Item		
42.	Supply and fix 3A twin switched socket outlet	No.	3	
43.	Make hole in 200mm thick natural stone walling and fix aerial socket	Item		
	TOTAL			

M House 1

3.J House AFT/4

	Description	Unit	Quality	Amount
	Kitchen			
1.	Dismantle existing kitchen cabinet and dispose of. Redo and overhaul with MDF board High- and low-level kitchen cabinets complete with shelves and doors fixed with malpha hinges. Works to include cabinets and shelves in the store area as instructed on site. Works to include all sundries and auxiliaries with European style malpha hinges and paint interior with clear vanish.	Sm	5	
2.	Lay 600mm by 600mm porcelain tiles as kitchen cabinet work top inclusive skirting. Tiles to be laid on epoxy mortar or latex modified mortar inclusive of waterproofing membrane and plywood subfloor glued and screwed appropriately	Sm	2	
3.	Check and repair kitchen sink drainage system and replace existing bottle trap with chrome plated bottle trap	Item		
4.	Replace kitchen sink mixer tap with new approved chrome plated kitchen mixer	No.	1	
	Tiling			
5.	Prepare surface including necessary hacking to remove existing floor Surface and cart away from site; prepare surface with 20mm thick backing finished with a wood float to receive ceramic floor tiles	SM	110	

	Description	Unit	Quality	Amount
6.	Supply and fix 300mm by 300mm ceramic floor tiles of approved design on 30mm cement paste or approved adhesive and finished with grout of matching colour. Install perfectly and uniformly with no air pockets in tiles	SM	110	
7.	Hack and remove existing wall tile and supply and fix 300 x 200mm (or there about) high-quality polished wall ceramic wall tiles from an approved supplier laid on cement paste with joints grouted in matching colours	SM	7	
	Roofing			
8.	Carefully remove existing clay roofing tiles and keep safely. Reinststate restructure and replace any decayed roof timber member (struts and trusses) to match existing as instructed on site and as appropriate	SM	130	
9.	Supply and install gauge 30 flat roofing iron sheets, reinstall, and lay all the tiles perfectly. Replace any broken and cracked tiles all to client's approval	SM	130	
10.	Scrap of dirt and moss on clay tiles and paint entire roof with Roof master crown paint (teracota) tint or approved equivalent	SM	130	
11.	Supply and install gutter system all-round the structure to functional with 150mm half round gutter fixed to fascia board with and including approved pattern support brackets at 1000mm centers with 110 diameter running outlet	Lm	45	

	Description	Unit	Quality	Amount
12.	Supply and install 110mm diameter PVC downpipe fixed to wall with and including approved pattern support brackets at 900mm centres inclusive of swan neck bed	LM	20	
13.	Supply and install wrot cypress 300 x 25mm to Fascia/ Barge boards	Lm	45	
14.	Carefully remove all ceiling boards including timber brandering and cart away from site all debris and careful store re-usable as instructed on site.	SM	110	
15.	Supply and fix chip board ceiling of approved quality from an approved supplier nailed/screwed to timber brandering according to manufacturer's specifications works to include 600 x 600mm access trap set loose on frame and 100mm x 20mm thick wrot cypress cornice	SM	110	
	Washrooms			
16.	Carefully remove and dispose of existing shower, increase height of shower area by hacking and lowering floor surface, plaster and install complete rain shower fittings and plumbing works to operation and aesthetic appeal to satisfaction of the client	Item		
17.	Remove and dispose of existing toilet system and replace with new approved western sit toilet as Tw-ford make or approved equivalent	No.	1	
18.	Replace exiting wash hand basin and provide wash hand basin complete with chrome plated mono mixer taps all as Tw-ford APPROVED equivalent	No.	1	
19.	Supply and Install power circuit	No.	1	

	Description	Unit	Quantity	Amount
	for instant water heater using 3x4mm ² pvc insulated copper cable including 240v AC instant water heating unit as 'lorenzetti' or other equal and approved and include for all necessary trunking			
	Carpentry			
20.	Construct wall cabinet in all rooms with MDF and overlay doors each fastened with 4 European type hinges. Paint section with clear vanish or as instructed. Doors to have approved groove design and handles	SM	20	
21.	Replace main entrance door with 6 panel hardwood doors including 3 lever mortice lock as Union or approved equivalent. Sized to fit door opening including frame where necessary or as instructed on site	No.	2	
22.	Replace all doors with standard size flush doors inclusive of standard two lever mortise lock as “Union” or approved equivalent	No.	8	
23.	Replace broken window latches and repair any defective window components on all windows to functionality. Weld shut all fly window	Item		
24.	Remove exiting curtain boxes and replace with twin curtain rails	LM	12	
	Painting Prepare surfaces by sanding, scrubbing and apply one under coat and two finishing coats of first quality crown paint to surfaces described in:-			

	Description	Unit	Quality	Amount
25.	Silk vinyl paint to wall surfaces and including all window timber frames	SM	210	
26.	weather guard paint for external walls	SM	140	
27.	Plastic emulsion paint to ceiling surfaces	SM	110	
28.	Electrical Works			
29.	Allow for removing all dilapidated ceiling mounted electrical fittings (lights and fans) and other fittings that may be damaged by the demolition exercise including electrical conduits and cables, lighting circuits; safely set aside reusable as will be directed by the project officer.	Item		
30.	Hack wall surface to ensure all ducts, cables, sockets and switches are embedded in the wall and plaster before painting	Item		
31.	Conduct a complete comprehensive check on the electrical infrastructure to ensure functioning optimally. Replace where necessary	Item		
32.	Replace all defective switches, sockets and bulb holders as instructed on site	-	-	
33.	Sockets	No.	7	
34.	Switches	No	6	
35.	Bulb Holders	No.	6	
	External Works			
36.	Provide, set up and install 1000L water tank suspended on a concrete base raised 500mm above ground level Works to include piping and connection into house plumbing and water system with bib tap	No.	1	

	Description	Unit	Quantity	Amount
37.	Supply and install 500 litre water tank to be installed on artic	No.	1	
38.	Supply and install water pump and steel lockable housing to pump water to pump water from 1000L water tank to 500l water tank including of piping, sundries and float switch. Water to reach Washrooms and kitchen	No.	1	
	Miscellaneous			
39.	Demolish existing dilapidated wall and construct wall with blocks of 150mm size with hoop iron and plaster in preparation to receive paint	SM	15	
40.	Supply and fix single leaf steel casement door and framing overall size 900 x 2100mm high with one coat prefabrication primer from the manufacturer including Steel casement door framing	No.	2	
41.	Prepare and apply three coats 1 st quality gloss oil paint to metal surfaces	Item		
42.	Supply and fix 3A twin switched socket outlet	No.	3	
43.	Make hole in 200mm thick natural stone walling and fix aerial socket	Item		
	TOTAL			

M House 1

4.B House AFT/9

	Description	Unit	Quality	Amount
	Kitchen			
1.	Dismantle existing kitchen cabinet and dispose of. Redo and overhaul with MDF board High- and low-level kitchen cabinets complete with shelves and doors fixed with malpha hinges. Works to include cabinets and shelves in the store area as instructed on site. Works to include all sundries and auxiliaries with European style malpha hinges and paint interior with clear vanish.	Sm	5	
2.	Lay 600mm by 600mm porcelain tiles as kitchen cabinet work top inclusive skirting. Tiles to be laid on epoxy mortar or latex modified mortar inclusive of waterproofing membrane and plywood subfloor glued and screwed appropriately	Sm	2	
3.	Check and repair kitchen sink drainage system and replace existing bottle trap with chrome plated bottle trap	Item		
4.	Replace kitchen sink mixer tap with new approved chrome plated kitchen mixer	No.	1	
	Tiling			
5.	Prepare surface including necessary hacking to remove existing floor Surface and cart away from site; prepare surface	SM	110	

	Description	Unit	Quantity	Amount
	with 20mm thick backing finished with a wood float to receive ceramic floor tiles			
6.	Supply and fix 300mm by 300mm ceramic floor tiles of approved design on 30mm cement paste or approved adhesive and finished with grout of matching colour. Install perfectly and uniformly with no air pockets in tiles	SM	110	
7.	Hack and remove existing wall tile and supply and fix 300 x 200mm (or there about) high-quality polished wall ceramic wall tiles from an approved supplier laid on cement paste with joints grouted in matching colours	SM	7	
	Roofing			
8.	Carefully remove existing clay roofing tiles and keep safely. Reinstall restructure and replace any decayed roof timber member (struts and trusses) to match existing as instructed on site and as appropriate	SM	130	
9.	Supply and install gauge 30 flat roofing iron sheets, reinstall, and lay all the tiles perfectly. Replace any broken and cracked tiles all to client's approval	SM	130	
10.	Scrap of dirt and moss on clay tiles and paint entire roof with Roof master crown paint (teracota) tint or approved equivalent	SM	130	
11.	Supply and install gutter system all-round the structure to functional with 150mm half round gutter fixed to fascia board with	Lm	45	

	Description	Unit	Quality	Amount
	and including approved pattern support brackets at 1000mm centers with 110 diameter running outlet			
12.	Supply and install 110mm diameter PVC downpipe fixed to wall with and including approved pattern support brackets at 900mm centres inclusive of swan neck bed	LM	20	
13.	Supply and install wrot cypress 300 x 25mm to Fascia/ Barge boards	Lm	45	
14.	Carefully remove all ceiling boards including timber brandering and cart away from site all debris and careful store re-usable as instructed on site.	SM	110	
15.	Supply and fix chip board ceiling of approved quality from an approved supplier nailed/screwed to timber brandering according to manufacturer's specifications works to include 600 x 600mm access trap set loose on frame and 100mm x 20mm thick wrot cypress cornice	SM	110	
	Washrooms			
16.	Carefully remove and dispose of existing shower, increase height of shower area by hacking and lowering floor surface, plaster and install complete rain shower fittings and plumbing works to operation and aesthetic appeal to satisfaction of the client	Item		
17.	Remove and dispose of existing toilet system and replace with new approved western sit toilet as Twford make or approved equivalent	No.	1	
18.	Replace exiting wash hand basin	No.	1	

	Description	Unit	Quality	Amount
	and provide wash hand basin complete with chrome plated mono mixer taps all as Tw-ford APPROVED equivalent			
19.	Supply and Install power circuit for instant water heater using 3x4mm ² pvc insulated copper cable including 240v AC instant water heating unit as 'lorenzetti' or other equal and approved and include for all necessary trunking	No.	1	
	Carpentry			
20.	Construct wall cabinet in all rooms with MDF and overlay doors each fastened with 4 European type hinges. Paint section with clear vanish or as instructed. Doors to have approved groove design and handles	SM	20	
21.	Replace main entrance door with 6 panel hardwood doors including 3 lever mortice lock as Union or approved equivalent. Sized to fit door opening including frame where necessary or as instructed on site	No.	2	
22.	Replace all doors with standard size flush doors inclusive of standard two lever mortise lock as “Union” or approved equivalent	No.	8	
23.	Replace broken window latches and repair any defective window components on all windows to functionality. Weld shut all fly window	Item		
24.	Remove existing curtain boxes and replace with twin curtain rails	LM	12	
	Painting			

	Description	Unit	Quantity	Amount
	Prepare surfaces by sanding, scrubbing and apply one under coat and two finishing coats of first quality crown paint to surfaces described in:-			
25.	Silk vinyl paint to wall surfaces and including all window timber frames	SM	210	
26.	weather guard paint for external walls	SM	140	
27.	Plastic emulsion paint to ceiling surfaces	SM	110	
28.	Electrical Works			
29.	Allow for removing all dilapidated ceiling mounted electrical fittings (lights and fans) and other fittings that may be damaged by the demolition exercise including electrical conduits and cables, lighting circuits; safely set aside reusable as will be directed by the project officer.	Item		
30.	Hack wall surface to ensure all ducts, cables, sockets and switches are embedded in the wall and plaster before painting	Item		
31.	Conduct a complete comprehensive check on the electrical infrastructure to ensure functioning optimally. Replace where necessary	Item		
32.	Replace all defective switches, sockets and bulb holders as instructed on site	-	-	
33.	Sockets	No.	7	
34.	Switches	No	6	
35.	Bulb Holders	No.	6	
	External Works			

	Description	Unit	Quality	Amount
36.	Provide, set up and install 1000L water tank suspended on a concrete base raised 500mm above ground level Works to include piping and connection into house plumbing and water system with bib tap	No.	1	
37.	Supply and install 500 litre water tank to be installed on artic	No.	1	
38.	Supply and install water pump and steel lockable housing to pump water to pump water from 1000L water tank to 500l water tank including of piping, sundries and float switch. Water to reach Washrooms and kitchen	No.	1	
39.	Works for Extra Room			
40.	Clear and uproot vegetation and overgrowth as instructed on site and as deemed appropriate and cart away waste from site	Item		
41.	Excavate for foundation trench not exceeding 1000mm for foundation wall, raise floor surface to match existing floor surface using compacted hardcore, 50mm marram blinding, DPM sheeting, anti-termite treatment and 100mm floor slab (1:2:4) with BRC mesh embedded. Measurements as on site	Item		
42.	Construct and set up extra room with 200mm masonry wall to match existing profile and height reinforced with hoop ire at alternate courses. Provide for and install window to match existing window profile. Works to including plastering.	Item		

	Description	Unit	Quality	Amount
43.	Construct ring beam with Y8 steel members, concrete (1:2:4) and roof using timber truss to match existing on site and spacing rafters, joist, king post, purlins, struts and ties.	Item		
44.	Set up and provide for window on existing wall to match existing window profile. Works to including plastering	SM	3	
45.	Demolish existing wall and provide for door and framing to match existing. Supply install flush door	No.	1	
46.	Allow for moving and relocation of affected windows and other services	Item		
	Miscellaneous			
47.	Demolish existing dilapidated wall and construct wall with blocks of 150mm size with hoop iron and plaster in preparation to receive paint	SM	15	
48.	Supply and fix single leaf steel casement door and framing overall size 900 x 2100mm high with one coat prefabrication primer from the manufacturer including Steel casement door framing	No.	2	
49.	Prepare and apply three coats 1 st quality gloss oil paint to metal surfaces	Item		
50.	Supply and fix 3A twin switched socket outlet	No.	3	
51.	Make hole in 200mm thick natural stone walling and fix aerial socket	Item		
	TOTAL			

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	Kitchen			
1.	Dismantle existing kitchen cabinet and dispose of. Redo and overhaul with MDF board High- and low-level kitchen cabinets complete with shelves and doors fixed with malpha hinges. Works to include cabinets and shelves in the store area as instructed on site. Works to include all sundries and auxiliaries with European style malpha hinges and paint interior with clear vanish.	Sm	5	
2.	Lay 600mm by 600mm porcelain tiles as kitchen cabinet work top inclusive skirting. Tiles to be laid on epoxy mortar or latex modified mortar inclusive of waterproofing membrane and plywood subfloor glued and screwed appropriately	Sm	3	
3.	Check and repair kitchen sink drainage system and replace existing bottle trap with chrome plated bottle trap	Item		
4.	Replace kitchen sink mixer tap with new approved chrome plated kitchen mixer	No.	1	
	Tiling			
5.	Prepare surface including necessary hacking to remove existing Surface and cart away from site; 20mm thick backing finished with a wood float to receive ceramic floor tiles	SM	110	
6.	Supply and fix 300mm by 300mm	SM	110	

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	by 6mm thick ceramic floor tiles of approved design on 30mm cement paste or approved adhesive and finished with grout of matching colour. Install perfectly and uniformly with no air pockets in tiles			
7.	Hack and remove existing wall tile and supply and fix 300 x 200 x 6mm thick high-quality polished wall ceramic wall tiles from an approved supplier laid on cement paste with joints grouted in matching colours	SM	7	
	Roofing			
8.	Carefully remove existing clay roofing tiles and keep safely. Reinststate restructure and replace any decayed roof timber member (struts and trusses) to match existing as instructed on site and as appropriate	SM	130	
9.	Supply and install gauge 30 flat roofing iron sheets, reinstall, and lay all the tiles perfectly. Replace any broken and cracked tiles all to client's approval	SM	130	
10.	Scrap of dirt and moss on clay tiles and paint entire roof with Roof master crown paint (teracota) tint or approved equivalent	SM	130	
11.	Overhaul and replace gutter system all-round the structure to functional with 150mm half round gutter fixed to fascia board with and including approved pattern support brackets at 1000mm centers with 110 diameter running outlet	Lm	45	

5.DRM House AFT/12

	Description	Unit	Quality	Amount
12.	Supply and install 110mm diameter PVC downpipe fixed to wall with and including approved pattern support brackets at 900mm centers inclusive of swan neck bed	LM	20	
13.	Supply and install coffee tray wire to eaves and vents	Item		
14.	Supply and install wrot cypress 300 x 25mm to Fascia/ Barge boards	Lm	45	
15.	Carefully remove all ceiling boards including timber brandering and cart away from site all debris and careful store re-usable on site as instructed on site.	SM	110	
16.	Supply and fix chip board ceiling of approved quality from an approved supplier nailed/screwed to timber brandering according to manufacturer's specifications works to include 600 x 600mm access trap set loose on frame and 100mm x 20mm thick wrot cypress cornice	SM	110	
	Washrooms			
17.	Carefully remove and dispose of existing shower, increase height of shower area by hacking and lowering floor surface, plaster and install complete rain shower fittings and plumbing works to operation and aesthetic appeal to satisfaction of the client	Item		
18.	Remove and dispose of existing toilet system and replace with new approved western sit toilet as Twford make or approved equivalent	No.	2	
19.	Replace exiting wash hand basin and provide wash hand basin complete with chrome plated	No.	2	

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	mono mixer taps all as Tw-ford APPROVED equivalent			
20.	Supply and Install power circuit for instant water heater using 3x4mm ² pvc insulated copper cable including 240v AC instant water heating unit as 'lorenzetti' or other equal and approved and include for all necessary trunking	No.	1	
	Carpentry			
21.	Construct wall cabinet in all rooms with MDF and overlay doors each fastened with 4 European type hinges. Paint section with clear vanish or as instructed. Doors to have approved groove design and handles	SM	20	
22.	Replace main entrance door with 6 panel hardwood doors including 3 lever mortice lock as Union or approved equivalent. Sized to fit door opening including frame where necessary or as instructed on site	No.	2	
23.	Replace all doors with standard size flush doors inclusive of standard two lever mortise lock as “Union” or approved equivalent	No.	8	
24.	Replace broken window latches and repair any defective window components on all windows to functionality. Weld shut all fly window	Item		
25.	Remove existing curtain boxes and replace with twin curtain rails	LM	15	
	Painting Prepare surfaces by sanding, scrubbing and apply one under			

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	coat and two finishing coats of first quality crown paint to surfaces described in:-			
26.	Silk vinyl paint to wall surfaces and including all window timber frames	SM	250	
27.	weather guard paint for external walls	SM	160	
28.	Plastic emulsion paint to ceiling surfaces	SM	130	
29.	Electrical Works			
30.	Allow for removing all dilapidated ceiling mounted electrical fittings (lights and fans) and other fittings that may be damaged by the demolition exercise including electrical conduits and cables, lighting circuits; safely set aside reusable as will be directed by the project officer.	Item		
31.	Hack wall surface to ensure all ducts, cables, sockets and switches are embedded in the wall and plaster before painting	Item		
32.	Conduct a complete comprehensive check on the electrical infrastructure to ensure functioning optimally. Replace where necessary	Item		
33.	Replace all defective switches, sockets and bulb holders as instructed on site	Item		
	External Works			
34.	Provide, set up and install 2000L water tank suspended on a concrete base raised 500mm above ground level Works to include piping and connection into	No.	1	

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	house plumbing and water system with bib tap			
35.	Supply and install 200 litre water tank to be installed on artic	No.	1	
36.	Supply and install water pump and steel lockable housing to pump water to pump water from 2000L water tank to 200l water tank including of piping, sundries and float switch	No.	1	
37.	Works for Extra window			
38.	Demolish sections of wall as instructed on site to provide for extra windows in rooms	SM	6	
39.	Supply and install steel casement windows to match existing window profile 1500mm by 1200mm. Works to include glass, window latches and associated sundries for functionality	No.	3	
	Miscellaneous			
40.	Demolish existing false wall and construct wall with blocks of 150mm size with hoop iron and plaster in preparation to receive paint	SM	30	
41.	Carefully remove existing garage door and seal up area with natural stone wall to match existing and provide for door	SM	10	
42.	Repair veranda floor surface at the entrance and all-round the structure	Item		
43.	Supply and fix single leaf steel casement door and framing overall size 900 x 2100mm high with one coat prefabrication primer from the manufacturer including Steel casement door framing	No.	2	
44.	Prepare and apply three coats 1 st	Item		

5.DRM House AFT/12

	Description	Unit	Quality	Amount
	quality gloss oil paint to metal surfaces			
45.	Fill and plaster damaged wall sections and prepare for application of paint			
46.	Supply and fix 3A twin switched socket outlet	No.	3	
47.	Make hole in 200mm thick natural stone walling and fix aerial socket	Item		
48.	Allow for contingency to be expended upon client's approval	Sum		100,000
	TOTAL			

No.- Number

Lm- Linear Meters

Sm- Square Meters

Cm- Cubic Meters

Sports field

	Description	Unit	Quality	Amount
	Football Pitch and Volley Ball			
1.	Excavate oversite average 150mm deep starting from existing ground level to remove vegetable soil, bushes, shrubs, trees, stones and any structures. Load and cart away excess excavated materials as directed on site.	Sm	7200	
2.	Demolish to remove existing concrete structures (average 2 feet deep)	Item		
3.	Sub-Grade Roll and compact subgrade	SM	7200	

Sports field

	Description	Unit	Quality	Amount
	formation to achieve 98% modified proctors MDD including grading to falls and crossfalls			
4.	Imported and approved murrum backfill materials to makeup levels, well-watered, rolled and compacted to 98% MDD at optimum moisture content in 1 layers not exceeding 150mm Thick to Clients approval	SM	7200	
5.	Supply and lay graded Murrum average 200mm Thick laid at a slope of 1:5%, well watered and compacted to 98%MDD at optimum moisture content in 2 layers each of 100mm Thick to Engineer's approval.	SM	7200	
6.	Fillings Pick from excavations and use selected excavated vegetable soil and lap to 150mm thick to be ploughed, disked, graded and chain harrowed for a smooth surface with evenfalls and a fine tilth for seeding including removal of weeds. Ameliorants (cow manure mixed at 1:2 of top soil) and fertilizer (11:6:9 N:P ₂ O ₅ :K ₂ O applied at a rate of circa 500Kg/ha or approved equal to manufacturer's printed instructions and specifications) to be mixed into the topsoil to receive natural lawn (<i>Pennisetum clandestinum</i>)(m.s)	SM	7200	

Sports field

	Description	Unit	Quantity	Amount
7.	<p>FINISHINGS</p> <p>Natural finish</p> <p>Natural lawn kikuyu Grass (or equivalent) on 150mm deep amended top soil media (m.s) on 100mm well compacted fine sand (m.s) to receive fertilizer 4:1:3 N:P2O5:K2O applied at a rate of circa 500Kg/ha or approved equal to manufacturer's printed instructions and specifications) 9-12 months after lawn seeding, and annually thereafter to specialist specifications . Contractor to allow for watering and maintenance for six months till fully established.</p>	SM	7200	
8.	<p>Goal posts</p> <p>Supply and install steel goal anchored in concrete including neoprene caps with 150mm by 4mm thick heavily padded CHS sockets. Uprights 100mm diameter 4mm thick steel goal posts with a cuboid shape with a sloping triangular rear. Prime stop and apply one undercoat and two finishing coats of gloss paint to CROWN PAINTS first quality or other equal and approved to metal surfaces of general metal surfaces</p> <p>Si</p>	LM	50	
9.	<p>Football goal net</p> <p>Standard twisted polyethylene</p>	No.	2	

Sports field

	Description	Unit	Quality	Amount
	football goal net overall size 30 meters square fixed to metal goal posts (m.s) with necessary ropes to approval			
10.	Supply four quality footballs as approved	No.	4	
11.	Supply and install Volley ball post and nets	No.	2	
12.	Supply quality volley ball as approved	No.	2	
13.	Allow for Painting and marking as appropriate.	Item		
14.	Basket Ball			
15.	Excavate oversite average 150mm deep starting from existing ground level to remove vegetable soil and strategically keep on site for re-use. Load and cart away excess excavated materials as directed on site.	SM	500	
16.	Lay 200mm thick hardcore hand packed and compacted in intervals of 100mm thick	SM	500	
17.	Allow for backfilling with imported quarry dust/chips at 100mm thickness	SM	500	
18.	Allow DPM laid on surface	SM	500	
19.	Supply and install joined kerbs to all sides of court before concreting	LM	105	
20.	Construct 100mm slab (1:2:4) with twin BRC mesh embedded. Concrete to include water proof cement at 1:1 cement ratio	SM	500	
21.	Supply and install international standards basketball hoop and nets and fixed on standard steel poles anchored in concrete base. Provide samples for client's approval and to client's	No.	2	

Sports field

	Description	Unit	Quality	Amount
	satisfaction as designed			
22.	Allow for painting and markings	Item		
	TOTAL			
	GRAND TOTAL INCLUSIVE OF TAXES			

SECTION V STANDARD FORMS

List of Standard Forms

1. Form of Tender
2. Tender Security declaration form
3. Letter of Acceptance
4. Form of Agreement
5. Tender Questionnaire
6. Confidential Business Questionnaire
7. Request for Review Form
8. Letter of notification of award
9. Anti-Corruption Declaration Form
10. Self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015.

1. FORM OF TENDER

TO: _____ [Name of Employer] _____ [Date]
_____ [Name of Contract]

Dear Sir,

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

Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____

duly authorized to sign tenders for and on behalf of
_____ [Name of Tenderer] of
_____ [Address of Tenderer]

Witness; Name _____

Address _____

Signature _____

Date _____

(Amend accordingly if provided by Insurance Company)

2. TENDER SECURITY DECLARATION FORM

1. Tender-Security Declaration Form (Mandatory)

Date:

Tender No.: CA/PROC/OT/13/2020-2021

To: COMMUNICATIONS AUTHORITY OF KENYA

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 in any contract with the Procuring Entity for the period of time of *Three (3) years upon approval by PPRA*, if we are in breach of our obligation(s) under the Tender conditions, because we;

- a) Have withdrawn our Tender during the period of Tender validity specified in the Form of Tender; or
- b) Having been notified of the acceptance of our Tender by the Procuring Entity during the period of Tender validity,
 - (i). Fail or refuse to execute the Contract, if required, or
 - (ii). Fail or refuse to furnish the performance security in accordance with the ITT where applicable.

We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of;

- 1) Our receipt of your notification to us of the name of the successful Tenderer; or
- 2) Thirty days after the expiration of our Tender.

Signed: in the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*.....

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

Duly authorized to sign the Tender for and on behalf of: *[insert complete name of Tenderer]*.....

Dated on _____ day of _____, _____ *[insert date of signing]*
Corporate Seal (where appropriate)

3. LETTER OF ACCEPTANCE

2. **[letterhead paper of the Employer]**

_____ *[date]*

To: _____

[name of the Contractor]

[address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated _____
for the execution of _____
[name of the Contract and identification number, as given in the Tender documents] for the
Contract Price of Kshs. _____ [amount in figures][Kenya
Shillings _____ (amount in words)] in accordance with the
Instructions to Tenderers is hereby accepted.

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

Authorized Signature

Name and Title of Signatory

Attachment : Agreement

3.

4. FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____
between _____ of [or whose registered
office is situated at] _____
(hereinafter called “the Employer”) of the one part AND

_____ of [or whose registered office is situated at] _____ (hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

_____ (*name and identification number of Contract*) (hereinafter called “the Works”) located at _____ [*Place/location of the Works*] and the Employer has accepted the tender submitted by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the Contract Price of Kshs _____ [*Amount* in _____ *figures*], Kenya Shillings _____ [*Amount in words*].

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
 - (i) Letter of Acceptance
 - (ii) Form of Tender
 - (iii) Conditions of Contract Part I
 - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
 - (v) Specifications
 - (vi) Drawings
 - (vii) Priced Bills of Quantities/Priced Schedule of Rates [whichever is applicable]
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

[ii] Name _____

Address _____

Signature _____

5. TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;

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

.....
3. Telephone number (s) of tenderer;

.....
4. Telex of tenderer;

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

.....
6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);

.....
.....

Signature of Tenderer

Make copy and deliver to: _____ (*Name of Employer*)

6. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part 1 – General

Business Name

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

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

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

Nature of
Business.....

Current Trade Licence No..... Expiring date.....

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

Name of your
bankers.....

Branch.....
.....

Part 2 (a) – Sole Proprietor

Your name in full.....
Age.....

Nationality..... Country of Origin.....

Citizenship details
.....

Part 2 (b) – Partnership

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1
2
3

Part 2 (c) – Registered Company

Private or Public.....

State the nominal and issued capital of company.....

Nominal Kshs.....

Issued Kshs.....

Given details of all directors as follow :-

Name	Nationality	Citizenship details	Shares
.....
.....

7. LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

8. ANTI-CORRUPTION DECLARATION COMMITMENT/ PLEDGE (*Section 62 PPADA, 2015*)

I/We/..... of Street, Building, P O
Box.....

.....
Contact/Phone/E mail.....

I/We

declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward

to any public officer, their relations or business associates, in connection with

Tender name.....

Tender Nofor or in the subsequent
performance of the contract if I/We am/are successful.

Authorized Signature..... Name and

Title of Signatory.....

9. SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I,, of Post Office Box

being a resident of in the Republic of

..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ 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. Kenya Subsidiary Legislation, 2020 853

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED

Board Secretary