

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF BUNGOMA



DEPARTMENT OF AGRICULTURE AND IRRIGATION.

STANDARD TENDER DOCUMENT

FOR

**THE PROPOSED ERECTION AND COMPLETION OF AMC MACHINERY
SHADE AT MABANGA ATC IN BUNGOMA COUNTY.**

NAME AND CONTACT ADDRESSES OF PROCURING ENTITY.

NAME: COUNTY GOVERNMENT OF BUNGOMA.

DEPARTMENT OF AGRICULTURE AND IRRIGATION.

KILIMO HOUSE

NEXT TO KENYA SEED

P.O. BOX 33-50200

BUNGOMA.

EMAIL ADDRESS: bungomacountygovt@gmail.com.

REQUEST FOR QUOTATIONS NO: NEGOTIATION NO: 903376-2021/2022

**CONTRACT NAME: THE PROPOSED ERECTION AND COMPLETION OF
AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY.**

December 2021.

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I, the undersigned, in submitting the accompanying Letter of quotation to the..... {The County Government of Bungoma, Ministry of Agriculture, Livestock, Fisheries, Irrigation and Co-Operatives through the department of Agriculture and Irrigation} for THE PROPOSED ERECTION AND COMPLETION WORKS OF AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY. QUOTATION REFERENCE NUMBER: NEGOTIATIONNO: 903579-2021-2022.....	30
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Request for Quotation

To.....
.....

FROM: COUNTY CHIEF OFFICER.

DEPARTMENT OF AGRICULTURE AND IRRIGATION.

TITLE OF THE QUOTATION: THE PROPOSED ERECTION AND COMPLETION WORKS OF AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY.

QUOTATION REFERENCE NUMBER: NEGOTIATION NO: 903376-2021/2022

1. The County Government of Bungoma, Ministry of Agriculture, Livestock, Fisheries, Irrigation and Co-Operatives through the department of Agriculture and Irrigation invites you to submit quotation for **the PROPOSED ERECTION AND COMPLETION WORKS OF AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY** as indicated in the detail in "Table A" schedule of requirements and specifications". The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address; **DEPARTMENT OF AGRICULTURE AND IRRIGATION, KILIMO HOUSE, NEXT TO KENYA SEED. P.O. BOX 33-50200 BUNGOMA.**
2. Quotations shall be submitted in accordance with the instruction in Part 1: The quotations shall be **ONLINE THROUGH IFMIS SYSTEM PLATFORM -MANUAL SUBMISSION WILL NOT BE ACCEPTED.** Earlier and not later than **Thursday 23rd Decemebr,2021 at 10.00 a.m. Local time.** Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to **Director Supply Chain Management-Former Municipal Building,P.o Box 437-50200 Bungoma or The County Chief Officer Department of Agriculture and Irrigation, Kilimo House, Next to Kenya Seed. P.O. Box 33-50200 Bungoma.**
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the under signed within **AFTER 7DAYS** of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations

- a) **Department of Agriculture and Irrigation, Kilimo House, Next to Kenya Seed. P.O. BOX 33-50200 BUNGOMA.**
- b) **Mailing Address: bungomacountygovt@gmail.com.ATTENTION: COUNTY CHIEF OFFICER.**
- c) **Physical Address: DEPARTMENT OF AGRICULTURE AND IRRIGATION, KILIMO HOUSE, NEXT TO KENYA SEED. P.O. BOX 33-50200 BUNGOMA**

Yours sincerely,

COUNTY CHIEF OFFICER

AGRICULTURE AND IRRIGATION.

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for **120 days** from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original “should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for the submission of the quotations:

- a) **Name of the Procuring Entity:** The County Government of Bungoma, Ministry of Agriculture, Livestock, Fisheries, Irrigation and Co-Operatives through the department of Agricultural Sector Development Support Programme
- b) **Mailing Address: Department of Agriculture and Irrigation, Kilimo House, Next to Kenya Seed. P.O. Box 33-50200 Bungoma.**
Attention: County Chief Officer.
- c) **Physical address for hand or courier delivery to an office or quotation Box at Kilimo House, P.O. Box 33-50200 BUNGOMA Office, at the Kanduyi Sub-**

6. **Deadline Date of Submission:** to be received on or before **Thursday 23rd Decemebr,2021 at 10.00 a.m. Local time.**
7. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5(4) above, by at least three appointed officials of the Procuring Entity.
8. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:
 - a) valid trading license
 - b) certificate of registration, and
 - c) Tax compliance certificate.
 - d) valid AGPO Certificate (where applicable)
 - e) **The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.**
9. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
10. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services
11. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
12. **Alternative Quotations:** Tenderers **are not permitted** to submit alternative quotations for goods
13. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed. The Procuring Entity **SHALL NOT ALLOW** quotations in foreign currency.
14. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:

i) **Preliminary Examination to Determine Tenderer Eligibility:**

MR	TENDERERS ARE REQUIRED TO SUBMIT COPIES OF THE FOLLOWING MANDATORY DOCUMENTS WHICH WILL BE USED DURING PRELIMINARY EXAMINATION TO DETERMINE RESPONSIVENESS
1.	Must submit a copy of certificate of registration/incorporation
2.	Must submit a copy of a valid tax compliance certificate issued by KRA/exemption certificate {verification will be done through TCC checker}
3.	Must submit a copy of CR12 for sole proprietor & partnership companies to provide copies of directors id.
4.	Must submit a copy of valid Single Business Permit license from the relevant County Government.
5.	Must complete and submit dully filled Tender- Securing Declaration Form in the format provided.
6.	Must complete and submit dully filled self-declaration that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act,2015 in the format Provided.- FORM SD1
7.	Must complete and submit dully filled self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice in the format provided. FORM SD2
8.	Must complete and submit dully filled form of quotation in the format provided.
9.	Must complete and submit dully filled price Schedule of requirements table in the format provided.
10.	Must complete and submit dully filled Form for disclosure of interest in the format provided.
11.	Must complete and submit dully filled certificate of independent quotation determination in the format provided.
12.	Must complete and submit dully filled Self –declaration form in the format provided.
13.	Must complete and submit dully filled form for disclosure of interest in the format provided
14.	Tender documents must be sequentially paginated/serialized on each page including all the attachments.
15.	Must submit a copy of Category of Registration with valid National Construction Authority certificate class 6 and above in the relevant trade and or any other statutory bodies accompanied by contractor' s annual practicing license.
16.	Must submit a copy of certificate of registration for in the relevant special group (agpo)

At this stage, the tenderer's submission will either be responsive in all the mandatory (MR) requirement above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.

ii) **Technical examination to determine goods eligibility,**

compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.

	Description	Max	
a	Evidence of Similar Work experience- Attach Purchase Orders or contract documents for similar works. (a) 5 and Above LPOs / Contracts (25 Mks) (b) 4 LPOs / Contracts (20 Mks) (c) 3 LPOs / Contracts (15 Mks) (d) 2 LPOs / Contracts (10 Mks) (e) 1 LPO / Contract (5 Mks)	20	
b	Proof of similar contracts completed in the last five years. (A max of 5No. projects (attach evidence) a) Project of similar nature, complexity and magnitude- 10Mks b) Project of similar nature out of lower value than the one in consideration- 10Mks c) No completed projects of similar nature- 0Mks	20	
c	Key Personnel (Attach evidence) a) Director of the firm Degree, Diploma, certificate in the relevant Engineering field. 5Mks b) At least 1 No.degree/diploma holder of key personnel in the relevant engineering field. 4 Mks c) At least 2.No certificate holder of key personnel in the relevant engineering field. 6Mks	15	
d	Financial capability- Bank Statements Bank statements for the past three years to date a) Audited Bank statement-for the last three years- 5Mks b) Annual turnover greater or equal to 3 times the cost of the project- 5Mks c) Annual turnover greater or equal to the cost of the project- 5Mks d) Annual turnover below the cost of the project- 5Mks	20	
e	Evidence of transport capability-schedule of contractor's equipment and transport (attach evidence) a) Means of Transport-Vehicle-Attach logbook or Contract Agreement or lease agreement - 4Mks b) No means of transport - 0Mks c) For each specific equipment required in the installation of the work being tendered for(Maximum No. of equipment to be considered -3No.x2) 6Mks	10	
f	Evidence of financial resources (cash in hand, lines of credit, over draft facility) a) Has financial resources equal or above the cost of the project- 10 marks	10	

	b) Has financial resources below the cost of the project – 5 marks c) Has not indicated sources of financial resources – 0 marks		
g	Physical Facilities • Provide details of physical address and contacts – attach evidence of Details of physical address/location and contacts with copy of title or lease documents or latest utility bill – a) Provided-5Mks b) Not Provided-0Mks	5	
	Total	100	

Candidates will require to score a minimum of 70 to proceed to the next stage (Financial stage) for further evaluation. Those who score below 70 will be eliminated at this stage from the entire evaluation process and will not be considered further.

iii. Financial Evaluation

Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.

15. **Lowest evaluated Quotation:** The **LOWEST EVALUATED** quotation shall be recommended for award of contract.
16. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part3: Contract. The currency of a ward and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, Indicating the name and the amount of the accepted quotation
17. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUATATION AND QUALIFICATION DOCUMENTS.

INSTRUCTIONS TO TENDERER: Tenderer Must Complete and Submit As Part of the Form of Quotation.

- i. Schedule of requirements table
- ii. Form for disclosure of interest
- iii. Certificate of independent quotation determination.
- iv. Self –declaration form.
- v. Foreign tenderer 40% Rule {*where applicable*}

FORM OF QUOTATION. {To be completed by tenderer}

Quotation Addressed To {Procuring Entity}	
Date of quotation	
Quotation reference number	NEGOTIATIONNO: 903376-2021/2022
Subject of quotation	THE PROPOSED ERECTION AND COMPLETION OF AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY

We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.

1. In compliance with your request for Quotations dated.....
referenced above, we offer
to.....
.....*{specify one of
supply goods, complete the works or provide the services}*to cover and conform to
our pricing listed on the attached in table B. Quotations submission TABLE at a
total price of Kenyan
shillings.....*{in
words}*.....
OR in Foreign Currency (*if allowed*), Currency.....
amount..... *{in words}*
2. We confirm that we are eligible to participate in public procurement and meet the
eligibility criteria specified in **Part1: INSTRUCTIONS TO TENDERERS**
3. We also confirm that
the..... *{Goods to be
supplied conform* to the **SCHEDULE OF REQUIREMENTS TABLE** below and
in conformity with technical specifications listed in PART2: SCHEDULE OF
REQUIREMENTS of this RFQ Document.
4. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors
and Service Providers, copy available from_(*specify website*) during the
procurement process and the execution of any resulting contract.
5. We confirm that the prices quoted are fixed and firm for the duration of the validity
period and performance of the contract and will not be subject to revision or
variation.

6. The validity period of our quotation is: _____ days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).
7. We confirm we are not submitting any other Quotation as an individual lo firm, and we are not participating in another Quotation as a Joint Venture member or as a subcontractor.
8. We, along with any of our sub-contractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
9. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
10. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination “attached below.
11. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**—interest of the firm in the Procuring Entity, attached below. The Delivery/Completion period offered is..... days from date of acceptance of Quotation. The warranty period offered is..... weeks.

Quotation Authorized by.....

Name and Designation.....

Signature.....

SCHEDULE OF REQUIREMENTS TABLE.

**PROPOSED ERECTION AND COMPLETION OF AMC WORKSHOP
AT MABANGA ATC IN BUNGOMA COUNTY**

**PROPOSED ERECTION AND COMPLETION OF AMC WORKSHOP
AT MABANGA ATC IN BUNGOMA COUNTY**

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	SUBSTRUCTURE (ALL PROVISIONAL)				
	EXCAVATION AND EARTHWORKS				
	SITE PREPARATION				
	Clearing site vegetation; grubbing up roots and filling up voids left with selected				
A	Bushes, shrubs, undergrowth or the like and cart away from site	130	SM		
	EXCAVATION				
B	Excavating vegetable soil for preservation, average 150 mm thick	130	SM		
	Mechanically Excavating Surface to reduce level.				
C	Over 300mm deep	130	CM		
	Excavating Trenches; to receive foundations starting from reduced level				
D	Not exceeding 1.50m deep	50	CM		
	Breaking out existing material; extra over all kinds of excavations irrespective of depth				
E	Rock irrespective of class	2	CM		
	Total Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>Disposal</u>				
A	Excavated material; Backfilling depositing and compacting in layers maximum 150mm thick	30	CM		
B	Surplus excavated material; removing from site mechanically	19	CM		
	DISPOSAL OF WATER				
C	Labour and materials, keeping excavations free from general water		ITEM		
	PLANKING AND STRUTTING				
D	Labour and materials, to uphold sides of excavation generally		ITEM		
	<u>FILLING</u>				
	<u>Hardcore</u>				
E	300mm thick depositing and compacting in layers maximum 150mm thick in making up levels	130	SM		
	<u>Murram</u>				
F	Blinding surfaces of fill 50 mm thick	130	SM		
	ANTI-TERMITE AND HERBICIDE TREATMENT <u>Applying "Termidor 25 EC" solution or other equal and approved sprayed evenly</u>				
G	To surface of fill and tops of foundation walls	130	SM		
	<u>CONCRETE WORK</u>				
	<u>INSITU CONCRETE</u>				
H	Plain mix 1:4:8 in foundation strip blinding 50mm thick	35	SM		
I	Ditto in column bases	0	SM		
	Total Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>Vibrated reinforced concrete Class 20/20mm (1:2:4) in:-</u>				
A	Foundation strip	5	CM		
B	Column bases		CM		
C	Columns generally		CM		
D	Floor Bed 150 mm thick	130	SM		
	<u>REINFORCEMENT</u>				
	<u>Fabric: B.S 4483</u>				
I	Reference A142; mesh 200 x 200 mm weight 2.22 kgs per square meter (Measured net - no allowance made for laps); including bends, tying wire and distance blocks in any location	130	SM		
	Total Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>SAWN FORMWORK TO INSITU CONCRETE</u>				
A	Edges of floor bed 75 to 150 mm wide	40	LM		
B	Sides of vertical columns	0	SM		
	<u>WALLING</u>				
C	225mm thick approved local stone, roughly squared; bedding and jointing in cement mortar (1:4); reinforced with hoop iron gauge 500 in every alternate course	74	SM		
	<u>DAMP PROOF MEMBRANES</u>				
	<u>500 gauge Polythenelaid with 150mm laps,(No allowance made for laps)</u>				
D	Horizontal, 1 No. of layer(s) over 300 mm wide	130	SM		

	PLINTH FINISHES			
	Render, cement and sand (1:4) wood floated			
E	12mm thick 2 No. coat work, to concrete or blockwork base (m/s) generally external	12	SM	
	Painting; 3 coats black bituminous paint to			
F	Rendered surfaces external	9	SM	
	PAVING SLABS			
	Precast Concrete; class 20/20			
G	600 x 600 x50 mm thick slabs laid on and including 50 mm (consolidated) bed of sand; jointed and pointed in cement sand 1:3 mortar V-joints	24	SM	
	Total Carried to collection			

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>COLLECTION</u>				
A	Brought forward from page 1				
B	Brought forward from page 2				
C	Brought forward from page 3				
D	Brought forward from page 4				
	Total for Substructures carried to Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>REINFORCED CONCRETE FRAME</u> <u>CONCRETE WORK</u>				
	INSITU CONCRETE <u>Vibrated class 20/20mm (1:2:4) in:-</u>				
A	Beams	5	CM		
	<u>REINFORCEMENT</u>				
	<u>Bars : high tensile steel; cold worked; B. S. 4461 including bends, hooks, tying wire, distance blocks and spacers</u>				
B	8mm diameter in any location	76	KG		
C	12mm ditto	105	KG		
	FORMWORK TO INSITU CONCRETE				
D	Sides and soffites of beams	40	SM		
	Total Reinforcement Concrete carried to Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>WALLING</u>				
	<u>Approved natural stone, fine chisel dressed one side beddend and jointed in recessed pointing one side in cement sand mortar (1:4).</u>				
A	Walls 200mm thick reinforced with hoop iron gauge 500 in every alternate course	69	SM		
B	Form or leave 250mm x 250mm opening in 200 mm walling for permanent ventilation(m.s)	12	NO		
C	225mm x 225mm precast concrete permanent vent with mosquito gauze laid in cement sand 1:3 mortar	10	NO		
B	HEA Steel columns 200MM	8	NO		
	DAMP PROOF COURSES				
	<u>B.S 743. type A. bitumen hessian base 150mm laps. No allowances made for laps</u>				
E	200mm wide, bedded in cement mortar (1:3)	88	LM		
	Total Walling carried to Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>ROOFING</u>				
	<u>ROOF COVERING</u>				
A	Gauge 28 pre-painted box profile sheets fixed to purlins	130	SM		
B	Ridge cap in matching materials	10	LM		
C	Valley ridge	0	LM		
	STRUCTURAL STEEL				
	The following in structural steel trusses(as per the steel Ltd.) welded and bolted joints all primed with two coats first grade primer				
D	100x50x2mm Z purlins(14 gauge)	180	LM		

E	75x75x6mm SHS Tie or strut	90	LM		
F	100x100x4mm SHS Rafters	100	LM		
G	Ditto tie beam	78	LM		
H	75x75mm support beam/ collar plates	14	LM		
I	with nut and washers	120	NO		
J	100x75x4mm angle cleats welded to rafters (m.s)	100	NO		
	<u>BOARDING</u>				
	<u>Wrought cypress, prime grade, pressure impregnated</u>				
K	225 x 25mm thick Fascia or barge boards	40	LM		
L	Eaves/ Verge filling in 25mm thick T & G or equal and approved alternative.	0	SM		
M	50 x 50mm bearers nailed to sawn cypress	0	LM		
N	Ditto plugged	0	LM		
	Total Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>RAINWATER INSTALLATIONS</u>				
	<u>Gutterwork , PVC gutter and fittings</u>				
A	Box gutter in gauge 26m.s plate welded and boxed along roofs to required slopes and including 3-ply biuminous rubber felt.	39	LM		
B	Extra over gutters for 100mm diameter pipe outlet	6	NO		
C	Ditto stopped end	6	NO		
D	Ditto brackets	30	NO		
E	Ditto Corners	6	NO		
F	Ditto joints	6	NO		
	<u>Rainwater pipework</u>				
G	100mm diameter pipes complete with connections in the running lengths, fixing with PVC holdersbats at 1000mm centers to	20	LM		
H	Extra over pipework for shoes	6	NO		
I	Ditto swanneck	6	NO		
	<u>PAINTING AND DECORATING</u>				
	<u>ONE UNDERCOAT TWO COATS OIL PAINT</u>				
	<u>FULL GLOSS FINISH TO CROWN PAINTS OR</u>				
	<u>EQUAL AND APPROVED</u>				
J	General timber board surfaces	20	SM		
K	Ditto 200 to 300mm girth external	0	LM		
	Total Carried to collection				
	<u>COLLECTION</u>				
	Brought forward from page 9				
	Brought down from above				
	Total Roofing Carried to Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>WINDOWS</u>				
	<u>Precast concrete, Normal, Class 20/ 20mm vibrated</u>				
A	Sills 250 x 75mm thick, once sunk weathered, once throated, reinforced as necessary for handling, bedding jointing and pointing in cement mortar (1:4)	5	LM		
	<u>JOINERY</u>				
	<u>WROT CAMPHOR</u>				
B	120X20mm window boards, moulded and fixed to masonry surface with screws and grounds.	5	LM		
	<u>WROT CYPRESS</u>				
C	Built up pelmet box made of 125x25mm front, 100 x 25 mm top and ends, 25 x 50 mm bearers all	5	LM		
	<u>METAL WORK</u>				
	<u>PURPOSE MADE UNITS</u>				
	Casement mid hang window with horizontal pivots; standard metal casement sections, permanent ventilators comprising T-bar gauze wire and metal hood to fill width of window, but 100mm deep one coat primer by manufacturer; complete with all necessary ironmongery, steel for glazing with putty, cutting and pinning lugs to concrete or blockwork, fixing to head and sill with screws and plugging.				
D	Overall size 1800x 1500 mm high	2	NO	16000	32,000
	Total Carried to collection				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	Windows cont'd				
A	Welded metal grill burglar proofing in 20mmx 20mmx1.5mm thick SHS bars with one coat primer including welding to metal in approved pattern	12	SM		
	<u>GLAZING</u>				
B	4mm thick clear sheet glass and glazing to metal with putty in panes n.e 0.1m ²	10	SM		
	<u>PAINING AND DECORATING</u>				
	<u>ONE UNDERCOAT TWO COATS OIL PAINT GLOSS OIL FINISH AS CROWN PAINTS OR OTHER EQUAL AND APPROVED CATALOGUE</u>				
C	Metal window surfaces generally internally and externally measured overall.	72	SM		
D	Plastered Concrete and masonry surfaces 200 - 300mm girth	24	LM		
E	Timber surfaces 100-200mm girth including priming where necessary.	24	LM		
	Total Carried to collection				
	<u>COLLECTION</u>				
	Brought Forward from page 12				
	Brought forward from above				
	TOTAL WINDOWS CARRIED TO SUMMARY				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>DOORS</u>				
	<u>STEEL DOORS</u>				
	<u>Standard steel door complete with all necessary ironmongery, permanent vent with mosquito gauze & sheet hood assembled and fixed to opening including cutting and pinning lugs to concrete or sand mortar (1:4) all primed with red oxide before fixing</u>				
C	900 x 2400mm steel casement door comprising 50 x 50 x 3mm fixed frame; 14G mild steel plate on both sides bottom half welded and 40 x 25 mm RHS grills at 100 mm centres vertically upper half welded complete with 5 - lever mortice lock and 3 No. tower bolts	2	NO		
D	Ditto but size 1200x2400mm high	3	NO		
E	Ditto but size 900x2400mm high	0	NO		
	<u>GLAZING</u>				
F	4mm thick clear sheet glass and glazing with putty to casement door in panes 0.10m - 0.05m squared	39	SM		
	Total Doors carried to Summary				

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
	<u>FINISHES</u>				
	<u>FLOORS</u>				
B	terazzo floor	130	SM		
C	25mm thick terrazzo floor finish thoroughly cleaned and polished	130	SM		
F	Ditto externally	65	LM		
	<u>WALLS</u>				
K	12mm thick, 2 No. coat work Plaster 1:2:6 to concrete or blockwork base (m/s) generally, walls internal steel trowelled	170	SM		
L	Keying and pointing to walls externally	177	SM		

	<u>ONE UNDERCOAT TWO COATS OIL PAINT FULL GLOSS FINISH TO CROWN PAINTS OR EQUAL AND APPROVED</u>				
M	Plastered wall surfaces internally	78	SM		
N	wall surfaces internally	60	SM		
Total Finishes carried to Summary					

ITEM	DESCRIPTION	KSHS
<u>SUMMARY</u>		
A	SUBSTRUCTURES	
B	REINFORCED CONCRETE FRAME	
C	WALLING	
D	ROOFING	
E	WINDOWS	
F	DOORS	
G	FINISHES	
TOTAL BUILDING WORKS CARRIED TO GRAND SUMMARY		

ITEM	DESCRIPTION	QTY	UNIT	RATE	KSHS
<u>PC AND PROVISIONAL SUMS</u>					
A	Allow a Provisional Sum of Kshs. 100,000 (One Hundred thousands) only for Contigencies				100,000
B	Allow a Provisional Sum of Kshs. 100,000 (One hundred thousand) only for Electrical works				100,000
Total PC& Provisional Sum to Grand Summary					200,000

GRAND SUMMARY

ITEM	DESCRIPTION	Page No.	For Official use	For Tender's Use only
A	Bill No. 1 Preliminaries	PP/		80,000
B	Bill No. 2 Building Works	LP/		
C	Bill No. 3 Prime Cost & Provisional Sums	PC/1		
Sub-Total				
Add 16% V.A.T to be paid to commissioner of V.A.T. as per Legal Notice No.35 & 36 dated 11th September, 2003				
TOTAL CARRIED TO FORM OF TENDER				

Amount in words: Kenya Shillings.....

.....Tenderer's

Signature.....

Address.....

..... Date

Witness Signature

Address

... Date

GS/

Signature.....

And Seal/Stamp

Name.....

Position: {Authorized for and on behalf of (specify name of tenderer).....

DATE.....

FORM FOR DISCLOSURE OF INTEREST-INTEREST OF THE FIRM IN THE PROCURING ENTITY.

1) Are there any person/persons in.....? {The County Government of Bungoma, Ministry of Agriculture, Livestock, Fisheries, Irrigation and Co-Operatives through the department of Agriculture and Irrigation/ who has/have an interest or relationship in this form? Yes/No.....

If yes, provide details as follows.

	Name of Person	Designation in the Procuring Entity	Interest or relationship with tenderer
1)			
2)			
3)			
4)			

i) Conflict of interest disclosure.

		Disclosure YES OR NO	If YES provide details of the relationship with tenderer
1.	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tender.		
2.	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3.	Tenderer has the same legal representative as another tenderer.		
4.	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the		

	decisions of the procuring Entity regarding this quotation process.		
5.	Any of the tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject procurement.		
6.	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this quotation document.		
7.	Tenderer has a close business or family relationship with a professional staff of the procuring entity who are directly or indirectly involved in the preparation of the quotation document or specifications of the contract, and or the quotation evaluation process of such contract.		
8.	Tenderer has a close business or family relationship with a professional staff of the procuring entity who would be involved in the implementation or supervision of the such contract.		
9.	Has the conflict stemming from such relationship stated in item 7&8 above been resolved in a manner acceptable to the procuring Entity throughout the quotation process and execution of the contract.		

ii) Certification

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

FULL NAME.....
TITLE OR DESIGNATION.....
SIGNATURE.....
DATE.....

iii) Certificate of independent quotation determination.

I, the undersigned, in submitting the accompanying Letter of quotation to the..... {The County Government of Bungoma, Ministry of Agriculture, Livestock, Fisheries, Irrigation and Co-Operatives through the department of Agriculture and Irrigation} **for THE PROPOSED ERECTION AND COMPLETION WORKS OF AMC MACHINERY SHADE AT MABANGA ATC IN BUNGOMA COUNTY. QUOTATION REFERENCE NUMBER: NEGOTIATIONNO: 903579-2021-2022.**

In response to the request for tenders made by..... [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of {name of tenderer} that:

1. I have read and understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a quotation in response on this request for quotations;
 - b) Could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding

this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;

6. In particular, without limiting the generality of paragraphs(5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formula used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph(5)(b) a above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specificationsordeliveryparticularsoftheworksorservicestowhichthisrequest for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b)above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the a warding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph(5)(b)above.

Name.....

Title.....

Date.....

iv) Self-Declaration form.

We, the Tenderer..... {Insert name} submitting our quotation in respect to Quotation No..... for {insert Quotation Title Description} for{Insert name of procuring entity}

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) Have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) The RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attend and Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) Any such other Acts or Regulations of Government of Kenya;
- b) Have not offered/ will not offer any inducement to any member of the board management, staff and/ or employees and/ or agents of.....(name of the procuring entity);
- c) Have not engaged/ will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;

- d) Have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:*[insert complete name of tenderer signing the quotation]*

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

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

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

**FOURTH SCHEDULE (rr. 46 and 155(2))
TENDER-SECURING DECLARATION FORM**

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

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

Tender No.: [insert number of tendering process]

To: [insert complete name of Purchaser]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we –
(a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or
(b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders. 852 Kenya Subsidiary Legislation, 2020
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of: (a) our receipt of a copy of your notification of the name of the successful Tenderer; or (b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (Director or Partner or Sole Proprietor, etc.)

Name:

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

Dated on day of, **[Insert date of signing] Seal or stamp**

FIFTH SCHEDULE
SELF DECLARATION FORMS (r.47)

FORM SD1

**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.

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 SD2

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

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

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

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

(Title)

(Signature)

(Date)

Bidder's Official Stamp

PART 3: CONTRACT

CONTRACT AGREEMENT.

(1) THIS CONTRACT AGREEMENT is made _____ (*specify date*). Between _____

[Insert complete name of Procuring Entity], and having its principal place of

Business at _____

[Insert address of Procuring Entity] and

[Insert name of Supplier, or contractor or service provider], and having its principal place of business at _____

[Insert address of Supplier, contractor or service provider].

(2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (*select one*) described in Table B, i.e.

_____ *[insert brief description of Goods, works and Services]* and has accepted a Quotation by the

Tenderer in the sum of _____ *[insert Contract*

Price in words and figures] (hereinafter called “the Contract Price”).

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:

- (a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS
- (b) Table B. QUOTATION SUBMISSION TABLE
- (c) FORM OF QUOTATION

(d) Conditions of Contract

2. In consideration of the payments to be made by the Procuring Entity to the *Supplier/contractor/service provider* as hereinafter mentioned, the *Supplier/contractor/service provider* hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider (*select one*) in consideration of the provision of the Goods/works/services (*select one*) 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.

(4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

For and on behalf of the Procuring Entity

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier/Contractor/Service Provider (*select one*)

Signed: *[insert signature of authorized representative(s) of the Supplier]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

Conditions of contract

1. Language

The contract as well as all correspondence and documents relating to the contract exchanged by the supplier/contractor/service provider (*select one*) provider and the procuring entity, shall be written in the English language.

2. Eligibility

The goods shall have the nationality of an eligible country. All goods and related services to be supplied under the contract shall have their origin in eligible countries.

3. Notices.

Any notice given by one party to the other pursuant to the contract shall be in writing.

4. Governing law.

The contract shall be governed by and interpreted in accordance with the laws of Kenya, unless otherwise specified hereunder.

5. Settlement of disputes

The procuring entity and the supplier/contractor/service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the procuring entity or the supplier/contractor/service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/contractor/service provider responsibilities.

The supplier/contractor/service provider (*select one*) shall supply all the goods included in the schedule of requirements.

7. Contract price

Prices charged by the supplier/contractor/service provider (*select one*) under the contract shall not vary from the prices quoted by the supplier/contractor/service provider (*select one*) in its quotation.

8. Terms of payment.

The contract price shall be paid one hundred (100) percent of the contract price as follows (*select one*):

- i. For goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the procuring entity.
- ii. For works, upon valuation by the contractor of the portion of the works completed, such valuation to be accepted by the procuring entity, payments up to final completion certificate.
- iii. For services, upon valuation by the service provider of the services completed, such valuation to be accepted by the procuring entity, payments up to final completion certificate.

9. Inspections and tests

The supplier/contractor/service provider (*select one*) shall at its own expense and at no cost to the procuring entity carry out all such tests and/or inspections of the goods, works or services to confirm their conformity to technical specifications.

10. Warranty

The supplier warrants that all the goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.