

**NAIROBI CITY COUNTY ASSEMBLY SERVICE
BOARD
(NCCASB)**



**TENDER DOCUMENT FOR
PROPOSED RENOVATIONS TO 14 EXISTING WARD OFFICES
FOR THE NAIROBI CITY COUNTY ASSEMBLY**

TENDER NO . NCCASB/OT/19/12/2019/2020

**CLOSING DATE: FRIDAY 10TH JANUARY 2020, AT
12:00NOON**

CLERK'S CHAMBERS
Telegraphic Address

Telephone 020 2216151
Email: clerk@nairobiassembly.go.ke
Web: www.nairobiassembly.go.ke

County Assembly

City Hall Buildings
P O Box 45844-00100
Nairobi, Kenya

TABLE OF CONTENTS

	<u>PAGE</u>
SECTION I	INVITATION FOR TENDERS 3
SECTION II	INSTRUCTIONS TO TENDERERS 5
SECTION III	CONDITIONS OF CONTRACT 11
	APPENDIX TO CONDITIONS OF CONTRACT21 - 22
SECTION IV	SPECIFICATIONS, DRAWINGS AND BILLS OF QUANTITIES/SCHEDULE OF RATES.....23
SECTION V	STANDARD FORMS25

SECTION I - INVITATION TO TENDERS



NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD

Telegraphic Address

Telephone 020 2216151

Email: clerk@nairobiassembly.go.ke

Web: www.nairobiassembly.go.ke

Clerk's Chambers

County Assembly

City Hall Buildings

P O Box 45844-00100

Nairobi, Kenya

Date: 27TH DECEMBER, 2019

TENDER NO: NCCASB/OT/19/12/2019/2020- PROPOSED RENOVATIONS TO 14 EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY

- 1.5 The Nairobi City County Assembly Service Board (NCCASB) invites sealed tenders from eligible candidates for the **Proposed renovations to 14 existing ward offices for the Nairobi city County Assembly.**
- 1.6 Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement office, Nairobi City County Assembly, 2nd Floor, City Hall Buildings Room 277 during normal working hours. Tender documents may also be downloaded free of charge from our website at www.nairobiassembly.go.ke or public procurement information portal: www.tenders.go.ke
- 1.7 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fees of Kshs. 1,000.00 in cash or Bankers Cheque payable to NCCASB.
- 1.8 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for (90) days from the closing date of tender.
- 1.9 Completed tender documents are to be enclosed in plain sealed envelopes, marked **'TENDER NO. NCCASB/OT/19/12/2019/2020 - PROPOSED RENOVATIONS TO 14 EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY** and be deposited in

the tender box provided at The Nairobi City County Assembly Offices, 2nd Floor, City Hall Buildings Room 277 addressed to:

**The Clerk
Nairobi City County Assembly Service Board,
P O Box 45844-00100
NAIROBI**

So as to be received on or before **Friday 10th January, 2020 at 12:00 noon**

- 1.10 Tenders will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend at County Assembly Basement Committee Rooms, City hall Building on **Friday 10th January, 2020 at 12:00 noon**

**CLERK
NAIROBI CITY COUNTY ASSEMBLY**

SECTION II - INSTRUCTIONS TO TENDERERS

TABLE OF CONTENTS

CLAUSE	PAGE
1 . GENERAL -----	6
2. TENDER DOCUMENTS -----	7
3. PREPARATION OF TENDERS -----	5 - 6
4. SUBMISSION OF TENDERS -----	6 - 7
5. TENDER OPENING AND EVALUATON -----	7 - 8
6. AWARD OF CONTRACT -----	8 - 9

INSTRUCTIONS TO TENDERERS

1. General

- 1.11 The NCCASB 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.
- 1.12 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.
- 1.13 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the NCCASB will in no case be responsible or liable for those costs.
- 1.14 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.
- 1.15 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.

- 1.16 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 1.17 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 NCCASB in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The NCCASB will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the NCCASB'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 NCCASB 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 NCCASB.
- 2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the NCCASB

shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.2 here below.

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) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
 - (c) 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 NCCASB 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 authorized 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 NCCASB 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 **Friday 10th January, 2020 at 12:00 noon**

Tenders shall be delivered to the NCCASB at the address specified above not later than **Friday 10th January, 2020 at 12:00 noon**

4.2 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.

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

4.4 The NCCASB 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 NCCASB 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 NCCASB. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the NCCASB.
- 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 NCCASB's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 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 by any person or entity. The Nairobi City County Assembly Service Board may waive any minor informality or nonconformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 25% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 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 NCCASB 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 NCCASB 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 NCCASB 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 NCCASB 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 NCCASB 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 NCCASB and the successful Tenderer. It will be signed by the NCCASB 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 NCCASB.

- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful Tenderer shall deliver to the NCCASB a Performance Security amount stipulated in the Appendix to Conditions of Contract.
- 6.6 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.8 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

7. Corrupt and fraudulent practices

- 7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.
- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 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 THE TENDERERS

The following information for procurement of services shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions tendere	Particulars of appendix to instructions to
1.5	The tender is open to eligible tenderers registered by National Construction Authority for Building works
1.6	Price to be charged for tender documents. Shall be Kshs. 1,000 or may be downloaded free of charge from NCCASB website www.nairobiassembly.go.ke or public procurement information_portal: www.tenders.go.ke
3.6	Validity of Tenders: Tenders Shall remain valid for 120 days.
1.9	Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Office Room 277 City Hall Building Assembly Wing Wabera Street
1.12	<p>Evaluation Criteria</p> <p>The following requirements must be met by the tenderer notwithstanding other requirements in the tender documents:-</p> <p>I. Mandatory evaluation</p> <p>At this stage, the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</p> <ul style="list-style-type: none"> (a) Copies of certificates of Incorporation, and principal place of business; (b) Copies of Valid Tax Compliance certificate (c) Copies of Certificates of Registration from National construction Authority (d) Valid Business permit (e) Tender Security of Kshs. 175,000.00 in form of Banker's cheque or Guarantee from the Insurance company approved by PPRA

1.12	<p>II. Technical Evaluation</p> <p>(f) Total monetary value of construction work performed for each of the last five years; (Must be above Kshs.15million) – Attach award letters (30 Marks)</p> <p>(g) Ten (10) Years of 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; - Attach Contract documents (20 Marks)</p> <p>(h) Major items of construction equipment owned; - Attach proof of ownership/ Lease Agreement documents (10 Marks)</p> <p>(i) Qualifications and experience of key site management and technical personnel proposed for the Contract; Attach CVs and Certificates of the Lead Supervisor having at least five years of experience and a degree training in the relevant field and at least three technical Staff having three years' experience and a diploma training in a relevant field.</p> <ul style="list-style-type: none"> • Supervisor (8 Marks) • Three Technical Staff (12 Marks) <p>(20 Marks)</p> <p>(j) Reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years; Attach Financial statements</p> <ul style="list-style-type: none"> • Liquidity Ratio of 2:1 (10 Marks) • Acid Test Ratio of 1:1(10 Marks) <p>(20 Marks)</p> <p>NOTE: Only bidders who will be responsive and scored pass marks of 70 in the above will be subjected to financial evaluation</p> <p>III. <u>Financial Evaluation</u></p> <p>Bidders are required to fill in the Bill of Quantities in Section IV. The lowest priced bidder award system shall be used to award.</p>
------	---

SECTION III - CONDITIONS OF CONTRACT

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

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 NCCASB’s Representative.

“The Contract” means the agreement entered into by the NCCASB 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 NCCASB.

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

“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 NCCASB’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 NCCASB’s Representative for the execution of the Contract.

“NCCASB” means Nairobi City County Assembly Service Board

“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.

“NCCASB’s Representative” is the person appointed by the NCCASB 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 NCCASB’s Representative which varies the Works.

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

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. NCCASB's Representative's Decisions

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

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 NCCASB'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 Anything of historical or other interest or significant value unexpectedly discovered on the Site shall be the property of the NCCASB. The Contractor shall notify the NCCASB's Representative of such discoveries and carry out the NCCASB'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 NCCASB'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 NCCASB's Representative. However, he shall not assign the Contract without the approval of the NCCASB in writing. Sub-contracting shall not alter the Contractor's obligations.

7 The site

- 7.1 The NCCASB shall give possession of all parts of the Site to the Contractor.
- 7.2 The Contractor shall allow the NCCASB's Representative and any other person authorised by the NCCASB'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 NCCASB's Representative which are in accordance with the Contract.

9 Extension of Completion Date

- 9.1 The NCCASB'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 NCCASB'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 NCCASB'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

NCCASB'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 NCCASB 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 NCCASB, 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 NCCASB's Representative, or
- (j) reason of delay caused by the late supply of goods or materials or in executing Work for which the NCCASB 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 NCCASB's Representative and the Contractor. Its business shall be to review the plans for the remaining Work. The NCCASB's Representative shall record the business of management meetings and provide copies of the record to those attending the meeting and the NCCASB. The responsibility of the parties for actions to be taken shall be decided by the NCCASB'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 NCCASB'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 NCCASB's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the NCCASB'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 NCCASB'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 NCCASB's Representative's notice. If the Contractor has not corrected a defect within the time specified in the NCCASB's Representative's notice, the NCCASB'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 NCCASB's Representative with a quotation for carrying out the variations when requested to do so.

The NCCASB's Representative shall assess the quotation and shall obtain the necessary authority from the NCCASB 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 NCCASB's Representative may order the variation and make a change to the Contract Price, which shall be based on the NCCASB's Representative's own forecast of the effects of the variation on the Contractor's costs.

14 Payment Certificates and Final Account

- 14.1 The Contractor shall be paid after each of the following stages of Work listed here below (subject to re-measurement by the NCCASB'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*
NCCASB).
 - (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 NCCASB's Representative his application for payment. The NCCASB'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 NCCASB 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 NCCASB'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 NCCASB'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 NCCASB'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 NCCASB's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The NCCASB 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 NCCASB's Representative's Certificate by the NCCASB 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 NCCASB 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 NCCASB 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 NCCASB 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 NCCASB's Representative to issue a Certificate of Completion of the Works, upon deciding that the Work is completed.

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

18. Termination

18.1 The NCCASB 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 NCCASB'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 NCCASB's Representative is not paid by the NCCASB 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 NCCASB'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 NCCASB'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 NCCASB 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 NCCASB's Representative may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to him, and in default thereof, the NCCASB 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 NCCASB 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 NCCASB's Representative shall certify the amount of expenses properly incurred by the NCCASB 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 NCCASB 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 NCCASB 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 NCCASB 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 NCCASB or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the NCCASB.
- (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 NCCASB IS

Name: **NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD**

Address: **P.O. Box 45844 – 00100 NAIROBI**

Name of NCCASB's Representative: **CLERK TO THE COUNTY ASSEMBLY**

The name (and identification number) of the Contract is **PROPOSED RENOVATIONS TO 14 EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY, TENDER N O . NCCASB/OT/19/12/2019/2020**

The Works consists of **RENOVATIONS OF 14 WARD OFFICES**

The Start Date shall be AS **AGREED WITH THE PROJECT MANAGER**

The Intended Completion Date for the whole of the Works shall be **8 WEEKS FROM THE DATE OF SITE POSSESSION**

The following documents also form part of the Contract:

The Site Possession Date shall be **AS AGREED WITH THE PROJECTMANAGER**

The Site is located **WITHIN NAIROBI COUNTY** and is defined in drawings nos.

The Defects Liability Period is **180 DAYS**

Amount of Tender Security is **Kshs.175,000**(Note: This amount should be between one (1) percent and three (3) percent of the value of the Works)

The name and Address of the NCCASB for the purposes of submission of tenders

The Clerk

Nairobi City County Assembly Service Board,

P O Box 45844-00100

NAIROBI

The tender opening date and time is **Friday 10th January, 2020 at 12:00 noon**

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

The bills of quantities and specifications for renovation works of existing ward offices below have been attached.

ITEM No.	WARD	PROPOSED WORKS	BILLS OF QUANTITIES
1	Lower Savanna	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
2	Umoja I	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
3	Umoja II	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
4	Kayole South	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
5	Njiru	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
6	Dandora I	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
7	Dandora 4	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
8	Ziwani/Kariokor	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
9	Eastleigh North	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
10	Mathare North	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
11	Utalii	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
12	Roysambu	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
13	Maringo/Hamza	Proposed Renovation of Existing Ward Offices	<i>Attached</i>
14	Moutain View	Proposed Renovation of Existing Ward Offices	<i>Attached</i>

SECTION V - STANDARD FORMS

List of Standard Forms

- (i) Form of Invitation for Tenders**
- (ii) Form of Tender**
- (iii) Form of Agreement**
- (iv) Form of Tender Security**
- (v) Performance Bank Guarantee**
- (vi) Performance Bond**
- (vii) Bank Guarantee for Advance Payment**
- (ix) Qualification Information**
- (x) Tender Questionnaire**
- (xi) Confidential Business Questionnaire**
- (xii) Details of Sub-Contractors**

FORM OF INVITATION FOR TENDERS

_____ [date]

To: _____ [name of Contractor]

_____ [address]

Dear Sirs:

Reference: _____ [Contract Name]

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

A complete set of tender documents may be purchased by you from ____

_____ [mailing address, cable/telex/facsimile numbers].

Upon payment of a non-refundable fee of Kshs _____

All tenders must be accompanied by _____ number of copies of the same and a tender security in the form and amount specified in the tendering documents, and must be delivered to

_____ [address and location]

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

Please confirm receipt of this letter immediately in writing by cable/facsimile or telex.

Yours faithfully,

_____ Authorised Signature

_____ Name and Title

FORM OF TENDER

TO: _____[Name of NCCASB] _____[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 NCCASB'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)

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____
between _____ of [or whose registered
office is situated at] _____

(hereinafter called “the NCCASB”) of the one part AND

_____ of [or whose registered
office is situated at] _____

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

WHEREAS THE NCCASB 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 NCCASB 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 NCCASB to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the NCCASB to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The NCCASB 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 NCCASB _____ Binding Signature of Contractor _____

In the presence of (i) Name_____

Address_____

Signature_____

[ii] Name _____

Address_____

Signature_____

FORM OF TENDER SECURITY

WHEREAS(hereinafter called “the Tenderer”) has submitted his tender dated for the construction of

..... (*name of Contract*)

KNOW ALL PEOPLE by these presents that WE having our registered office at(hereinafter called “the Bank”), are bound unto(hereinafter called “the NCCASB”) in the sum of Kshs..... for which payment well and truly to be made to the said NCCASB, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers

Or

If the tenderer, having been notified of the acceptance of his tender by the NCCASB during the period of tender validity:

- (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
- (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

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

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

[date]

[signature of the Bank]

[witness]

[seal]

PERFORMANCE BANK GUARANTEE

To: _____(Name of NCCASB) _____(Date)

_____(Address of NCCASB)

Dear Sir,

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

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

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

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

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

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

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

PERFORMANCE BOND

By this Bond, We _____ of (or whose registered office is situated at) _____

as Principal (hereinafter called “the Contractor”) and _____

_____ of [or whose registered office is situated at] _____

as Surety (hereinafter called “the Surety”), are held and firmly bound unto

_____ of [or
whose registered office is situated
at] _____

as Obligee (hereinafter called “the NCCASB”) in the amount of Kshs. _____ *[amount of Bond in figures]* Kenya Shillings

[amount of Bond in words], for the payment of which sum well and truly, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Contractor has entered into a Contract with the NCCASB dated the _____ day of _____ 20 _____ for the execution of _____

[name of Contract] in accordance with the Contract documents, Specifications and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.

NOW THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise it shall remain in full force and effect. Whenever the Contractor shall be, and declared by the NCCASB to be, in default under the Contract, the NCCASB having performed the NCCASB’s obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- (1) complete the Contract in accordance with its terms and conditions; or
- (2) obtain a tender or tenders from qualified tenderers for submission to the NCCASB for completing the Contract in accordance with its terms and conditions, and upon determination by the NCCASB and the Surety of the lowest responsive tenderer, arrange for a Contract between such tenderer and NCCASB and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract Price; but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof.
The term "Balance of the Contract Price", as used in this paragraph, shall mean the total amount payable by the NCCASB to the Contractor under the Contract, less the amount properly paid by the NCCASB to the Contractor; or
- (3) pay the NCCASB the amount required by the NCCASB to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

The Surety shall not be liable for a greater sum than the specified penalty of this Bond.

Any suit under this Bond must be instituted before the expiration of one year from the date of issuance of the Certificate of Completion.

No right of action shall accrue on this Bond to or for the use of any person or corporation other than the NCCASB named herein or the heirs, executors, administrators, successors and assigns of the NCCASB.

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

_____ day of _____ 20_____

SIGNED ON _____ SIGNED ON _____

On behalf of _____ On behalf of _____

[name of Contractor]

[name of Surety]

By _____ By _____

In the capacity of _____ In the capacity of _____

In the presence of; Name _____ In the presence of; Name _____

Address _____ Address _____

Signature _____ Signature _____

Date _____ Date _____

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____ *[name of NCCASB]* _____ *(Date)*
_____ *[address of NCCASB]*

Gentlemen,

Ref: _____ *[name of Contract]*

In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract, We, _____ *[name and Address of Contractor]* (hereinafter called "the Contractor") shall deposit with _____ *[name of NCCASB]* a bank guarantee to guarantee his proper and faithful performance under the said Contract in an amount of Kshs. _____ *[amount of Guarantee in figures]* Kenya Shillings _____ *[amount of Guarantee in words]*.

We, _____ *[bank or financial institution]*, as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ *[name of NCCASB]* on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs _____ *[amount of Guarantee in figures]* Kenya Shillings _____ *[amount of Guarantee in words]*, such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

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

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the Contractor pursuant to the Contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until

_____ (*name of NCCASB*) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature and Seal _____

Name of the Bank or financial institution _____

Address _____

Date _____

Witness: Name: _____

Address: _____

Signature: _____

Date: _____

QUALIFICATION INFORMATION

1. Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of tenderer (attach copy or Incorporation Certificate);

Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender _____

1.2 Total annual volume of construction work performed in the last five years

Year	Volume	
	Currency	Value

1.3 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

Project name	Name of client and contact person	Type of work performed and year of completion	Value of Contract
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- 1.4 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

Item of Equipment	Description, Make and age (years)	Condition(new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
_____ _____ _____(etc .)	_____ _____ _____	_____ _____ _____	

- 1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in proposed position
Project Manager			
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
(etc.)			

- 1.6 Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

- 1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.
-

- 1.8 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the NCCASB.
-

Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

- 1.9 Proposed program (work method and schedule) for the whole of the Works.

2 Joint Ventures

- 2.0 The information listed in 1.1 – 2.0 above shall be provided for each partner of the joint venture.
- 2.1 The information required in 1.11 above shall be provided for the joint venture.
- 2.2 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture
- 2.3 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:
- a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
 - b) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
 - c) the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

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 NCCASB*)

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

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet:

(i) Full name of Sub-contractor
and address of head office:

.....

(ii) Sub-contractor's experience
of similar works carried out
in the last 3 years with
Contract value:

.....

.....

(2) Portion of Works to sublet:

(i) Full name of sub-contractor
and address of head office:

.....

.....

(ii) Sub-contractor's experience
of similar works carried out
in the last 3 years with
contract value:

.....

[Signature of Tenderer)

Date

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
NJIRU WARD OFFICES**

BQ5

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200” mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m1” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	<p>PP/1</p>	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	
To Collection		=====

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p> <p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p> <p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p> <p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p> <p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p> <p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens,the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p>
	<p>To Collection</p>	
	<p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<p style="text-align: center;">=====</p> <p style="text-align: center;">=====</p>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to whichper centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p> <p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
	To Collection	PP/8

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED" PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect. <u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA. and insurance of E.I.A.Certificate.	
To Collection		
<u>PP/9</u>		

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES
FOR THE NAIROBI CITY COUNTY ASSEMBLY - NJIRU
WARD

BUILDER'S WORK

PARTITIONS AND SCREENS

Timber Partitions

75mm thick x 2400mm high blockboard partitions comprising of 75 x 75mm wrot mahogany framework and beadings spaced approximately 1200mm centres; vertically divided into two parts comprising 550mm high top panel infilled with louvered glass complete with levers and louvre carriers; 2150mm high bottom panel faced infilled with 25mm thick blockboard faced both sides with 3mm thick mahogany veneers (all as per detailed architect's design)

Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:

B General surfaces of timber

DOORS

Wrot prime grade mahogany in door frames and finishings

C	15mm quadrant beading with one labour
---	---------------------------------------

D 38 x 15mm architrave with two labour

E 40 x 15mm glazing bead with one labour

F | 150 x 50mm frame with four labours plugged

C	Ditto transome with four labours
---	----------------------------------

Flush doors

H 45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality cypress veneered plywood and hardwood lipped all edges

Carried to collections

Qty

Unit

Rate

Amt (Kshs.)

	Qty	Unit	Rate	Amt (Kshs.)
<u>Glazing</u>				
A 6mm thick clear glass and glazing with mahogany timber beads (m/s) to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres	2	sm		
<u>Ironmongery</u>				
<u>Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved</u>				
B 100mm pressed brass butt heavy duty hinges	3	prs		
C 3- lever mortice lock complete with aluminium lever furniture	2	no		
D 38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor	4	no		
E Delayed action non-reversible overhead door closer as "UNION" or other equal and approved	4	no		
<u>Painting</u>				
<u>Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:</u>				
F General surfaces of wood	8	sm		
G Ditto not exceeding 100mm girth	34	lm		
H Ditto exceeding 200mm but not exceeding 300mm girth	14	lm		
<u>FINISHES</u>				
<u>FLOOR FINISHES</u>				
I Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 90 square metres)		item		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Cement/Sand (1:3) in:</u>				
A 30mm thick screed prepared to receive ceramic floor tiles (m/s)	90	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
B 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	90	sm		
C 100 x 10mm thick skirting with rounded top ditto	45	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
D Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	115	sm		
E Ditto ceiling surfaces ditto	90	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
F 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
G 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	17	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
H General steel grilles measured overall both sides	34	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	9	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	21	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought down from above				
<u>BILL NO.1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>	
<u>TOTAL CARRIED TO GRAND SUMMARY</u>	

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - NJIRU WARD</u>			Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO.1 - BUILDERS WORK	CA/4	
3.	BILL NO.2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
<u>ADD:-</u>			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
DANDORA I WARD OFFICES**

BQ6.

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>‘B.S.’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“n.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossings, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	To Collection	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p> <p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p> <p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practible and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens.the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p>Allow for keeping all excavations free from general water.</p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<div style="text-align: right;"> <p>=====</p> <p>=====</p> <p>=====</p> </div>
	<p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
<u>Nominated Sub-Contractors</u>	<p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	
To Collection	PP/8	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED' PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA and insurance of E.I.A Certificate.</p>	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<p><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>	<p>=====</p>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 1 WARD				Qty	Unit	Rate	Amt (Kshs.)
<u>BILL NO.1</u> <u>BUILDER'S WORK</u>							
<u>FINISHES</u>							
<u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u>							
<u>FLOOR FINISHES</u>							
A Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 75 square metres)					item		
<u>Cement/Sand (1:3) in:</u>							
B 30mm thick screed prepared to receive ceramic floor tiles (m/s)				75	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>							
C 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)				75	sm		
D 100 x 10mm thick skirting with rounded top ditto				60	lm		
<u>WALL FINISHES</u>							
<u>Painting and decorating</u>							
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>							
E Previously painted wall surfaces measured overall over all doors and windows surfaces; internally				96	sm		
Carried to collections							

CEILING FINISHES

NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY

Demolitions (Provisional)

A Carefully remove existing worn-out celotex ceiling including rotten branderling; load and cart away arising debris (Approximately area- 75 square metres)

item

Sawn celcured second grade cypress:-

B 50 x 50mm branderling (provisional)

75

lm

C 100 x 50mm plugged ditto

40

lm

Ceiling boards

D 13mm thick celotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber branderling

75

sm

E Extra over celotex ceiling in 600 x 600mm access door including the necessary framework and hinges

2

no

W/rot celcured cypress in:-

F 100 x 25mm moulded cornice with six labours

40

lm

Painting and decorating

G Prime back of frame before fixing not exceeding 100mm girth

80

lm

Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:-

H General surfaces of celotex ceiling boards

75

sm

I Timber surface 100 - 200mm girth

40

lm

WINDOWS

Glazing

J 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres

1

sm

Carried to collections

	Qty	Unit	Rate	Amt (Kshs.)
<u>Burglar proofing</u>				
A 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	7	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
B General steel grilles measured overall both sides	14	sm		
<u>Metal work</u>				
C 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	5	lm		
<u>Curtains/blinds</u>				
D Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	7	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought down from above				
<u>BILL NO.1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>	
<u>TOTAL CARRIED TO GRAND SUMMARY</u>	

Amt (Kshs.)

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE
NAIROBI CITY COUNTY ASSEMBLY - DANDORA 1 WARD

RENOVATIONS OF EXISTING OFFICES

GRAND SUMMARY

ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/3	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			

CONTRACTOR.....
ADDRESS.....
DATE.....
SIGNATURE.....

WITNESS -
NAME.....
ADDRESS.....
DATE.....
SIGNATURE.....

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
DANDORA IV WARD OFFICES**

BSQ 7

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200” mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“m.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>_____</p> <p>=====</p>
	<p>To Collection</p> <p>PP/2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens, the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p> <p>=====</p>
	<p>To Collection</p> <p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	=====
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya,.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p> <p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	<div style="text-align: center;"> <div>=====</div> <div>=====</div> <div>=====</div> </div>

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p> <p>To Collection</p> <p>PP/8</p>	<div></div> <div></div> <div></div>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED' PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and issuance of E.I.A.Certificate.</p>	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 4 WARD		Qty	Unit	Rate	Amt (Kshs.)
BILL NO. 1		BUILDER'S WORK			
RE-ROOFING					
Demolitions (Provisional)					
A	Carefully remove existing worn-out roofing sheets including ridge and hip caps, rotten fascia/barge boards and gutters, brandering; load and cart away arising debris (Approximately area- 65 square metres)		item		
<u>Sawn celcured second grade cypress:-</u>					
B	75 x 50mm purlins (provisional)	65	lm		
Roof covering					
<u>Gauge 28 pre-painted IT4 profile sheets fixed to purlins (m/s) with and including weathered rust proof screw bolts 75mm long with plastic cap laid with 300mm side and 150mm end laps as supplied by "Mabati Rolling Mills" or other equal and approved and fixing to timber purlins</u>					
C	Sheet covering to pitched roof	65	sm		
D	Ridge cap fixed to match laid with 150mm end laps	6	lm		
Rain water goods					
E	28 gauge 125 x 100mm U-shaped pre-painted gutter fixed to steel roof structure (m/s) with and including approved brackets	24	lm		
F	Extra over ditto for 75mm diameter down pipe outlet	4	no		
G	Extra over gutters for stopped ends	4	no		
H	Make 75mm diameter hole in gutter	4	no		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
<u>26 gauge pre-painted mild steel sheet in:</u>				
A 75mm diameter down pipe fixed to wall with and including approved holderbats	12	lm		
B Extra over ditto for swan neck	4	no		
C Ditto horse shoe	4	no		
<u>FINISHES</u>				
<u>NB:- M.C.A.'s OFFICES ONLY</u>				
<u>FLOOR FINISHES</u>				
D Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 25 square metres)		item		
<u>Cement/Sand (1:3) in:</u>				
E 30mm thick screed prepared to receive ceramic floor tiles (m/s)	25	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
F 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	25	sm		
G 100 x 10mm thick skirting with rounded top ditto	20	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
H Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	50	sm		
Carried to collections				

		Qty	Unit	Rate	Amt (Kshs.)
<u>CEILING FINISHES</u>					
<u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u>					
<u>Demolitions (Provisional)</u>					
A	Carefully remove existing worn-out celotex ceiling including rotten brandering: load and cart away arising debris (Approximately area- 25 square metres)		item		
<u>Sawn celcured second grade cypress:-</u>					
B	50 x 50mm brandering (provisional)	25	lm		
C	100 x 50mm plugged ditto	20	lm		
<u>Ceiling boards</u>					
D	13mm thick celotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber brandering	25	sm		
E	Extra over celotex ceiling in 600 x 600mm access door including the necessary framework and hinges	1	no		
<u>Wrot celcured cypress in:-</u>					
F	100 x 25mm moulded cornice with six labours	30	lm		
<u>Painting and decorating</u>					
G	Prime back of frame before fixing not exceeding 100mm girth	55	lm		
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:-</u>					
H	General surfaces of celotex ceiling boards	25	sm		
I	Timber surface 100 - 200mm girth	30	lm		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
<u>DOORS</u>				
<u>Security grille door</u>				
A Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u>				
B General metal grilles surfaces	5	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
C 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
D 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
E General steel grilles measured overall both sides	6	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought forward from page CA/4				
Brought down from above				
BILL NO. 1				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL</u> <u>SUMS</u> <u>TOTAL CARRIED</u> <u>TO GRAND SUMMARY</u>	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 4 WARD			Amt (Kshs.)
RENOVATIONS OF EXISTING OFFICES			
GRAND SUMMARY			
ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/5	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR.....			
ADDRESS.....			
DATE.....			
SIGNATURE.....			
WITNESS -			
NAME.....			
ADDRESS.....			
DATE.....			
SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
ZIWANI/KARIOKOR WARD
OFFICES**

BQ 8.

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“ml” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	<p>PP/1</p>	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p>	<p>PP/ 2</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens. the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p>
	To Collection	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour. Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p> <p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	<div style="text-align: right;"> <p>=====</p> <p>=====</p> <p>=====</p> </div>

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p>	<p>=====</p>
	PP/7	

ITEM NO	DESCRIPTION	KSHS
<u>Nominated Sub-Contractors</u>	<p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	
To Collection	PP/8	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED" PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p>The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect.</p> <p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA, and insurance of E.I.A.Certificate.</p>	
To Collection		
<u>PP/9</u>		

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

**PROPOSED RENOVATIONS OF EXISTING WARD OFFICES
FOR THE NAIROBI CITY COUNTY ASSEMBLY -
ZIWANI/KARIOKOR WARD**

BILL NO. 1 **BUILDER'S WORK**

FINISHES

NB:- M.C.A.'s OFFICES ONLY

FLOOR FINISHES

A Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 18 square metres)

item

Cement/Sand (1:3) in:

B 30mm thick screed prepared to receive ceramic floor tiles (m/s)

18

sm

Approved non slip coloured ceramic floor tiles from an approved stockist

C 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)

18

sm

D 100 x 10mm thick skirting with rounded top ditto

22

lm

WALL FINISHES

Painting and decorating

Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:

E Previously painted wall surfaces measured overall over all doors and windows surfaces; internally

60

sm

F Ditto ceiling surfaces ditto

18

sm

Carried to collections

	Qty	Unit	Rate	Amt (Kshs.)
<u>DOORS</u>				
<u>Security grille door</u>				
A Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of</u>				
<u>"Crown" or other equal and approved plastic gloss paint to:</u>				
B General metal grilles surfaces	5	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
C 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
D 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
E General steel grilles measured overall both sides	6	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought down from above				
<u>BILL NO. 1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>		Amt (Kshs.)
<u>PROVISIONAL SUMS</u>		
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B	Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>		
<u>TOTAL CARRIED</u>		
<u>TO GRAND SUMMARY</u>		

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - ZIWANI/KARIOKOR WARD</u>		Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>		
<u>GRAND SUMMARY</u>		
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>
1.	PRELIMINARIES	PP/10
2.	BILL NO. 1 - BUILDER'S WORK	CA/3
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1
SUB-TOTAL		
<u>ADD:-</u>		
16% V.A.T.		
GRAND TOTAL CARRIED TO FORM OF TENDER		
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....		

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
EASTLEIGH NORTH WARD
OFFICES**

809

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m.l” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	PP/1	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossings, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	
To Collection		=====
PP/ 2		

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p> <p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p> <p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p> <p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p> <p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p> <p>To Collection</p> <p>PP/3</p>	<p>=====</p> <p>=====</p>
B		
C		
D		
E		

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p> <p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p> <p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens,the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of meta scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour. Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	=====

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<div style="text-align: center;"> <div>=====</div> <div>=====</div> <div>=====</div> </div>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p> <p>To Collection</p>	<div>PP/8</div> <div></div> <div></div> <div></div>

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED' PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect. <u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and issuance of E.I.A.Certificate.	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD		Qty	Unit	Rate	Amt (Kshs.)
<u>BILL NO. 1</u> <u>BUILDER'S WORK</u>					
<u>PARTITIONS AND SCREENS</u>					
<u>Timber Partitions</u>					
A	75mm thick x 2400mm high blockboard partitions comprising of 75 x 75mm wrot mahogany framework and beadings spaced approximately 1200mm centres; vertically divided into two parts comprising 550mm high top panel infilled with louvred glass complete with levers and louvre carriers; 2150mm high bottom panel faced infilled with 25mm thick blockboard faced both sides with 3mm thick mahogany veneers (all as per detailed architect's design)	10	sm		
Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:					
B	General surfaces of timber	20	sm		
<u>DOORS</u>					
<u>Wrot prime grade mahogany in door frames and finishings</u>					
C	15mm quadrant beading with one labour	6	lm		
D	38 x 15mm architrave with two labour	6	lm		
E	40 x 15mm glazing bead with one labour	5	lm		
F	150 x 50mm frame with four labours plugged	6	lm		
G	Ditto transome with four labours	1	lm		
<u>Flush doors</u>					
H	45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality cypress veneered plywood and hardwood lipped all edges	1	no		
Carried to collections					

		Qty	Unit	Rate	Amt (Kshs.)
A	<u>Glazing</u>				
	6mm thick clear glass and glazing with mahogany timber beads (m/s) to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
B	<u>Ironmongery</u>				
	Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved				
B	100mm pressed brass butt heavy duty hinges	1.5	prs		
C	3- lever mortice lock complete with aluminium lever furniture	1	no		
	38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor	2	no		
E	Delayed action non-reversible overhead door closer as "UNION" or other equal and approved	2	no		
F	<u>Painting</u>				
	Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:				
F	General surfaces of wood	4	sm		
G	Ditto not exceeding 100mm girth	17	lm		
H	Ditto exceeding 200mm but not exceeding 300mm girth	7	lm		
	<u>FINISHES</u>				
I	<u>FLOOR FINISHES</u>				
	Carefully hack existing worn floor tiles including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 28 square metres)		item		
J	<u>Cement/Sand (1:3) in:</u>				
	30mm thick screed prepared to receive ceramic floor tiles (m/s)	28	sm		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
Approved non slip coloured ceramic floor tiles from an approved stockist				
A 500 x 500 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	28	sm		
B 100 x 10mm thick skirting with rounded top ditto	21	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
C Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	49	sm		
<u>CEILING FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved emulsion paint on:</u>				
D Previously painted ceiling surfaces; internally	28	sm		
<u>DOORS</u>				
<u>Security grille door</u>				
E Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u>				
F General metal grilles surfaces	4	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>WINDOWS</u>				
<u>Burglar proofing</u>				
A 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	4	sm		
<u>Painting</u>				
Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:				
B General steel grilles measured overall both sides	8	sm		
<u>Metal work</u>				
C 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>				
D Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	5	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought down from above				
<u>BILL NO. 1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD</u>			Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/4	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
<u>ADD:-</u>			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE.....			
WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
NJIRU WARD OFFICES**

BQ5

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200” mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“m.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u> The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u> The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u> The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u> The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u> The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed.. In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p>	<p>PP/2</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p> <p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p> <p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p> <p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p> <p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p> <p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens,the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p>
	<p>To Collection</p>	
	<p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.,</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<p style="text-align: center;">=====</p> <p style="text-align: center;">=====</p> <p style="text-align: center;">=====</p>
	<p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to whichper centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p> <p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
	To Collection	PP/8

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED" PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect. <u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA. and insurance of E.I.A.Certificate.	
To Collection		
<u>PP/9</u>		

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES
FOR THE NAIROBI CITY COUNTY ASSEMBLY - NJIRU
WARD

BUILDER'S WORK

PARTITIONS AND SCREENS

Timber Partitions

75mm thick x 2400mm high blockboard partitions comprising of 75 x 75mm wrot mahogany framework and beadings spaced approximately 1200mm centres; vertically divided into two parts comprising 550mm high top panel infilled with louvered glass complete with levers and louvre carriers; 2150mm high bottom panel faced infilled with 25mm thick blockboard faced both sides with 3mm thick mahogany veneers (all as per detailed architect's design)

Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:

B General surfaces of timber

DOORS

Wrot prime grade mahogany in door frames and finishings

C | 15mm quadrant beading with one labour

D 38 x 15mm architrave with two labour

E 40 x 15mm glazing bead with one labour

F | 150 x 50mm frame with four labours plugged

G Ditto transome with four labours

Flush doors

H 45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality cypress veneered plywood and hardwood lipped all edges

Carried to collections

Qty

Unit

Rate

Amt (Kshs.)

	Qty	Unit	Rate	Amt (Kshs.)
<u>Glazing</u>				
A 6mm thick clear glass and glazing with mahogany timber beads (m/s) to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres	2	sm		
<u>Ironmongery</u>				
<u>Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved</u>				
B 100mm pressed brass butt heavy duty hinges	3	prs		
C 3- lever mortice lock complete with aluminium lever furniture	2	no		
D 38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor	4	no		
E Delayed action non-reversible overhead door closer as "UNION" or other equal and approved	4	no		
<u>Painting</u>				
<u>Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:</u>				
F General surfaces of wood	8	sm		
G Ditto not exceeding 100mm girth	34	lm		
H Ditto exceeding 200mm but not exceeding 300mm girth	14	lm		
<u>FINISHES</u>				
<u>FLOOR FINISHES</u>				
I Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 90 square metres)		item		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Cement/Sand (1:3) in:</u>				
A 30mm thick screed prepared to receive ceramic floor tiles (m/s)	90	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
B 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	90	sm		
C 100 x 10mm thick skirting with rounded top ditto	45	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
D Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	115	sm		
E Ditto ceiling surfaces ditto	90	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
F 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
G 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	17	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
H General steel grilles measured overall both sides	34	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	9	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	21	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought down from above				
<u>BILL NO.1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>	
<u>TOTAL CARRIED TO GRAND SUMMARY</u>	

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - NJIRU WARD</u>			Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO.1 - BUILDERS WORK	CA/4	
3.	BILL NO.2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
<u>ADD:-</u>			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
DANDORA I WARD OFFICES**

BQ6.

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>“B.S” shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“n.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossings, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	To Collection	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p> <p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p> <p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p> <p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p> <p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p> <p>To Collection</p> <p>PP/3</p>	<p>=====</p> <p>=====</p> <p>=====</p>
B		
C		
D		
E		

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p> <p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p> <p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practible and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens.the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<div style="text-align: right;"> <p>=====</p> <p>=====</p> <p>=====</p> </div>
	<p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
	To Collection	PP/8

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED' PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	<u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA and insurance of E.I.A.Certificate.	
To Collection		
PP/9		

ITEM NO	DESCRIPTION	KSHS.
	<p><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>	<p>=====</p>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 1 WARD				Qty	Unit	Rate	Amt (Kshs.)
<u>BILL NO.1</u> <u>BUILDER'S WORK</u>							
<u>FINISHES</u>							
<u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u>							
<u>FLOOR FINISHES</u>							
A Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 75 square metres)					item		
<u>Cement/Sand (1:3) in:</u>							
B 30mm thick screed prepared to receive ceramic floor tiles (m/s)				75	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>							
C 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)				75	sm		
D 100 x 10mm thick skirting with rounded top ditto				60	lm		
<u>WALL FINISHES</u>							
<u>Painting and decorating</u>							
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>							
E Previously painted wall surfaces measured overall over all doors and windows surfaces; internally				96	sm		
Carried to collections							

CEILING FINISHES

NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY

Demolitions (Provisional)

A Carefully remove existing worn-out celotex ceiling including rotten branderling; load and cart away arising debris (Approximately area- 75 square metres)

item

Sawn celcured second grade cypress:-

B 50 x 50mm branderling (provisional)

75

lm

C 100 x 50mm plugged ditto

40

lm

Ceiling boards

D 13mm thick celotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber branderling

75

sm

E Extra over celotex ceiling in 600 x 600mm access door including the necessary framework and hinges

2

no

W/rot celcured cypress in:-

F 100 x 25mm moulded cornice with six labours

40

lm

Painting and decorating

G Prime back of frame before fixing not exceeding 100mm girth

80

lm

Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:-

H General surfaces of celotex ceiling boards

75

sm

I Timber surface 100 - 200mm girth

40

lm

WINDOWS

Glazing

J 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres

1

sm

Carried to collections

	Qty	Unit	Rate	Amt (Kshs.)
<u>Burglar proofing</u>				
A 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	7	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
B General steel grilles measured overall both sides	14	sm		
<u>Metal work</u>				
C 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	5	lm		
<u>Curtains/blinds</u>				
D Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	7	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought down from above				
<u>BILL NO.1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>	
<u>TOTAL CARRIED TO GRAND SUMMARY</u>	

Amt (Kshs.)

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE
NAIROBI CITY COUNTY ASSEMBLY - DANDORA 1 WARD

RENOVATIONS OF EXISTING OFFICES

GRAND SUMMARY

ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/3	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			

CONTRACTOR.....
ADDRESS.....
DATE.....
SIGNATURE.....

WITNESS -
NAME.....
ADDRESS.....
DATE.....
SIGNATURE.....

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
DANDORA IV WARD OFFICES**

BSQ 7

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200” mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“m.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	
	To Collection	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens, the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p> <p>=====</p>
	<p>To Collection</p> <p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya,.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p> <p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	<div style="text-align: center;"> <div>=====</div> <div>=====</div> <div>=====</div> </div>

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p> <p>To Collection</p> <p>PP/8</p>	<div></div> <div></div> <div></div>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED' PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and issuance of E.I.A.Certificate.</p>	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<p><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 4 WARD		Qty	Unit	Rate	Amt (Kshs.)
BILL NO. 1 BUILDER'S WORK RE-ROOFING Demolitions (Provisional)					
A Carefully remove existing worn-out roofing sheets including ridge and hip caps, rotten fascia/barge boards and gutters, brandering; load and cart away arising debris (Approximately area- 65 square metres) <u>Sawn celcured second grade cypress:-</u>			item		
B 75 x 50mm purlins (provisional) <u>Roof covering</u> Gauge 28 pre-painted IT4 profile sheets fixed to purlins (m/s) with and including weathered rust proof screw bolts 75mm long with plastic cap laid with 300mm side and 150mm end laps as supplied by "Mabati Rolling Mills" or other equal and approved and fixing to timber purlins		65	lm		
C Sheet covering to pitched roof		65	sm		
D Ridge cap fixed to match laid with 150mm end laps <u>Rain water goods</u>		6	lm		
E 28 gauge 125 x 100mm U-shaped pre-painted gutter fixed to steel roof structure (m/s) with and including approved brackets		24	lm		
F Extra over ditto for 75mm diameter down pipe outlet		4	no		
G Extra over gutters for stopped ends		4	no		
H Make 75mm diameter hole in gutter		4	no		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
<u>26 gauge pre-painted mild steel sheet in:</u>				
A 75mm diameter down pipe fixed to wall with and including approved holderbats	12	lm		
B Extra over ditto for swan neck	4	no		
C Ditto horse shoe	4	no		
<u>FINISHES</u>				
<u>NB:- M.C.A.'s OFFICES ONLY</u>				
<u>FLOOR FINISHES</u>				
D Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 25 square metres)		item		
<u>Cement/Sand (1:3) in:</u>				
E 30mm thick screed prepared to receive ceramic floor tiles (m/s)	25	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
F 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	25	sm		
G 100 x 10mm thick skirting with rounded top ditto	20	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
H Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	50	sm		
Carried to collections				

		Qty	Unit	Rate	Amt (Kshs.)
<u>CEILING FINISHES</u>					
<u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u>					
<u>Demolitions (Provisional)</u>					
A	Carefully remove existing worn-out celotex ceiling including rotten brandering: load and cart away arising debris (Approximately area- 25 square metres)		item		
<u>Sawn celcured second grade cypress:-</u>					
B	50 x 50mm brandering (provisional)	25	lm		
C	100 x 50mm plugged ditto	20	lm		
<u>Ceiling boards</u>					
D	13mm thick celotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber brandering	25	sm		
E	Extra over celotex ceiling in 600 x 600mm access door including the necessary framework and hinges	1	no		
<u>Wrot celcured cypress in:-</u>					
F	100 x 25mm moulded cornice with six labours	30	lm		
<u>Painting and decorating</u>					
G	Prime back of frame before fixing not exceeding 100mm girth	55	lm		
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:-</u>					
H	General surfaces of celotex ceiling boards	25	sm		
I	Timber surface 100 - 200mm girth	30	lm		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
<u>DOORS</u>				
<u>Security grille door</u>				
A Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u>				
B General metal grilles surfaces	5	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
C 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
D 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
E General steel grilles measured overall both sides	6	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought forward from page CA/4				
Brought down from above				
BILL NO. 1				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands (Kshs 50,000/=) only for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u> <u>TOTAL CARRIED TO GRAND SUMMARY</u>	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - DANDORA 4 WARD			Amt (Kshs.)
RENOVATIONS OF EXISTING OFFICES			
GRAND SUMMARY			
ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/5	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR.....			
ADDRESS.....			
DATE.....			
SIGNATURE.....			
WITNESS -			
NAME.....			
ADDRESS.....			
DATE.....			
SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
ZIWANI/KARIOKOR WARD
OFFICES**

BQ 8.

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m1” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	PP/1	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p>	<p>PP/ 2</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p> <p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p> <p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens. the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour. Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p> <p style="text-align: center;">To Collection</p> <p style="text-align: center;">PP/6</p>	<div style="text-align: right;"> <p>=====</p> <p>=====</p> <p>=====</p> </div>

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p>	<p>=====</p>
	PP/7	

ITEM NO	DESCRIPTION	KSHS
<u>Nominated Sub-Contractors</u>	<p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term "add for attendance" on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where "special scaffolding" is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term "add for attendance" on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor's attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	
To Collection	PP/8	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED" PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p>The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect.</p> <p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA, and insurance of E.I.A.Certificate.</p>	
To Collection		
<u>PP/9</u>		

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

**PROPOSED RENOVATIONS OF EXISTING WARD OFFICES
FOR THE NAIROBI CITY COUNTY ASSEMBLY -
ZIWANI/KARIOKOR WARD**

BILL NO. 1 **BUILDER'S WORK**

FINISHES

NB:- M.C.A.'s OFFICES ONLY

FLOOR FINISHES

A Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 18 square metres)

item

Cement/Sand (1:3) in:

B 30mm thick screed prepared to receive ceramic floor tiles (m/s)

18 sm

Approved non slip coloured ceramic floor tiles from an approved stockist

C 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)

18 sm

D 100 x 10mm thick skirting with rounded top ditto

22 lm

WALL FINISHES

Painting and decorating

Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:

E Previously painted wall surfaces measured overall over all doors and windows surfaces; internally

60 sm

F Ditto ceiling surfaces ditto

18 sm

Carried to collections

	Qty	Unit	Rate	Amt (Kshs.)
<u>DOORS</u>				
<u>Security grille door</u>				
A Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of</u>				
<u>"Crown" or other equal and approved plastic gloss paint to:</u>				
B General metal grilles surfaces	5	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
C 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
D 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:</u>				
E General steel grilles measured overall both sides	6	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>				
A 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>				
B Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought down from above				
<u>BILL NO. 1</u>				
<u>BUILDER'S WORK</u>				
<u>TOTAL CARRIED TO</u>				
<u>GRAND SUMMARY</u>				

<u>BILL NO. 2</u>		Amt (Kshs.)
<u>PROVISIONAL SUMS</u>		
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B	Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>		
<u>TOTAL CARRIED</u>		
<u>TO GRAND SUMMARY</u>		

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - ZIWANI/KARIOKOR WARD</u>		Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>		
<u>GRAND SUMMARY</u>		
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>
1.	PRELIMINARIES	PP/10
2.	BILL NO. 1 - BUILDER'S WORK	CA/3
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1
SUB-TOTAL		
<u>ADD:-</u>		
16% V.A.T.		
GRAND TOTAL CARRIED TO FORM OF TENDER		
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....		

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
EASTLEIGH NORTH WARD
OFFICES**

809

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m.l” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	PP/1	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossings, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>_____</p> <p>=====</p>
	<p>To Collection</p> <p>PP/ 2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	=====

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens,the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities.The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p>	
	<p>To Collection</p>	
	PP/4	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of meta scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour. Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	
	PP/5	=====

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<p style="text-align: center;">=====</p> <p style="text-align: center;">=====</p> <p style="text-align: center;">=====</p>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
	To Collection	PP/8

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED' PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect. <u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and insurance of E.I.A.Certificate.	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD		Qty	Unit	Rate	Amt (Kshs.)
<u>BILL NO. 1</u> <u>BUILDER'S WORK</u>					
<u>PARTITIONS AND SCREENS</u>					
<u>Timber Partitions</u>					
A	75mm thick x 2400mm high blockboard partitions comprising of 75 x 75mm wrot mahogany framework and beadings spaced approximately 1200mm centres; vertically divided into two parts comprising 550mm high top panel infilled with louvred glass complete with levers and louvre carriers; 2150mm high bottom panel faced infilled with 25mm thick blockboard faced both sides with 3mm thick mahogany veneers (all as per detailed architect's design)	10	sm		
Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:					
B	General surfaces of timber	20	sm		
<u>DOORS</u>					
<u>Wrot prime grade mahogany in door frames and finishings</u>					
C	15mm quadrant beading with one labour	6	lm		
D	38 x 15mm architrave with two labour	6	lm		
E	40 x 15mm glazing bead with one labour	5	lm		
F	150 x 50mm frame with four labours plugged	6	lm		
G	Ditto transome with four labours	1	lm		
<u>Flush doors</u>					
H	45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality cypress veneered plywood and hardwood lipped all edges	1	no		
Carried to collections					

		Qty	Unit	Rate	Amt (Kshs.)
A	<u>Glazing</u>				
	6mm thick clear glass and glazing with mahogany timber beads (m/s) to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
B	<u>Ironmongery</u>				
	Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved				
B	100mm pressed brass butt heavy duty hinges	1.5	prs		
C	3- lever mortice lock complete with aluminium lever furniture	1	no		
	38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor	2	no		
E	Delayed action non-reversible overhead door closer as "UNION" or other equal and approved	2	no		
F	<u>Painting</u>				
	Knot, prime, stop and apply three coats of "Ronseal" clear Wood Vanish as "Crown" or other equal and approved on:				
F	General surfaces of wood	4	sm		
G	Ditto not exceeding 100mm girth	17	lm		
H	Ditto exceeding 200mm but not exceeding 300mm girth	7	lm		
I	<u>FINISHES</u>				
	Carefully hack existing worn floor tiles including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 28 square metres)		item		
J	<u>Cement/Sand (1:3) in:</u>				
	30mm thick screed prepared to receive ceramic floor tiles (m/s)	28	sm		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
A <u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
500 x 500 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	28	sm		
B 100 x 10mm thick skirting with rounded top ditto	21	lm		
<u>WALL FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:</u>				
C Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	49	sm		
<u>CEILING FINISHES</u>				
<u>Painting and decorating</u>				
<u>Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved emulsion paint on:</u>				
D Previously painted ceiling surfaces; internally	28	sm		
<u>DOORS</u>				
<u>Security grille door</u>				
E Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	1	no		
<u>Painting</u>				
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u>				
F General metal grilles surfaces	4	sm		
Carried to collections				

	Qty	Unit	Rate	Amt (Kshs.)
WINDOWS				
Burglar proofing				
A 20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	4	sm		
Painting				
Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:				
B General steel grilles measured overall both sides	8	sm		
Metal work				
C 30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
Curtains/blinds				
D Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	5	sm		
Carried to collections				
COLLECTION				
Brought forward from page CA/1				
Brought forward from page CA/2				
Brought forward from page CA/3				
Brought down from above				
BILL NO. 1				
BUILDER'S WORK				
TOTAL CARRIED TO				
GRAND SUMMARY				

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - EASTLEIGH NORTH WARD</u>			Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/4	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
<u>ADD:-</u>			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE.....			
WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
UTALI WARD OFFICES**

11/04/20

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works	
	Definition of Terms and Abbreviations	
	Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-	
	'B.S" shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.	
	"Ditto" shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.	
	"n.e" shall mean not exceeding	
	"100-200"mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.	
	"m.s" shall mean measured separately	
	"mm" shall mean linear millimeter	
	"m1" shall mean linear metre	
	"m2" shall mean square metre	
	"m3" shall mean cubic metre	
	"kgs" shall mean square hollow section	
	"No" shall mean number	
	To Collection	
	PP/1	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossings, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP / 2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	=====

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens, the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	=====
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p>Allow for keeping all excavations free from general water.</p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.,</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<p style="text-align: center;">=====</p>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to whichper centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p>	<p>=====</p>
	PP/7	

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
	<p>To Collection</p> <p>PP/8</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED' PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p>The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect.</p> <p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA. and insurance of E.I.A.Certificate.</p>	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION		KSHS.
	<p><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - UTALLI WARD		Qty	Unit	Rate	Amt (Kshs.)
BILL NO. 1 BUILDER'S WORK					
FINISHES					
NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY					
WALL FINISHES					
Painting and decorating					
Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:					
A	Previously painted wall surfaces measured overall over all doors and windows surfaces; internally	74	sm		
B	Ditto; externally (entire office block)	110	sm		
CEILING FINISHES					
NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY					
Demolitions (Provisional)					
C	Carefully remove existing worn-out celotex ceiling including rotten brandering; load and cart away arising debris (Approximately area- 24 square metres)		item		
Sawn celcured second grade cypress:-					
D	50 x 50mm brandering (provisional)	24	lm		
Ceiling boards					
E	13mm thick cellotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber brandering	24	sm		
Carried to collections					

		Qty	Unit	Rate	Amt (Kshs.)
<u>WINDOWS</u>					
<u>Glazing</u>					
A	5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>					
B	20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>					
	Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:				
C	General steel grilles measured overall both sides	6	sm		
<u>Metal work</u>					
D	30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>					
E	Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections					
<u>COLLECTION</u>					
Brought forward from page CA/1					
Brought down from above					
<u>BILL NO. 1</u>					
<u>BUILDER'S WORK</u>					
<u>TOTAL CARRIED TO</u>					
<u>GRAND SUMMARY</u>					

		Amt (Kshs.)
<u>BILL NO. 2</u>		
<u>PROVISIONAL SUMS</u>		
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B	Allow a Provisional Sum of Kenya Shillings One Hundred and Fifty Thousands only (Kshs 150,000/=) for Electrical Installations (Re-connection, Re-wiring, conduiting and upgrading of existing electrical installation)	150,000.00
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>		
<u>TOTAL CARRIED</u>		
<u>TO GRAND SUMMARY</u>		

<u>PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE</u> <u>NAIROBI CITY COUNTY ASSEMBLY - UTALII WARD</u>			Amt (Kshs.)
<u>RENOVATIONS OF EXISTING OFFICES</u>			
<u>GRAND SUMMARY</u>			
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/2	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
<u>ADD:-</u>			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE.....			
WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
ROYSAMBU WARD OFFICES**

BQ12.

ITEM NO	DESCRIPTION	KSHS.
	<p><u>GENERAL AND PARTICULAR PRELIMINARIES</u></p> <p><u>SUFFICIENCY OF TENDER</u></p> <p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p> <p>Definition of Terms and Abbreviations</p> <p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p> <p>‘B.S.’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p> <p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p> <p>“n.e” shall mean not exceeding</p> <p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p> <p>“m.s” shall mean measured separately</p> <p>“mm” shall mean linear millimeter</p> <p>“m1” shall mean linear metre</p> <p>“m2” shall mean square metre</p> <p>“m3” shall mean cubic metre</p> <p>“kgs” shall mean square hollow section</p> <p>“No” shall mean number</p> <p>To Collection</p> <p>PP/1</p>	<p>=====</p>

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p>	<p>PP/ 2</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL&THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practible and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens.the contractor shall ensure that not more than two thirds of the personnel are from the same gender.Also the contractor shall ensure that 30% of the vacancies are reserved for youth,women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee,their designation,age,gender,and whether they are living with disability or not.The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	<p>=====</p>
PP/4		

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.	
B.	<u>Copy Right</u> The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission	
C.	<u>General Scaffolding</u> Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.	
D.	<u>Labour, Material etc</u> Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site	
E	<u>Working Hours</u> The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.	
F	<u>Visitors to Site</u> The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.	
	To Collection	=====
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<div style="text-align: right;">=====</div> <div style="text-align: right;">=====</div> <div style="text-align: right;">=====</div>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates:-</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div> <div></div>
	<p>To Collection</p>	<div></div> <div></div> <div></div> <div></div>
	<p>PP/8</p>	<div></div> <div></div> <div></div> <div></div>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED" PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p>The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect.</p> <p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and issuance of E.I.A.Certificate.</p>	
	<p>To Collection</p>	
	<p><u>PP/9</u></p>	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES - ROYSAMBU WARD		Qty	Unit	Rate	Shs	Cts
<u>BILL NO. 1</u> <u>BUILDER'S WORK</u>						
<u>WINDOWS</u>						
<u>Curtains/blinds</u>						
A Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)		6	sm			
<u>FINISHES</u>						
<u>FLOOR FINISHES</u>						
<u>Demolitions</u>						
B Carefully hack out the existing ceramic floor tiles floor finish including skirtings and screed below; prepare floor to receive new floor finish; make good all disturbed surfaces; load and cart away arising debris (Approximate area - 4 square metres)			item			
C Ditto floor screed ditto (Approximate area - 16 square metres)			item			
<u>Cement/Sand (1:3) in:</u>						
30mm thick screed prepared to receive ceramic floor tiles (m/s)		20	sm			
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>						
E 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)		20	sm			
F 100 x 10mm thick skirting with rounded top ditto		28	lm			
Carried to collections						

	Qty	Unit	Rate	Shs	Cts
<u>WALL FINISHES</u>					
<u>Demolitions</u>					
A	Carefully hack out the existing ceramic wall tiles including skirtings and screed backing; prepare floor to receive new wall finish; make good all disturbed surfaces; load and cart away arising debris (Approximate area - 12 square metres)				
		item			
<u>Cement and Sand (1:3) in:</u>					
B	10mm thick render prepared to receive ceramic tiles internally (m/s)				
	12	sm			
<u>Approved ceramic tiles from an approved stockist</u>					
C	250 x 250 x 6mm thick coloured ceramic wall tiles fixed with an approved adhesive on prepared render (m/s)				
	12	sm			
<u>Painting</u>					
<u>Thoroughly rub off previously painted surfaces of all dust, prepare and apply three coats as "Crown" or other equal and approved plastic emulsion paint on:</u>					
D	Previously painted walls and column surfaces internally measured overall doors and windows				
	25	sm			
<u>CEILING FINISHES</u>					
<u>Demolitions (Provisional)</u>					
E	Carefully remove existing worn-out celotex ceiling including rotten branderling; load and cart away arising debris (Approximately area- 20 square metres)				
		item			
<u>Ceiling boards</u>					
F	13mm thick moulded gypsum ceiling boards internally fixed to existing timber branderling				
	20	sm			
G	100 x 25mm ditto cornices ditto				
	30	lm			
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:</u>					
H	General surfaces of gypsum ceiling boards				
	20	sm			
<u>Carried to collections</u>					

SANITARY FITTINGS, INTERNAL AND EXTERNAL PLUMBING AND DRAINAGE INSTALLATIONS (ALL PROVISIONAL)		Qty	Unit	Rate	Shs	Cts
<u>Demolitions</u>						
A Provide all necessary labour, equipments and materials; thoroughly inspect the entire foul water drainage system for all blockages and leakages; carefully unblock and clear all blockages; remove any existing worn out or leaking drainage pipes; make good all disturbed surfaces; load and cart away arising debris ditto			item			
<u>Pipework</u>						
<u>PPR pipes jointed with compound or tape and fixed in masonry walling including all chasing in walls</u>						
B 25mm Diameter		15	lm			
<u>Extra for bend in pipe:-</u>						
C 25mm diameter		3	no			
<u>Extra for reducer tee in pipe:-</u>						
D 25mm Diameter		3	no			
<u>Plastic traps to B.S 3943 (References to Terrain product Handbook PH. 06)</u>						
<u>Bottle trap P trap (611) and joint to pipe:-</u>						
E 50mm Diameter		1	no			
<u>Flexible tubes</u>						
<u>Connector 450mm girth with unions both ends jointed to galvanized mild steel tubing and fitting to nominal:-</u>						
F 15mm Diameter		1	no			
<u>Brass tap and stop valves to B.S. 2879 and B.S 1010</u>						
<u>Screw down stop valve with wheel head and joints to pipe:-</u>						
G 25mm Ditto		1	no			
Carried to collections						

	Qty	Unit	Rate	Shs	Cts
Ball valves to B.S 1212 and floats to B.S. 2456 <u>High pressure piston type ball valve with float and joints to pipe:-</u>					
A 20mm Diameter <u>Sanitary fittings</u> <u>Supply and fix as described the following including jointing to service, overflow, waste and soil pipes</u>	1	no			
B 15mm Diameter "peglers 1065" or other equal and approved brass gate valve	1	no			
C 1/2" Pillar Tap-CP Cobra to B.S	2	no			
D Hand drier as "Mediclinic" ditto	1	no			
E Stainless steel soap dispenser as "Mediclinic"	1	no			
F Approved toilet roll holders	1	no			
G Polished mirror overall size 850 x 1700mm high fixed to wall to approval	2	no			
<u>Rotationally molded polythene tanks as "ROTO Moulders Ltd" or any other equal and approved</u>					
H 2000 Litres capacity <u>Testing</u> Allow for testing the whole of the plumbing installation to the entire satisfaction of the Engineer and for replacing any defective work free of charge	1	no			
Carried to collections					
<u>COLLECTION</u> Brought forward from page CA/1 Brought forward from page CA/2 Brought forward from page CA/3 Brought down from above					
BILL NO. 1 <u>BUILDER'S WORK</u>					
TOTAL CARRIED TO <u>GRAND SUMMARY</u>					

<u>BILL NO. 2</u>	shs	Cts
<u>PROVISIONAL SUMS</u>		
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000	-
B Allow a Provisional Sum of Kenya Shillings Twenty Five Thousands only (Kshs 25,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	25,000	-
B Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Elevated Steel Platform for Cold Water Storage Tank	75,000	-
C Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000	-
<u>PROVISIONAL SUMS</u>		
<u>TOTAL CARRIED TO GRAND SUMMARY</u>		

**PROPOSED RENOVATIONS OF EXISTING WARD OFFICES -
ROYSAMBU WARD**

RENOVATIONS OF EXISTING OFFICES

GRAND SUMMARY

<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>	Shs	Cts
1.	PRELIMINARIES	PP/10		
2.	BILL NO. 1 - BUILDER'S WORK	CA/7		
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1		
SUB-TOTAL				
<u>ADD:-</u>				
16% V.A.T.				
GRAND TOTAL CARRIED TO FORM OF TENDER				

CONTRACTOR.....

ADDRESS.....

DATE.....

SIGNATURE.....

WITNESS –

NAME.....

ADDRESS.....

DATE.....

SIGNATURE.....

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
MARINGO/HAMZA WARD
OFFICES**

BQ 13.

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works	
	Definition of Terms and Abbreviations	
	Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-	
	“B.S” shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.	
	“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.	
	“n.e” shall mean not exceeding	
	“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.	
	“m.s” shall mean measured separately	
	“mm” shall mean linear millimeter	
	“m1” shall mean linear metre	
	“m2” shall mean square metre	
	“m3” shall mean cubic metre	
	“kgs” shall mean square hollow section	
	“No” shall mean number	
	To Collection	
	PP/1	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP/ 2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p> <p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p> <p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p> <p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p> <p>No labour with the exception of the watchmen shall be housed upon the Site.</p> <p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p> <p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens. the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p> <p>To Collection</p>	
PP/4		

ITEM NO	DESCRIPTION	KSHS.
A.	<u>Advertisements</u> <p>The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.</p>	
B.	<u>Copy Right</u> <p>The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission</p>	
C.	<u>General Scaffolding</u> <p>Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.</p>	
D.	<u>Labour, Material etc</u> <p>Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site</p>	
E	<u>Working Hours</u> <p>The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.</p>	
F	<u>Visitors to Site</u> <p>The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.</p>	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.,</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	
	To Collection	
	PP/6	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates: -</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p> <p>To Collection</p> <p>PP/8</p>	<div></div> <div></div> <div></div> <div></div>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>INSURANCE</u></p> <p>The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.</p>	
B	<p><u>SAMPLES AND TESTING</u></p> <p>Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.</p>	
C	<p><u>SALES TAX/VALUE ADDED TAX</u></p> <p>The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.</p>	
D	<p><u>"FIXED' PRICE</u></p> <p>This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.</p>	
E	<p>The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect.</p> <p><u>NCA REGISTRATION</u></p> <p>The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.</p>	
F	<p><u>NEMA REPORT</u></p> <p>The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA and insurance of E.I.A.Certificate.</p>	
	<p>To Collection</p>	
	<p>PP/9</p>	

ITEM NO	DESCRIPTION		KSHS.
	<p><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p>PP/10</p>		<p>=====</p>

PROPOSED RENOVATIONS OF EXISTING MARINGO/HAMZA WARD OFFICES		Qty	Unit	Rate	Shs	Cts
BILL NO. 1 BUILDER'S WORK						
<u>Walling</u>						
Walling shall be in natural stone blocks of uniform cross - section sizes while mortar joints shall strictly be 12mm thick, uneven stone block sizes shall not be acceptable						
Machine cut natural stone walling bedded, jointed in cement/sand (1:4) mortar and reinforced with 25mm wide x 2mm thick hoop iron in every alternate course; internally						
200mm thick to block existing door opening		2	sm			
<u>DOORS</u>						
<u>Demolitions</u>						
B Carefully remove existing 1no. timber door size 900 x 2100mm high; make good all disturbed surfaces; hand over all salvageable materials to relevant authority as directed; load and cart away all arising debris as directed			item			
C Carefully cut into existing 200mm thick natural stone walling to create 2no. new door openings ditto (approx. area - 5 sq. metres)			item			
Wrot prime grade mahogany in door frames and <u>finishings</u>						
D 15mm quadrant beading with one labour		12	lm			
E 38 x 15mm architrave with two labour		12	lm			
F 40 x 15mm glazing bead with one labour		10	lm			
G 150 x 50mm frame with four labours plugged		12	lm			
H Ditto transome with four labours		2	lm			
Carried to collections						

	Qty	Unit	Rate	Shs	Cts
<p>A <u>Flush doors</u></p> <p>45 x 900 x 2100mm high solid core flush door faced both sides with 3mm thick interior quality mahogany veneered plywood and hard wood lipped all edges</p> <p><u>Glazing</u></p> <p>B 5mm thick clear glass and glazing to timber frame in panes exceeding 0.10 but not exceeding 0.50 square metres</p> <p>1</p> <p>sm</p>	2	no			
<p><u>Security grille door</u></p> <p>C Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories</p> <p>1</p> <p>no</p>					
<p><u>Ironmongery</u></p> <p><u>Supply and fix the following ironmongery with matching screws as per "UNION" catalogue or other equal and approved</u></p> <p>D 100mm pressed brass butt heavy duty hinges</p> <p>3</p> <p>prs</p>					
<p>E 3-lever rebated aluminium door lock</p> <p>2</p> <p>no</p>					
<p>F 38mm diameter, 59mm deep rubber door stop including 32mm deep iron lug plugged to floor</p> <p>3</p> <p>no</p>					
<p>G Delayed action non-reversible overhead door closer as "UNION" or other equal and approved</p> <p>3</p> <p>no</p>					
<p><u>Painting</u></p> <p><u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u></p> <p>H Grille metal surfaces measured overall both sides</p> <p>5</p> <p>sm</p>					
Carried to collections					

	Qty	Unit	Rate	Shs	Cts
<u>WALL FINISHES</u>					
<u>Demolitions</u>					
A Carefully hack out the existing ceramic wall tiles including skirtings and screed backing; prepare floor to receive new wall finish; make good all disturbed surfaces; load and cart away arising debris (Approximate area - 30 square metres)		item			
<u>Cement and Sand (1:3) in:</u>					
B 12mm thick lime plaster to walls trowelled smooth internally	4	sm			
C 10mm thick render prepared to receive ceramic tiles internally (m/s)	43	sm			
<u>Approved ceramic tiles from an approved stockist</u>					
D 250 x 250 x 6mm thick coloured ceramic wall tiles fixed with an approved adhesive on prepared render (m/s)	43	sm			
<u>Painting</u>					
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:</u>					
E Plastered wall internally	4	sm			
<u>Thoroughly rub off previously painted surfaces of all dust, prepare and apply three coats as "Crown" or other equal and approved plastic emulsion paint on:</u>					
F Previously painted walls and column surfaces internally measured overall doors and windows	80	sm			
<u>CEILING FINISHES</u>					
<u>Demolitions (Provisional)</u>					
G Carefully remove existing worn-out celotex ceiling including rotten brandering; load and cart away arising debris (Approximately area- 40 square metres)		item			
Carried to collections					

	Qty	Unit	Rate	Shs	Cts
<p><u>Testing</u></p> <p>A Allow for testing the whole of the plumbing installation to the entire satisfaction of the Engineer and for replacing any defective work free of charge</p> <p>Carried to collections</p>		item			
<u>COLLECTION</u>					
Brought forward from page CA/1					
Brought forward from page CA/2					
Brought forward from page CA/3					
Brought forward from page CA/4					
Brought forward from page CA/5					
Brought forward from page CA/6					
Brought down from above					
<p>BILL NO. 1</p> <p><u>BUILDER'S WORK</u></p> <p>TOTAL CARRIED TO</p> <p><u>GRAND SUMMARY</u></p>					

		shs	Cts
<u>BILL NO. 2</u>			
<u>PROVISIONAL SUMS</u>			
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000	-
B	Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000	-
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000	-
<u>PROVISIONAL SUMS</u>			
<u>TOTAL CARRIED TO GRAND SUMMARY</u>			

PROPOSED RENOVATIONS OF EXISTING MARINGO/HAMZA WARD OFFICES		Shs	Cts
RENOVATIONS OF EXISTING OFFICES			
GRAND SUMMARY			
ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDER'S WORK	CA/7	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....			

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
MOUNTAIN VIEW WARD OFFICES**

3214

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>‘B.S.’ shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m1” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	<p>PP/1</p>	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP/ 2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	=====

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
C		
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens. the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	=====
	<p>To Collection</p>	
	<p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<p><u>Advertisements</u></p> <p>The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.</p>	
B.	<p><u>Copy Right</u></p> <p>The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission</p>	
C.	<p><u>General Scaffolding</u></p> <p>Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.</p>	
D.	<p><u>Labour. Material etc</u></p> <p>Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site</p>	
E	<p><u>Working Hours</u></p> <p>The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.</p>	
F	<p><u>Visitors to Site</u></p> <p>The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.</p>	
	To Collection	
	PP/5	

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Contractor's Tips</u></p> <p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p> <p style="text-align: center;"><u>Clearing away and making good</u></p> <p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p> <p style="text-align: center;"><u>Keeping excavations free from water</u></p> <p><u>Allow for keeping all excavations free from general water.</u></p> <p style="text-align: center;"><u>Measurement of the Works</u></p> <p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.,</p> <p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	<div style="text-align: right;"> <p>=====</p> <p>=====</p> <p>=====</p> </div>
	<p>To Collection</p> <p style="text-align: center;">PP/6</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates:-</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which.....per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p> <p>PP/7</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
To Collection	PP/8	

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED" PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	The contractor shall be paid on monthly basis for work done and materials on site upon issue of a certificate by the Quantity Surveyor and Architect. <u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA and issuance of E.I.A.Certificate.	
	To Collection	
	<u>PP/9</u>	

ITEM NO	DESCRIPTION	KSHS.
	<u>Collection</u>	
	Page No. PP/1	
	Page No. PP/ 2	
	Page No. PP/3	
	Page No. PP/4	
	Page No. PP/5	
	Page No. PP/6	
	Page No. PP/7	
	Page No. PP/8	
	Page No. PP/9	
	TOTAL FOR	
	GENERAL CONDITIONS AND PRELIMINARIES	
	CARRIED TO GRAND SUMMARY	
	PP/10	

PROPOSED GENERAL RENOVATIONS OF MOUNTAIN VIEW WARD OFFICES		Qty	Unit	Rate	Amt (KShs.)
<u>GENERAL RENOVATION WORKS</u>					
<u>BILL NO. 1</u>	<u>BUILDER'S WORK</u>				
<u>WALL FINISHES</u>					
<u>Painting</u>					
Thoroughly rub off previously painted surfaces of all dust, prepare and apply three coats as "Crown" or other equal and approved plastic emulsion paint on:					
A Previously painted walls surfaces measured overall doors and windows; internally		192	sm		
Thoroughly rub off previously painted surfaces of all dust, prepare and apply three coats as "Crown" or other equal and approved quality external paint on:					
B Previously painted walls surfaces measured overall doors and windows; externally		11	sm		
<u>FLOOR FINISHES</u>					
<u>Cement/Sand (1:3) in:</u>					
C 30mm thick screed prepared to receive ceramic floor tiles (m/s)		69	sm		
Approved non slip coloured ceramic floor tiles from an approved stockist					
D 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)		69	sm		
E 100 x 10mm thick skirting with rounded top ditto		50	lm		
<u>CEILING FINISHES</u>					
<u>Demolitions (Provisional)</u>					
F Carefully remove existing worn-out celotex ceiling including rotten brandering; load and cart away arising debris (Approximately area- 78 square metres)			item		
Carried to collections					

	Qty	Unit	Rate	Amt (KShs.)
<u>Ceiling boards</u>				
A 13mm thick moulded gypsum ceiling boards internally fixed to existing timber brandering	78	sm		
B 100 x 25mm ditto cornices ditto	101	lm		
<u>Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:</u>				
C General surfaces of gypsum ceiling boards	101	sm		
Carried to collections				
<u>COLLECTION</u>				
Brought forward from page CA/1				
Brought down from above				
BILL NO. 1				
BUILDERS WORK				
TOTAL CARRIED TO				
GRAND SUMMARY				

BILL NO. 2	Amt (Kshs.)
<u>PROVISIONAL SUMS</u>	
A Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Electrical Installations (Re-wiring, conduiting and upgrading of existing electrical installation)	50,000.00
C Provide a Provisional Sum of Kshs One Hundred and Fifty Thousands only (Kshs. 150,000/=) for Contingencies	150,000.00
<u>PROVISIONAL SUMS</u>	
<u>TOTAL CARRIED TO GRAND SUMMARY</u>	

PROPOSED GENERAL RENOVATIONS OF MOUNTAIN VIEW WARD OFFICES			Amt (Kshs.)
RENOVATIONS OF EXISTING OFFICES			
GRAND SUMMARY			
ITEM	PARTICULARS	PAGE NO	
1.	PRELIMINARIES	PP/10	
2.	BILL NO. 1 - BUILDERS WORK	CA/2	
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1	
SUB-TOTAL			
ADD:-			
16% V.A.T.			
GRAND TOTAL CARRIED TO FORM OF TENDER			

CONTRACTOR.....
 ADDRESS.....
 DATE.....
 SIGNATURE.....
 WITNESS -
 NAME.....
 ADDRESS.....
 DATE.....
 SIGNATURE.....

**BILL OF QUANTITIES
FOR
PROPOSED RENOVATION OF
MATHARE NORTH WARD
OFFICES**

BQ10.

ITEM NO	DESCRIPTION	KSHS.
	<u>GENERAL AND PARTICULAR PRELIMINARIES</u>	
	<u>SUFFICIENCY OF TENDER</u>	
	<p>The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and for rate and the priced Bill of Quantities which rates and prices shall cover all his obligations under the contract and all matters and the things necessary for the proper completion and maintenance works</p>	
	<p>Definition of Terms and Abbreviations</p>	
	<p>Terms and abbreviations used in the Bill of quantities shall be interpreted as follows:-</p>	
	<p>“B.S” shall mean the current British Standard specification published by the British standards institutions, 2 park Street, London W.1, England.</p>	
	<p>“Ditto” shall mean the whole of the preceeding description except as qualified in the section in which it occurs. Where it occurs in brackets it shall mean the whole of the preceeding description which is contained within the appropriate brackets.</p>	
	<p>“n.e” shall mean not exceeding</p>	
	<p>“100-200”mm shall mean over 100mm and not exceeding 200mm and shall apply equally to any other combination of figures expressed in a similar fashion.</p>	
	<p>“m.s” shall mean measured separately</p>	
	<p>“mm” shall mean linear millimeter</p>	
	<p>“m1” shall mean linear metre</p>	
	<p>“m2” shall mean square metre</p>	
	<p>“m3” shall mean cubic metre</p>	
	<p>“kgs” shall mean square hollow section</p>	
	<p>“No” shall mean number</p>	
	<p>To Collection</p>	
	<p>PP/1</p>	

ITEM	DESCRIPTION	KSHS.
A	<p><u>Temporary Roads Etc</u></p> <p>The Contractor shall allow for building any temporary roads for the transport of materials required for the complete execution of the Works including the provision of temporary culverts, crossing, bridges or any other temporary structure</p> <p>Upon the completion of the Works the Contractor shall remove such temporary roads, culverts, bridges, etc., and make good and reinstate all works and services disturbed to the satisfaction of the Engineer.</p>	
B	<p><u>Area to be occupied by the Contractor.</u></p> <p>The area of the site, which may be occupied by the Contractor for storage and for the purpose of erecting workshops, etc., shall be defined on the site by the Engineer or shown upon the site Plan.</p>	
C	<p><u>Protection of existing services.</u></p> <p>The Contractor is to ascertain from the relevant authorities the exact position, depth and level of all existing electric cables, water pipes, or other services passing under, over or above the Site and he shall make whatever provisions that may be required by the Authorities concerned for the support and protection of such services. Any damage or disturbance caused to any services shall be reported immediately to the Engineer and the relevant Authority shall be made good to their satisfaction at the Contractor's expense.</p>	
D	<p><u>Protection of Existing Property</u></p> <p>The Contractor shall take every precaution to avoid damage to any existing property on or adjacent to the site and he shall be responsible for making good all such damage at his own expense.</p>	
E	<p><u>Performance Bond</u></p> <p>The Contractor shall find and submit on the form of tender the name of one Surety who shall be an established Bank, insurance Company or Fidelity Guarantee Corporation and who will be willing to be bound to the Employer in an amount equal to five (5) percent of the contract amount for the due performance of the contract up to the date of completion as certified by the Architect and who will, when and if called upon, sign a Bond to that effect on the Contract Agreement (without the addition of any limitations) on the same day as the Contract Agreement is signed..</p> <p>In the event of the Surety named in the Form of tender not being approved by the Employer, the Contractor shall furnish within seven days another Surety to the approval of the Employer. No payments shall be made to the contractor before the said bond is provided. The contractor shall allow all the stamp charges in connection with the Bond.</p>	<p>=====</p>
	<p>To Collection</p> <p>PP/ 2</p>	

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Protection of Public and Private Roads etc</u></p> <p>Should the Contractor by his operation interfere in any way with the existing means of access to a dwelling house, shop, footpath, street (private or public), or the works or lands of the employer or other persons or bodies, he shall at his own expense provide other suitable temporary access in lieu of the access severed or interfered with and when directed shall properly fence off and protect any such existing or temporary access until work shall be done to the satisfaction of the Engineer.</p>	
B	<p><u>Security of the Works</u></p> <p>The contractor shall be entirely responsible for the security of all Works, stores, materials, plants, personnel, etc., both his and sub-contractor's and shall provide all necessary watching, lighting and other precautions as necessary to ensure the security of all the Works.</p>	
C	<p><u>Protection of the Works</u></p> <p>The Contractor shall protect the whole of the works from inclement weather and he shall be responsible for making good all such damage at his own expense.</p>	
D	<p><u>Water for the Works</u></p> <p>Provide water for the whole of the Works including all necessary services, storage and distribution from existing N.C.C. supply and pay all charges in connection therewith. (Provision of water for nominated sub-contractors in included in the items of attendance).</p>	
E	<p><u>Temporary Lighting and Power</u></p> <p>Provide all temporary and lighting and power for the Works as required together with all fitting, and pay all charges in connection therewith. (Provision of lighting and power for nominated sub-contractors is included in the items of attendance.</p>	
	<p>To Collection</p> <p>PP/3</p>	<p>=====</p>

ITEM NO	DESCRIPTION	KSHS.
A	<p><u>Telephone</u></p> <p>The contractor shall arrange for, provide and maintain a telephone upon the Site from the commencement to completion of the contract and shall pay all charges in connection therewith.</p>	
B	<p><u>Temporary Buildings</u></p> <p>Provide sheds for storage accommodation for all goods and materials liable to suffer damage from exposure to sunlight or inclement weather.</p>	
	<p>Provide a properly ventilated lockable office, protected from the sun, for the Engineer's representative, having a minimum floor area of 14 square metres with a concrete or timber floor and glazed windows. Provide a 1,600 x 760 mm desk with artificial lighting and cleaning facilities for the duration of the Works.</p>	
	<p>Provide sanitary facilities as necessary for the use of work people engaged on the Site, in accordance with the requirements of Nairobi City Council, and maintain the whole in a clean and sanitary condition remove when no longer required and reinstate the area as directed.</p>	
	<p>Provide lockable sanitary accommodation for the sole use of the Engineer's representative, maintain in a clean and sanitary condition, remove when no longer required and reinstate the areas as directed</p>	
	<p>No labour with the exception of the watchmen shall be housed upon the Site.</p>	
C	<p><u>Notice Boards</u></p> <p>The Contractor is to erect on possession of the Site a painted name board size 1880 x 1,100 mm in conformity with a design prepared by the Engineer.</p>	
D	<p><u>EMPLOYMENT OF LOCAL PERSONNEL & THE MARGINALIZED GROUP</u></p> <p>The contractor is encouraged to the extent where practicable and reasonable to employ staff and labour with appropriate qualifications and experience who are Kenyan citizens, the contractor shall ensure that not more than two thirds of the personnel are from the same gender. Also the contractor shall ensure that 30% of the vacancies are reserved for youth, women and persons living with disabilities. The contractor shall be filing monthly labour returns with the engineer indicating the name of employee, their designation, age, gender, and whether they are living with disability or not. The returns should reach the office of the engineer not later than 7th day of every month.</p>	<p>=====</p>
	<p>To Collection</p>	
	<p>PP/4</p>	

ITEM NO	DESCRIPTION	KSHS.
A.	<p><u>Advertisements</u></p> <p>The contractor shall not allow, except with the consent in writing of the Engineer, bill posting or advertising of any kind upon the works or upon any place of which the contractor has possession for the purpose of carrying out this contract, or take publish or advertise any photographs or any printed matter or use name of the Engineer in relation to the contract.</p>	
B.	<p><u>Copy Right</u></p> <p>The copy of these Bills of Quantities is vested in the City Council of Nairobi and they may not be reproduced in whole or in part without the Engineer's written permission</p>	
C.	<p><u>General Scaffolding</u></p> <p>Provide and erect all necessary general scaffolding comprising of metal scaffolds or movable crane during the course of the work and maintain, adapt, dismantle and re-erect as required and remove when no longer needed.</p>	
D.	<p><u>Labour, Material etc</u></p> <p>Provide all labour, materials, plant, tools, vehicles and everything necessary for the efficient execution and completion of the works including transport for materials and workmen to and from the site</p>	
E	<p><u>Working Hours</u></p> <p>The contractor shall submit for the approval of the Engineer a schedule of proposed working hours. No work shall be carried out on any Sunday or Public Holiday without the written permission of the Engineer.</p>	
F	<p><u>Visitors to Site</u></p> <p>The contractor is required to control all visitors to the site and to keep out unauthorized visitors and to provide a visitors' book and ensure that all authorized visitors sign therein.</p>	
	<p>To Collection</p> <p>PP/5</p>	=====

ITEM NO	DESCRIPTION	KSHS.
<p>To Collection</p> <p>PP/6</p>	<p><u>Contractor's Tips</u></p>	<p>=====</p> <p>=====</p> <p>=====</p>
	<p>The contractor shall provide a tip or tips at his own expense for the disposal of all the rubbish collected when clearing the site and during the construction of the Work and also for any surplus material not required on the site. The tip sites shall be approved by the Medical Officer of Health.</p>	
	<p><u>Clearing away and making good</u></p>	
	<p>The Contractor shall, upon completion of the work, remove and clear away temporary buildings, work plant, rubbish, and unused materials, and shall leave the whole of the site, the works in a clean and tidy state to the satisfaction of the Engineer. He shall also remove all rubbish and dirt from the site as it accumulates or as directed by the Engineer. Particular care shall be taken in leaving windows clean and removing all paint and cement stains there from. On completion remove all broken scratched or cracked glass panes and replace with new.</p>	
	<p><u>Keeping excavations free from water</u></p>	
	<p><u>Allow for keeping all excavations free from general water.</u></p>	
	<p><u>Measurement of the Works</u></p>	
	<p>The whole of the works contained in this bill of Quantities is measured on the basis of the current standard methods of measurement of Building Works published by the Institution of Architectural Association of Kenya.,</p>	
	<p>All works in this contract are liable to adjustment as they have been measured as "Provisional" in this Bill of Quantities, and no excavation or foundation work or other work so described shall be filled in or covered up until all measurements needed for the adjustment of variations under clause II of the conditions of contract have been made by the Engineer.</p>	

ITEM NO	DESCRIPTION	KSHS.
	<p>All items of measured work shall be priced in detail and tenders containing lump sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted. Lump sums to cover several items of preliminaries likewise shall be broken down if so required.</p> <p>The rates set down by the contractor against each item in the Bill of Quantities shall, unless otherwise expressly provided to the contrary, or unless there is a separate item for the extra labour, cutting and waste, be held to include for waste on materials, carriage, cartage, carrying in and return of empties, hoisting, setting, fitting and fixing in position, making good and all other labours and everything else necessary for the proper completion of each item and for establishment charges and profit</p> <p>The Contractor shall be deemed to have made allowance in his prices generally to cover items of preliminaries, expenses in connection with P.C. Sums or other items, if these have not been priced against respective items.</p> <p><u>Day works</u></p> <p>Day work ordered under clause 11(4) of the conditions of contract shall be executed at the following rates:-</p> <p>i) Labour: The prime cost of labour to which per centum shall be added.</p> <p>Materials: The prime cost of materials delivered to site which..... per centum shall be added.</p> <p>These percentage additions shall cover all insurances, use of tools and plant, sharpening tools, wear, supervision, watching lighting, establishment and overhead charges and profit.</p> <p>Day works will be allowed only where specifically ordered by the Engineer in writing. All Day work sheets must be signed by the Engineer and the contractor or their authorized representatives.</p> <p>To Collection</p>	<p>=====</p>
	PP/7	

ITEM NO	DESCRIPTION	KSHS
	<p><u>Nominated Sub-Contractors</u></p> <p>The contractor shall be responsible for giving all necessary directions to nominated sub-contractors ascertaining their requirements, co-ordinating their work and arranging for them to be on site at proper time for the ordered progress of the works. He shall place all orders with nominated sub-contractors clearly on his own behalf shall not pledge the credit of the Employer either directly or indirectly. In no case shall the contractor be deemed to be the agent of the Employer nor shall there be created any privity of contract as between the Employer and the nominated sub-contractor.</p> <p>The term “add for attendance” on nominated sub-contractors works shall be deemed to include for all requirements contained in clauses on general and special attendance in the standard method of measurement hereinbefore described except that where “special scaffolding” is required to be provided by the contractor this shall be described separately.</p> <p><u>Direct contract work</u></p> <p>The term “add for attendance” on direct contract work shall be deemed to include for all requirements contained in the same item for nominated sub-contract work previously described.</p> <p><u>Training Levy</u></p> <p>The contractor’s attention is drawn to legal notice No. 237 of October, 1971 which requires payment by the contractor of a training level of the rate of 0.25% of contract sum on all contracts of more than Kshs.50,000/= in value and his tender must include for all cost arising or resulting there from.</p> <p><u>Conditions of Contract</u></p> <p>Conditions of Contract applicable to this contract shall be these published by the Joint Buildings Council, Kenya 1999 Edition and contractor shall purchase two copies for execution of contract once they are awarded the contract.</p>	<div></div> <div></div> <div></div>
To Collection	PP/8	

ITEM NO	DESCRIPTION	KSHS.
A	<u>INSURANCE</u> The contractor shall allow for insurance against, among other risks, personal injury; loss of or damage to the works materials and plant; and loss of and damage to the property as per clause 15 of the conditions of contract.	
B	<u>SAMPLES AND TESTING</u> Allow for carrying out tests on the materials and construction. The contractor shall also provide every facility to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of materials or construction does not comply with the requirements of these preambles, the contractor will be responsible for the cost of the tests and the replacement of defective materials and or construction.	
C	<u>SALES TAX/VALUE ADDED TAX</u> The contractor's attention is drawn to the sales tax and the value added tax acts on most recent and any subsequent amendments thereafter and his tender is deemed to include for all costs arising or resulting there from.	
D	<u>"FIXED' PRICE</u> This is a fixed price contract and the fluctuation clause in the conditions of contract shall be deleted. No claim (s) with respect to increase in prices of Building materials, labour costs, or local currency etc shall be entertained. The Contractor is deemed to have included the above items in his unit rates.	
E	<u>NCA REGISTRATION</u> The contractor shall allow for all costs arising from registration of the contract with National Construction Authority.	
F	<u>NEMA REPORT</u> The contractor shall allow for all costs arising from preparation of Environmental Impact Assessment (E.I.A) report as required by NEMA.and issuance of E.I.A.Certificate.	
To Collection		
PP/9		

ITEM NO	DESCRIPTION	KSHS.
	<p style="text-align: center;"><u>Collection</u></p> <p>Page No. PP/1</p> <p>Page No. PP/ 2</p> <p>Page No. PP/3</p> <p>Page No. PP/4</p> <p>Page No. PP/5</p> <p>Page No. PP/6</p> <p>Page No. PP/7</p> <p>Page No. PP/8</p> <p>Page No. PP/9</p> <p>TOTAL FOR</p> <p>GENERAL CONDITIONS AND PRELIMINARIES</p> <p>CARRIED TO GRAND SUMMARY</p> <p style="text-align: center;">PP/10</p>	<hr/> <hr/> <hr/> <hr/> <hr/>

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - MATHARE NORTH WARD		Qty	Unit	Rate	Amnt (Kshs.)
<u>BILL NO. 1</u> <u>BUILDER'S WORK</u>					
<u>RE-ROOFING</u>					
<u>Demolitions (Provisional)</u>					
A Carefully remove existing worn-out asbestos tiles including ridge and hip caps, rotten fascia/barge boards and gutters, brandering; load and cart away arising debris (Approximately area- 125 square metres)			item		
<u>Sawn celcured second grade cypress:-</u>					
B 75 x 50mm purlins (provisional)		125	lm		
<u>Roof covering</u>					
<u>Gauge 28 pre-painted IT4 profile sheets fixed to purlins (m/s) with and including weathered rust proof screw bolts 75mm long with plastic cap laid with 300mm side and 150mm end laps as supplied by "Mabati Rolling Mills" or other equal and approved and fixing to timber purlins</u>					
C Sheet covering to pitched roof		125	sm		
D Ridge cap fixed to match laid with 150mm end laps		12	lm		
<u>W/rot prime grade cypress</u>					
E 250 x 25mm fascia and barge board with one labour		34	lm		
<u>Rain water goods</u>					
F 28 gauge 125 x 100mm U-shaped pre-painted gutter fixed to steel roof structure (m/s) with and including approved brackets		24	lm		
G Extra over ditto for 75mm diameter down pipe outlet		4	no		
H Extra over gutters for stopped ends		4	no		
I Make 75mm diameter hole in gutter		4	no		
Carried to collections					

	Qty	Unit	Rate	Amt (Kshs.)
<u>26 gauage pre-painted mild steel sheet in:</u>				
A 75mm diameter down pipe fixed to wall with and including approved holderbats	12	lm		
B Extra over ditto for swan neck	4	no		
C Ditto horse shoe	4	no		
<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved gloss oil paint on:</u>				
D Surfaces of wood exceeding 200mm but not exceeding 300mm girth externally	34	lm		
<u>FINISHES</u>				
<u>NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY</u>				
<u>FLOOR FINISHES</u>				
E Carefully hack existing worn floor screed including skirting; prepare the floor to receive new floor finish internally and externally, load and cart away arising debris (Approximately area- 34 square metres)		item		
<u>Cement/Sand (1:3) in:</u>				
F 30mm thick screed prepared to receive ceramic floor tiles (m/s)	34	sm		
<u>Approved non slip coloured ceramic floor tiles from an approved stockist</u>				
G 300 x 300 x 10mm thick floor tiles fixed with an approved adhesive on prepared screed (m/s)	34	sm		
H 100 x 10mm thick skirting with rounded top ditto	42	lm		
Carried to collections				

WALL FINISHES

Painting and decorating

Thoroughly scrub down previously painted surfaces of all dust, prepare and apply three coats of "Crown" or other equal and approved gloss oil paint on:

A Previously painted wall surfaces measured overall over all doors and windows surfaces; internally

118 sm

B Ditto; externally (entire office block)

110 sm

CEILING FINISHES

NB:- M.C.A.'s OFFICES AND CORRIDOR ONLY

Demolitions (Provisional)

C Carefully remove existing worn-out celotex ceiling including rotten branderling; load and cart away arising debris (Approximately area- 34 square metres)

item

Sawn celcured second grade cypress:-

D 50 x 50mm branderling (provisional)

34 lm

E 100 x 50mm plugged ditto

15 lm

Ceiling boards

F 13mm thick celotex ceiling boards internally fixed with symmetrical V-jointed patterns to existing timber branderling

34 sm

G Extra over celotex ceiling in 600 x 600mm access door including the necessary framework and hinges

2 no

Wrot celcured cypress in:

H 100 x 25mm moulded cornice with six labours

49 lm

Painting and decorating

I Prime back of frame before fixing not exceeding 100mm girth

64 lm

Carried to collections

Qty

Unit

Rate

Amt (Kshs.)

	Qty	Unit	Rate	Amt (Kshs.)
Prepare and apply one undercoat and two finishing coats of plastic emulsion paint on:				
A General surfaces of cellotex ceiling boards	34	sm		
B Timber surface 100 - 200mm girth	49	lm		
<u>DOORS</u>				
<u>Security grille door</u>				
C Standard steel grille door overall size 900 x 2400mm high comprising 50 x 50 x 3mm RHS plugged frame all round; infilled with 25 x 50mm RHS as directed; the door to include all necessary approved ironmongery and accessories	2	no		
<u>Painting</u>				
Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss paint to:				
D General metal grilles surfaces	9	sm		
<u>WINDOWS</u>				
<u>Glazing</u>				
E 5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	1	sm		
<u>Burglar proofing</u>				
20 x 20mm mild steel bars cut and welded together at 150mm centres both ways as directed including plugging into masonry or/ and concrete including the necessary framework all round	3	sm		
<u>Painting</u>				
Prepare and apply one undercoat and two finishing coats of plastic emulsion paint as "Crown Paints" or other equal and approved on:				
G General steel grilles measured overall both sides	6	sm		
Carried to collections				

		Qty	Unit	Rate	Amt (Kshs.)
<u>Metal work</u>					
A	30mm diameter moulded wrought iron single curtain rail/rod and 25mm diameter x 2mm thick mild steel pipe for sheers; including 50mm diameter circular curtain and sheer hooks to both rods at 50mm centres; complete with basket end on either side of curtain rod; wrought iron as "Iron Art" or other equal and approved	3	lm		
<u>Curtains/blinds</u>					
B	Supply and fix approved vertical screening curtains/blinds complete with all necessary opening and closing gears and accessories to window openings all to approval (Provisional)	4	sm		
Carried to collections					
<u>COLLECTION</u>					
Brought forward from page CA/1					
Brought forward from page CA/2					
Brought forward from page CA/3					
Brought forward from page CA/4					
Brought down from above					
<u>BILL NO. 1</u>					
<u>BUILDER'S WORK</u>					
<u>TOTAL CARRIED TO</u>					
<u>GRAND SUMMARY</u>					

<u>BILL NO. 2</u>		Amt (Kshs.)
<u>PROVISIONAL SUMS</u>		
A	Allow a Sum of Fifty Thousands only (Kshs. 50,000/=) for Contract Administration	50,000.00
B	Allow a Provisional Sum of Kenya Shillings One Hundred and Fifty Thousands only (Kshs 150,000/=) for Electrical Installations (Re-connection, Re-wiring, conduiting and upgrading of existing electrical installation)	150,000.00
C	Provide a Provisional Sum of Kshs Fifty Thousands only (Kshs. 50,000/=) for Contingencies	50,000.00
<u>PROVISIONAL SUMS</u>		
<u>TOTAL CARRIED</u>		
<u>TO GRAND SUMMARY</u>		

PROPOSED RENOVATIONS OF EXISTING WARD OFFICES FOR THE NAIROBI CITY COUNTY ASSEMBLY - MATHARE NORTH WARD		Amt (Kshs.)
RENOVATIONS OF EXISTING OFFICES		
GRAND SUMMARY		
<u>ITEM</u>	<u>PARTICULARS</u>	<u>PAGE NO</u>
1.	PRELIMINARIES	PP/10
2.	BILL NO.1 - BUILDER'S WORK	CA/5
3.	BILL NO. 2 - PRIME COST AND PROVISIONAL SUMS	PC/1
SUB-TOTAL		
<u>ADD:-</u>		
16% V.A.T.		
GRAND TOTAL CARRIED TO FORM OF TENDER		
CONTRACTOR..... ADDRESS..... DATE..... SIGNATURE..... WITNESS - NAME..... ADDRESS..... DATE..... SIGNATURE.....		