

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



**TENDER DOCUMENT FOR
PROPOSED CONVERSION OF 5NO.40 FEET CONTAINERS
INTO FIVE WARD OFFICES (MAKONGENI WARD, HURUMA
WARD, MAKINA WARD, NAIROBI CENTRAL WARD AND
NAIROBI SOUTH WARD)**

TENDER NO . NCCASB/OT/08/12/2019/2020

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

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

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SECTION I - INVITATION TO TENDERS



NAIROBI CITY COUNTY ASSEMBLY SERVICE BOARD

Telegraphic Address
Telephone 020 2216151
Buildings
Email: clerk@nairobiassembly.go.ke

Web: www.nairobiassembly.go.ke

Clerk's Chambers
County Assembly
City Hall

P O Box 45844-00100
Nairobi, Kenya

Date: 27th December, 2019

TENDER NO: NCCASB/OT/08/12/2019/2020- PROPOSED CONVERSION OF 5NO.40 FEET CONTAINERS INTO FIVE WARD OFFICES (MAKONGENI WARD, HURUMA WARD, MAKINA WARD, NAIROBI CENTRAL WARD AND NAIROBI SOUTH WARD)

- 1.1 The Nairobi City County Assembly Service Board (NCCASB) invites sealed tenders for the **Proposed Conversion of 5no.40 Feet Containers into Five Ward Offices (Makongeni Ward, Huruma Ward, Makina Ward, Nairobi Central Ward and Nairobi South Ward).**
- 1.2 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 in Public Procurement Information Portal: www.tenders.go.ke
- 1.3 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. All payments shall be made to the Nairobi City County Assembly Account at Co-operative Bank of Kenya, City Hall Branch, Account Number 01141232417500.
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for (120) days from the closing date of tender.

- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked **‘TENDER NO. NCCASB/OT/08/12/2019-2020 - PROPOSED CONVERSION OF 5NO.40 FEET CONTAINERS INTO FIVE WARD OFFICES (MAKONGENI WARD, HURUMA WARD, MAKINA WARD, NAIROBI CENTRAL WARD AND NAIROBI SOUTH WARD)’**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**

- 1.6 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 Monday 16th December, 2019.

**THE
CLERK
NAIROBI CITY COUNTY
ASSEMBLY**

SECTION II
INSTRUCTIONS TO TENDERERS
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INSTRUCTIONS TO TENDERERS

1. General

- 1.1 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.
- 1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:
 - (a) copies of certificates of registration, and principal place of business;
 - (b) total monetary value of construction work performed for each of the last five years;
 - (c) experience in works of a similar nature and size for each of the last five years, and clients who may be contacted for further information on these contracts;
 - (d) major items of construction equipment owned;
 - (e) qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (f) reports on the financial standing of the Tenderer, such as profit and loss statements and auditor's reports for the last five years;
 - (g) authority to seek references from the Tenderer's bankers.
- 1.3 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the NCCASB will in no case be responsible or liable for those costs.
- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.

- 1.5 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.6 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 1.7 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below: -
- (a) These instructions to Tenderers
 - (b) Form of Tender
 - (c) Conditions of Contract and Appendix to Conditions of Contract
 - (d) Specifications
 - (e) Drawings
 - (f) Bills of Quantities/Schedule of Rates (whichever is applicable)
 - (g) Other materials required to be filled and submitted in accordance with these Instructions and Conditions
- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his tender.
- 2.3 A prospective Tenderer making inquiries of the tendering documents may notify the 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) Tender Security;
 - (c) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
 - (d) Any other materials required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates. All duties, taxes and other levies payable by the Contractor under the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the Tenderer.
- 3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of one twenty (120) 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 and a copy 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 the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the NCCASB at the address specified above not later than the time and date specified in the invitation to tender.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.
- Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 ~~The 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 TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers.

Wherever there is a conflict between the provision 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 to tenderers	Particulars of appendix to instructions to tenderers
1.4	Particulars of site visit: Site visit and pre-tender meeting shall be held on 6th January, 2020.
3.5	Particulars of other currencies allowed: None
2.11	Particulars of eligibility and qualifications documents of evidence required: Copies of all the documents requested in the evaluation criteria
3.2	Particulars of tender security: Tender Security of Kshs. 100,000.00
3.6	Particulars of tender validity: Tender shall remain valid for 120 days from closing date and time.

3.7	The Tenderer shall submit one ORIGINAL and COPY of the documents comprising the tender documents.																											
1.5	Particulars of day, date and time of closing: Monday 16 th December, 2019 at 12:00 Noon.																											
5.0	<p>Evaluation Criteria The following requirement must be met by the tenderer notwithstanding other requirements in the tender documents.</p> <p>a) Mandatory Requirements (MR)</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> <table><tr><th>No.</th><th>Requirements</th><th>Responsive or non-responsive</th></tr><tr><td>MR 1</td><td>Must submit a copy of Certificate of registration/incorporation</td><td></td></tr><tr><td>MR 2</td><td>Must submit a copy of pin certificate (for VAT)</td><td></td></tr><tr><td>MR 3</td><td>Must submit a copy of valid tax compliance certificate</td><td></td></tr><tr><td>MR 4</td><td>Must submit dully signed and signed tender declaration form</td><td></td></tr><tr><td>MR 5</td><td>Must submit a valid business permit</td><td></td></tr><tr><td>MR 6</td><td>Tender document should be serialized to entirely</td><td></td></tr><tr><td>MR 7</td><td>Must submit Tender Security Kshs. 100,000.00</td><td></td></tr><tr><td>MR 8</td><td>A detailed work plan - Proposed program (work method and schedule) for the whole of the Works</td><td></td></tr></table> <p><i>At this stage, tenderer's submission will either be responsive in all the mandatory (MR) requirements above or non-responsive. Non responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</i></p> <p>b) Technical Evaluation (TE) The maximum score under overall technical evaluation is 70 points and bidders must score at least 50 points under this overall technical evaluation to proceed to the next stage (Financial Evaluation).</p>	No.	Requirements	Responsive or non-responsive	MR 1	Must submit a copy of Certificate of registration/incorporation		MR 2	Must submit a copy of pin certificate (for VAT)		MR 3	Must submit a copy of valid tax compliance certificate		MR 4	Must submit dully signed and signed tender declaration form		MR 5	Must submit a valid business permit		MR 6	Tender document should be serialized to entirely		MR 7	Must submit Tender Security Kshs. 100,000.00		MR 8	A detailed work plan - Proposed program (work method and schedule) for the whole of the Works	
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		list details of work under way or committed, including expected completion date.(Attach completion certificates, LSOs and recommendation letters) each attachment carries 2 marks																									
	TE 3	<p>Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below: (3 Marks on each equipment)</p> <table border="1"> <thead> <tr> <th>Equipment</th><th>Description, make & age</th><th>Condition (New, good, poor) and number available</th><th>Owned, leased and from whom</th></tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td></tr> </tbody> </table>	Equipment	Description, make & age	Condition (New, good, poor) and number available	Owned, leased and from whom	1.				2.				3.				4.				5.				15 Marks
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1.																											
2.																											
3.																											
4.																											
5.																											
	TE 4	<p>Qualifications and experience of key personnel proposed for administration and execution of the Contract. (Attach CVs and qualification Certificates)</p> <p>(i) Project Manager (7 marks)</p> <p>(ii) Two Assistant Managers (Each Assistant 2 Marks)</p> <p>(iii) Two other technical staff (Each staff is 2 marks)</p>	15 Marks																								
	TE 5	Audited financial reports for the last five years (i.e 2014 to 2018) : balance sheets, profit and loss statements, auditor's reports, (The reports must be certified as true copies of original)	10 Marks																								
	TE 6	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. each attachment carries 2 marks	10 Marks																								
6.0	Award of Contract: Award shall be to the lowest quoted price Nairobi City County Assembly reserves the right to Award in lots																										
2.24	<p>Particulars of post – qualification</p> <p>Nairobi City County Assembly may inspect the premises and/or check the accuracy of any or all information provided by the bidder before awarding a contract.</p>																										

SECTION III

CONDITIONS OF CONTRACT

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SECTION III - CONDITIONS OF CONTRACT

1. Definitions

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

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

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

“The Completion Date” means the date of completion of the Works as certified by the 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 Any thing 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 authorized 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 disfavor 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

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 **CONVERSION OF 5NO.40 FEET CONTAINERS INTO FIVE WARD OFFICES NCCASB/OT/08/12/2019/2020**

The Works consists of **CONVERSION OF 5NO.40 FEET CONTAINERS INTO FIVE 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. 100,000** (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

I. SPECIFICATIONS

Notes for preparing Specifications

- 1.0 Specifications must be drafted to present a clear and precise statement of the required standards of materials and workmanship for tenderers to respond realistically and competitively to the requirements of the NCCASB and ensure responsiveness of tenders. The Specifications should require that all materials, plant, and other supplies to be permanently incorporated in the Works be new, unused, of the most recent or current models and incorporating all recent improvements in designs and materials unless provided otherwise in the Contract.
- 2.0 Specifications from previous similar projects are useful and it may not be necessary to rewrite specifications for every works contract.
- 3.0 Care must be taken in drafting Specifications to ensure they are not restrictive. In the specification of standards for materials, plant and workmanship existing Kenya Standards should be used as much as possible otherwise recognized international standards may also be used.

II DRAWINGS

- NOTE:
1. A list of the Contract Drawings should be inserted here
 2. The actual Contract Drawings including Site plans should be annexed in a separate booklet

III BILL OF QUANTITIES/SCHEDULE OF RATES

Notes for preparing Bills of Quantities

1. The objectives of the Bills of Quantities are;
 - (a) to provide sufficient information on the quantities of Works to be performed to enable tenders to be prepared efficiently and accurately; and
 - (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the

different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Notes for preparing Schedule of Rates

Where the time limit or other constraints do not allow the preparation of a Bill of Quantities for the Works, a lump-sum Contract shall be adopted and a Schedule of Rates (in place of a Bills of Quantities) shall be issued as part of the tender documents.

The objectives of the Schedule of Rates are;

- (a) to provide sufficient information on the nature of work items to be performed to enable tenders to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a basis for the pricing of Works executed for interim and final valuations.

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

Measurement of Work executed after every agreed stage should be done and the quantities so obtained used alongside the rates in the schedule to arrive at interim valuation [for each stage] and the final valuation.

SECTION V

STANDARD FORMS

List of Standard Forms

- (i) Form of Invitation for Tenders**
 - (ii) Form of Tender**
 - (iii) Form of Tender Security**
 - (ix) Qualification Information**
 - (xi) Confidential Business Questionnaire**
 - (xii) Details of Sub-Contractors**
 - (xiii) Request for Review Form**
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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 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:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers
Or
2. 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 recognized 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)

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.

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

- 1.10 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.
-
-
-

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary

**1. BILL OF QUANTITIES FOR
PROPOSED CONVERSION OF 5NO.40
FEET CONTAINER INTO MAKONGENI
WARD OFFICE FOR THE NAIROBI
CITY COUNTY ASSEMBLY**

PROPOSED CONVERSION OF TWO 40 FEET
CONTAINER INTO MAKONGENI WARD OFFICES FOR
THE NAIROBI CITY COUNTY ASSEMBLY

CONTAINER BASE

- A Allow for preparing ground and provision for container base in 200mm thick stone dwarf walling; 300mm thick hardcore filling; murram blinding to top and 100mm thick ground-slab-including A142-BRC-mesh-reinforcement approximately size 12200 x 2440 x 450mm high

1

no

STEEL CONTAINER

- B Supply and place on prepared base (m/s) approved standard container overall size 12200 x 2440 x 2400mm high

1

no

- C Extra over steel container for cutting window openings overall size 1200 x 1000mm high

5

no

- D Ditto cutting door opening size 900 x 2000mm high

2

no

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint including branding in NCC logo in corporate colours to:

- E General metal surfaces

170

sm

PARTITIONS

In mild steel, all welds ground smooth

- F 40 x 40 x 3mm thick frame

66

lm

- G 28 gauge mild steel sheet panels welded or rivetted to steel frame with red lead oxide primer and 3 coats gloss metal paint after fabrication

16

sm

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- H General metal surfaces

40

sm

Carried to collection

DOORS

Steel casement doors

In mild steel, all welds ground smooth

- A Semi-glazed-semi steel panelled door overall size 900 x 2000mm high, comprising of 6no. 300 x 450mm high glazed panels and 6no. 300 x 450mm high mild steel panels, all fitted to 38 x 38 x 4mm thick square hollow section frames including all necessary ironmongery and 3 coats gloss metal paint after fabrication

4

no

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- B General metal surfaces

15

sm

WINDOWS

Steel casement windows

Steel casement windows in 3mm thick sections; all welds ground smooth (As per architect's details)

Supply and fix the following purpose made Steel Casement windows in standard Z-Sections complete with lugs, hinges, approved imported brass window stays and handles, with built-in permanent vents at top all primed with red lead oxide and 3 coats gloss metal paint after fabrication after fabrication

- C 1200 x 1000mm high window complete with a permanent vent

5

no

Glazing

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

6

sm

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- E General metal surfaces

12

sm

Carried to collection

FALSE ROOFIn mild steel, all welds ground smooth

A 40 x 40 x 3mm thick rafters, ties and struts (in 5no. Light trusses)

86 lm

B 100 x 25 x 3mm "Z" purlins

86 lm

Roof coveringGauge 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 150mm side and end laps as supplied by "Mabati Rolling Mills" or other equal and approved

C Sheet covering to pitched roof

48 sm

D Ditto to gable end infills

3 sm

E Extra over ditto for ridge cap

13 lm

Rain water goods

F 28 gauge 150 x 100mm U-shaped pre-painted gutter fixed to fascia board with and including approved brackets

26 lm

G Extra over ditto for 100mm diameter down pipe outlet

4 no

H Extra over gutters stopped ends

4 no

I Make 100mm diameter hole in gutter

4 no

26 gauge pre-painted mild steel sheet in:

J 100mm diameter down pipe fixed to wall with and including approved holderbats

10 lm

K Extra over ditto for swan neck

4 no

L Ditto horse shoe

4 no

Carried to collection

PRIME COST AND PROVISIONAL SUMS

A Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Electrical Installations (Wiring, conduiting and electrical fittings)

sum

75,000

-

B Allow a Provisional Sum of Kenya Shillings Thirty Five Thousands only (Kshs 35,000/=) for Directional Sign Board to the MCA offices

sum

35,000

-

C Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Contract Administration (Monitoring and Evaluating from technical staff)

sum

50,000

-

D Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Contingencies

sum

75,000

-

Carried to collection

COLLECTION

Brought forward from page MW/1

Brought forward from page MW/2

Brought forward from page MW/3

Brought forward from above

SUB-TOTAL

ADD: 16% V.A.T

TOTAL COST ESTIMATE

CONTRACTOR.....

ADDRESS.....

DATE.....

SIGNATURE.....

WITNESS – NAME.....

ADDRESS.....

DATE.....

SIGNATURE.....

Findings

[illegible]

**NAIROBI CITY COUNTY
URBAN RENEWAL & HOUSING
BUILDING SERVICES- ARCHITECTS SECTION
P.O BOX 30073, NAIROBI**

Client : NAIROBI COUNTY ASSEMBLY

Job : MAKONGENT YARD OFFICE

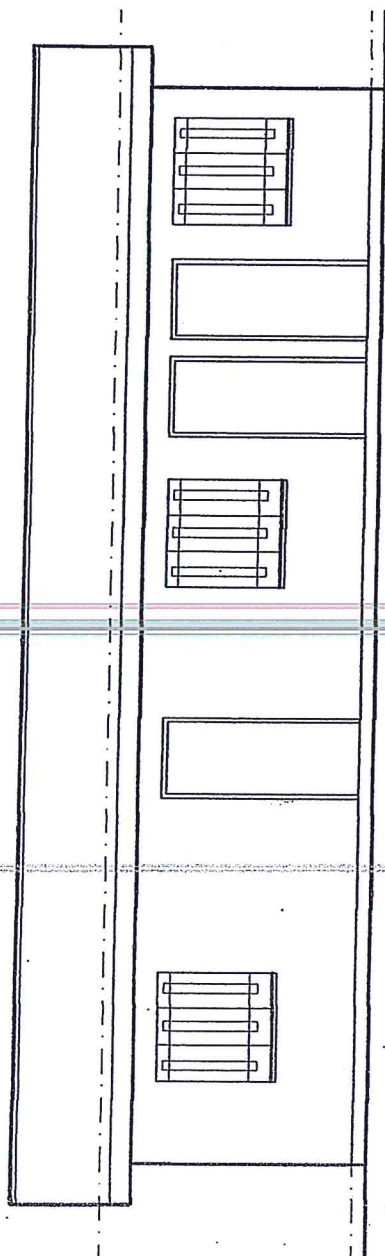
Dining ARCH. J.M. MICHAI
PARK PERS. MRS. HARR.

Project Architect
ARCH. JONYO XLO
11 Ave. Rep. Ande ELAK

Doc. F. T. 113 : FLOOR PLAN, SECTION, ELEVATIONS.

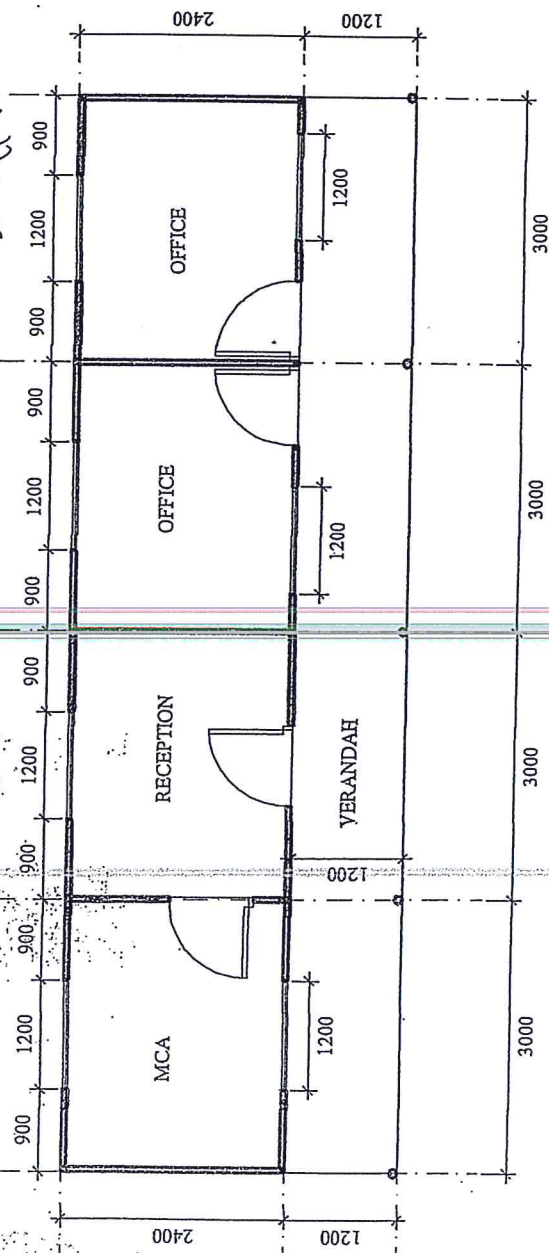
Scale: 1:100 Date: JUNE 2016 Drawing: JNO

Sub No. : CA/01 Date Recd. 01

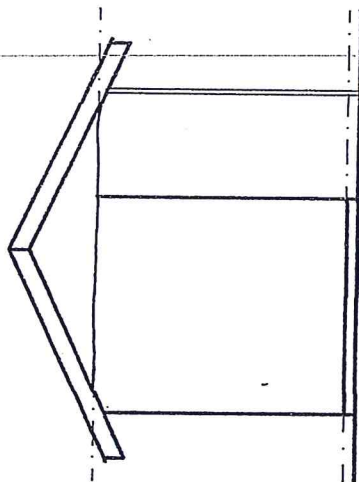


ELEVATION

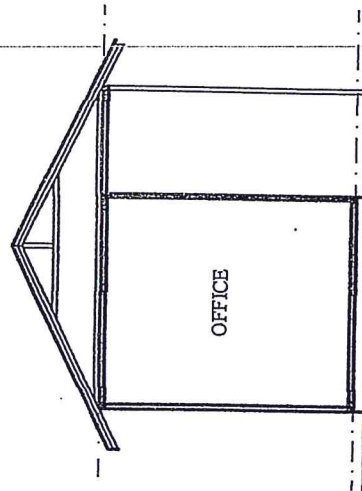
Arch. M. O. JONVO



PLAN



SIDE ELEVATION



SECTION

**2. BILL OF QUANTITIES FOR
PROPOSED CONVERSION OF 5NO.40
FEET CONTAINERS INTO HURUMA
WARD OFFICE FOR THE NAIROBI
CITY COUNTY ASSEMBLY**

PROPOSED CONVERSION OF 1NO. 40 FEET
CONTAINER INTO MURUMU WARD OFFICES FOR
THE NAIROBI CITY COUNTY ASSEMBLY

CONTAINER BASE

- A Allow for preparing ground and provision for container base in 200mm thick stone dwarf walling; 300mm thick hardcore filling; murram blinding to top and 100mm thick ground-slab including A142 BRC mesh reinforcement approximately size 12200 x 2440 x 450mm high

STEEL CONTAINER

- B Supply and place on prepared base (m/s) approved standard container overall size 12200 x 2440 x 2400mm high
- C Extra over steel container for cutting window openings overall size 1200 x 1000mm high
- D Ditto cutting door opening size 900 x 2000mm high

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint including branding in NCC logo in corporate colours to:

- E General metal surfaces

PARTITIONS

In mild steel, all welds ground smooth

- F 40 x 40 x 3mm thick frame
- G 28 gauge mild steel sheet panels welded or rivetted to steel frame with red lead oxide primer and 3 coats gloss metal paint after fabrication

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- H General metal surfaces

Carried to collection

DOORS

Steel casement doors

In mild steel, all welds ground smooth

- A Semi-glazed-semi steel panelled door overall size 900 x 2000mm high, comprising of 6no. 300 x 450mm high glazed panels and 6no. 300 x 450mm high mild steel panels, all fitted to 38-x-38-x-4mm-thick square hollow section frames including all necessary ironmongery and 3 coats gloss metal paint after fabrication

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- B General metal surfaces

WINDOWS

Steel casement windows

Steel casement windows in 3mm thick sections; all welds ground smooth (As per architect's details)

Supply and fix the following purpose made Steel Casement windows in standard Z-Sections complete with lugs, hinges, approved imported brass window stays and handles, with built-in permanent vents at top all primed with red lead oxide and 3 coats gloss metal paint after fabrication after fabrication

- C 1200 x 1000mm high window complete with a permanent vent

Glazing

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

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- E General metal surfaces

Carried to collection

FALSE ROOF

In mild steel, all welds ground smooth

A 40 x 40 x 3mm thick rafters, ties and struts (in 5no. Light trusses)

86 lm

B 100 x 25 x 3mm "Z" purlins

86 lm

Roof covering

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 150mm side and end laps as supplied by "Mabati Rolling Mills" or other equal and approved

C Sheet covering to pitched roof

48 sm

D Ditto to gable end infills

3 sm

E Extra over ditto for ridge cap

13 lm

Rain water goods

F 28 gauge 150 x 100mm U-shaped pre-painted gutter fixed to fascia board with and including approved brackets

26 lm

G Extra over ditto for 100mm diameter down pipe outlet

4 no

H Extra over gutters stopped ends

4 no

I Make 100mm diameter hole in gutter

4 no

26 gauge pre-painted mild steel sheet in:

J 100mm diameter down pipe fixed to wall with and including approved holder bats

10 lm

K Extra over ditto for swan neck

4 no

L Ditto horse shoe

4 no

Carried to collection

PRIME COST AND PROVISIONAL SUMS

A Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Electrical Installations (Wiring, conduiting and electrical fittings)

sum

75,000

-

B Allow a Provisional Sum of Kenya Shillings Thirty Five Thousands only (Kshs 35,000/=) for Directional Sign Board to the MCA offices

sum

35,000

-

C Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Contract Administration (Monitoring and Evaluating from technical staff)

sum

50,000

-

D Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Contingencies

sum

75,000

-

Carried to collection

COLLECTION

Brought forward from page MW/1

Brought forward from page MW/2

Brought forward from page MW/3

Brought forward from above

SUB-TOTAL

ADD: 16% V.A.T

TOTAL COST ESTIMATE

CONTRACTOR.....

ADDRESS.....

DATE.....

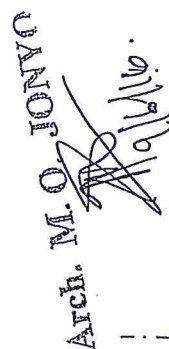
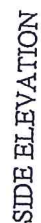
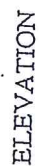
SIGNATURE.....

WITNESS - NAME.....

ADDRESS.....

DATE.....

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NAIROBI CITY COUNTY
URBAN RENEWAL & HOUSING
BUILDING SERVICES- ARCHITECTS SECTION
P.O BOX 30023, NAIROBI

ALBANY, N.Y. (AP) —

MANAGEMENT BOARD OFFICE

מחיר: 100 ₪

John Andrews ARCH. JONNYLO
 PLANK RITE AIDE HALL

Title: FLOOR PLAN, SECTION, ELEVATIONS
 Date: 11/00 User: JUNE 2016 User: JNO

Doc No: CA/01

Def.Nr.: 01

**3. BILL OF QUANTITIES FOR
PROPOSED CONVERSION OF 5NO.40
FEET CONTAINERS INTO MAKINA
WARD OFFICE FOR THE NAIROBI
CITY COUNTY ASSEMBLY**

PROPOSED CONVERSION OF 1NO. 40 FEET
CONTAINER INTO MAKINA WARD OFFICES FOR
THE NAIROBI CITY COUNTY ASSEMBLY

CONTAINER BASE

- A Allow for preparing ground and provision for container base in 200mm thick stone dwarf walling; 300mm thick hardcore filling; murrum blinding to top and 100mm thick ground slab including A142 BRC mesh reinforcement approximately size 12200 x 2440 x 450mm high

STEEL CONTAINER

- B Supply and place on prepared base (m/s) approved standard container overall size 12200 x 2440 x 2400mm high
- C Extra over steel container for cutting window openings overall size 1200 x 1000mm high
- D Ditto cutting door opening size 900 x 2000mm high

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint including branding in NCC logo in corporate colours to:

- E General metal surfaces

PARTITIONS

In mild steel, all welds ground smooth

- F 40 x 40 x 3mm thick frame
- G 28 gauge mild steel sheet panels welded or rivetted to steel frame with red lead oxide primer and 3 coats gloss metal paint after fabrication

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- H General metal surfaces

Carried to collection

Qty	Unit	Rate	Shs	Cts
1	no			
1	no			
5	no			
2	no			
170	sm			
66	lm			
16	sm			
40	sm			

DOORS

Steel casement doors

In mild steel, all welds ground smooth

- A Semi-glazed-semi steel panelled door overall size 900 x 2000mm high, comprising of 6no. 300 x 450mm high glazed panels and 6no. 300 x 450mm high mild steel panels, all fitted to 38 x 38 x 4mm thick square hollow section frames including all necessary ironmongery and 3 coats gloss metal paint after fabrication

4 no

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- B General metal surfaces

15 sm

WINDOWS

Steel casement windows

Steel casement windows in 3mm thick sections; all welds ground smooth (As per architect's details)

- Supply and fix the following purpose made Steel Casement windows in standard Z-Sections complete with lugs, hinges, approved imported brass window stays and handles, with built-in permanent vents at top all primed with red lead oxide and 3 coats gloss metal paint after fabrication after fabrication

- C 1200 x 1000mm high window complete with a permanent vent

5 no

Glazing

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

6 sm

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- E General metal surfaces

12 sm

Carried to collection

FALSE ROOF

In mild steel, all welds ground smooth

A 40 x 40 x 3mm thick rafters, ties and struts (in 5no. Light trusses)

86 lm

B 100 x 25 x 3mm "Z" purlins

86 lm

Roof covering

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 150mm side and end laps as supplied by "Mabati Rolling Mills" or other equal and approved

C Sheet covering to pitched roof

48 sm

D Ditto to gable end infills

3 sm

E Extra over ditto for ridge cap

13 lm

Rain water goods

F 28 gauge 150 x 100mm U-shaped pre-painted gutter fixed to fascia board with and including approved brackets

26 lm

G Extra over ditto for 100mm diameter down pipe outlet

4 no

H Extra over gutters stopped ends

4 no

I Make 100mm diameter hole in gutter

4 no

26 gauge pre-painted mild steel sheet in:

J 100mm diameter down pipe fixed to wall with and including approved holderbats

10 lm

K Extra over ditto for swan neck

4 no

L Ditto horse shoe

4 no

Carried to collection

PRIME COST AND PROVISIONAL SUMS

- A Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Electrical Installations (Wiring, conduiting and electrical fittings)
- B Allow a Provisional Sum of Kenya Shillings Thirty Five Thousands only (Kshs 35,000/=) for Directional Sign Board to the MCA offices
- C Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Contract Administration (Monitoring and Evaluating from technical staff)
- D Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Contingencies

Carried to collection

COLLECTION

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Brought forward from page MW/2

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SUB-TOTAL

ADD: 16% V.A.T

TOTAL COST ESTIMATE

CONTRACTOR.....

ADDRESS.....

DATE.....

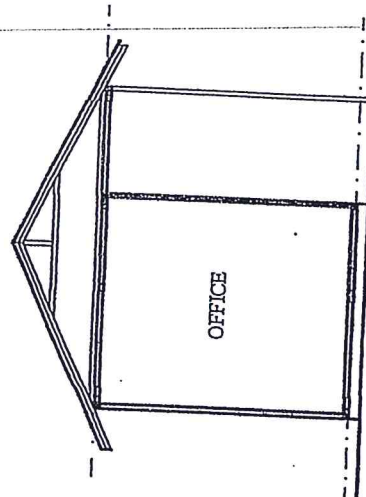
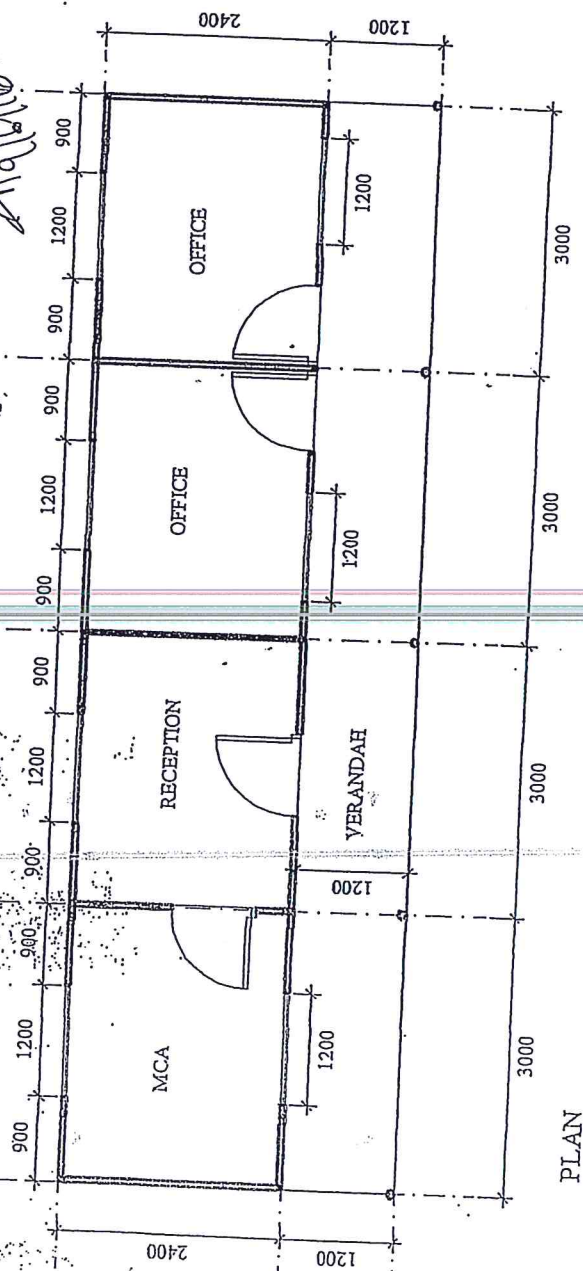
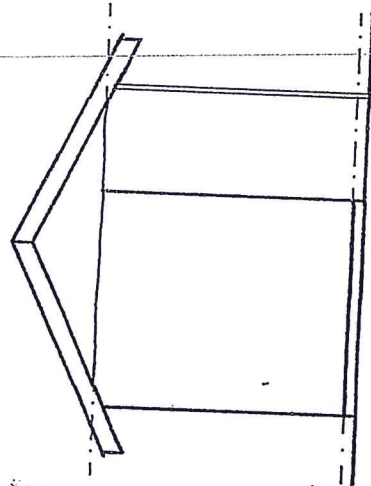
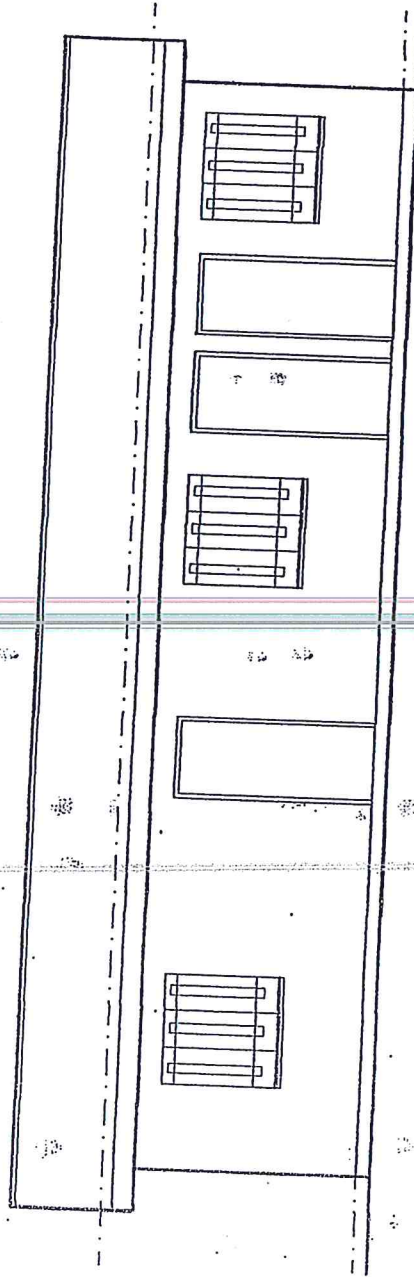
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Revision	Description	
	Year	Month

**NAIROBI CITY COUNTY
URBAN RENEWAL & HOUSING
BUILDING SERVICES- ARCHITECTS SECTION
P.O BOX 30071, NAIROBI**

1934 : NATROBI COUNTY ASSEMBLY.

אנחנו מודים לך
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במחלקה הזו

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1. Title: FLOOR PLAN, SECTION, ELEVATIONS

Σ 1:00 Πρώτη Σελίδα Ν/Ο

CA/01

**4. BILL OF QUANTITIES FOR
PROPOSED CONVERSION OF 5NO.40
FEET CONTAINERS INTO NAIROBI
CENTRAL WARD OFFICE FOR THE
NAIROBI CITY COUNTY ASSEMBLY**

PROPOSED CONVERSION OF 1NO. 40 FEET
CONTAINER INTO NAIROBI CENTRAL WARD OFFICES FOR
THE NAIROBI CITY COUNTY ASSEMBLY

CONTAINER BASE

- A Allow for preparing ground and provision for container base in 200mm thick stone dwarf walling; 300mm thick hardcore filling; murram blinding to top and 100mm thick ground slab including A142 BRC mesh reinforcement approximately size 12200 x 2440 x 450mm high

STEEL CONTAINER

- B Supply and place on prepared base (m/s) approved standard container overall size 12200 x 2440 x 2400mm high
- C Extra over steel container for cutting window openings overall size 1200 x 1000mm high
- D Ditto cutting door opening size 900 x 2000mm high

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint including branding in NCC logo in corporate colours to:

- E General metal surfaces

PARTITIONS

In mild steel, all welds ground smooth

- F 40 x 40 x 3mm thick frame
- G 28 gauge mild steel sheet panels welded or rivetted to steel frame with red lead oxide primer and 3 coats gloss metal paint after fabrication

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- H General metal surfaces

Carried to collection

QTY	UNIT	MEAS.	SHS	CLS
1	no			
1	no			
5	no			
2	no			
170	sm			
66	lm			
16	sm			
40	sm			

<u>DOORS</u>					
<u>Steel casement doors</u>					
<u>In mild steel, all welds ground smooth</u>					
A	Semi-glazed-semi steel panelled door overall size 900 x 2000mm high, comprising of 6no. 300 x 450mm high glazed panels and 6no. 300 x 450mm high mild steel panels, all fitted to 38 x 38 x 4mm thick square hollow section frames including all necessary ironmongery and 3 coats gloss metal paint after fabrication	4	no		
	<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:</u>				
B	General metal surfaces	15	sm		
<u>WINDOWS</u>					
<u>Steel casement windows</u>					
<u>Steel casement windows in 3mm thick sections; all welds ground smooth (As per architect's details)</u>					
<u>Supply and fix the following purpose made Steel Casement windows in standard Z-Sections complete with lugs, hinges, approved imported brass window stays and handles, with built-in permanent vents at top all primed with red lead oxide and 3 coats gloss metal paint after fabrication after fabrication</u>					
C	1200 x 1000mm high window complete with a permanent vent	5	no		
	<u>Glazing</u>				
D	5mm thick clear sheet glass glazed with putty to metal in panes exceeding 0.10 but not exceeding 0.50 square metres	6	sm		
	<u>Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:</u>				
E	General metal surfaces	12	sm		
Carried to collection					

		Q13	Q13
<u>FALSE ROOF</u>			
<u>In mild steel, all welds ground smooth</u>			
A	40 x 40 x 3mm thick rafters, ties and struts (in 5no. Light trusses)	86	lm
B	100 x 25 x 3mm "Z" purlins	86	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 150mm side and end laps as supplied by "Mabati Rolling Mills" or other equal and approved</u>			
C	Sheet covering to pitched roof	48	sm
D	Ditto to gable end infills	3	sm
E	Extra over ditto for ridge cap	13	lm
<u>Rain water goods</u>			
F	28 gauge 150 x 100mm U-shaped pre-painted gutter fixed to fascia board with and including approved brackets	26	lm
G	Extra over ditto for 100mm diameter down pipe outlet	4	no
H	Extra over gutters stopped ends	4	no
I	Make 100mm diameter hole in gutter	4	no
<u>26 gauge pre-painted mild steel sheet in:</u>			
J	100mm diameter down pipe fixed to wall with and including approved holderbats	10	lm
K	Extra over ditto for swan neck	4	no
L	Ditto horse shoe	4	no
Carried to collection			

PRIME COST AND PROVISIONAL SUMS

A Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Electrical Installations (Wiring, conduiting and electrical fittings)

sum

75,000

-

B Allow a Provisional Sum of Kenya Shillings Thirty Five Thousands only (Kshs 35,000/=) for Directional Sign Board to the MCA offices

sum

35,000

-

C Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Contract Administration (Monitoring and Evaluating from technical staff)

sum

50,000

-

D Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Contingencies

sum

75,000

-

Carried to collection

COLLECTION

Brought forward from page MW/1

Brought forward from page MW/2

Brought forward from page MW/3

Brought forward from above

SUB-TOTAL

ADD: 16% V.A.T

TOTAL COST ESTIMATE

CONTRACTOR

ADDRESS.....

DATE.....

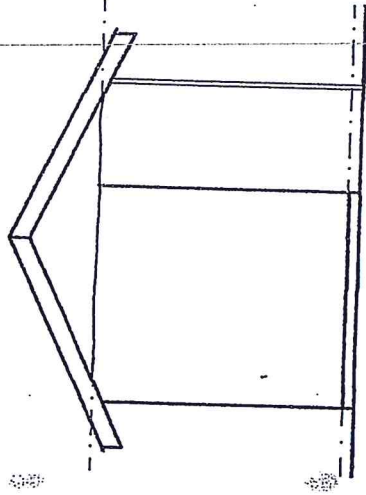
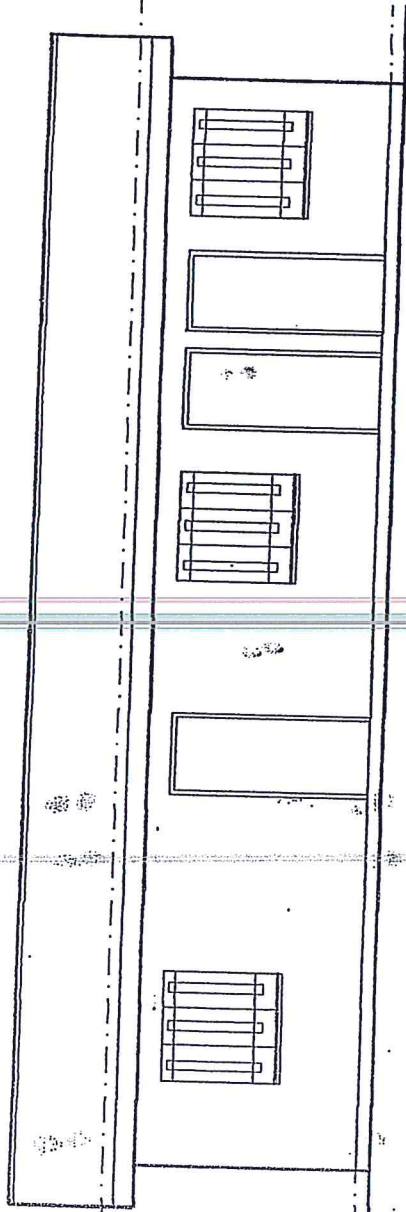
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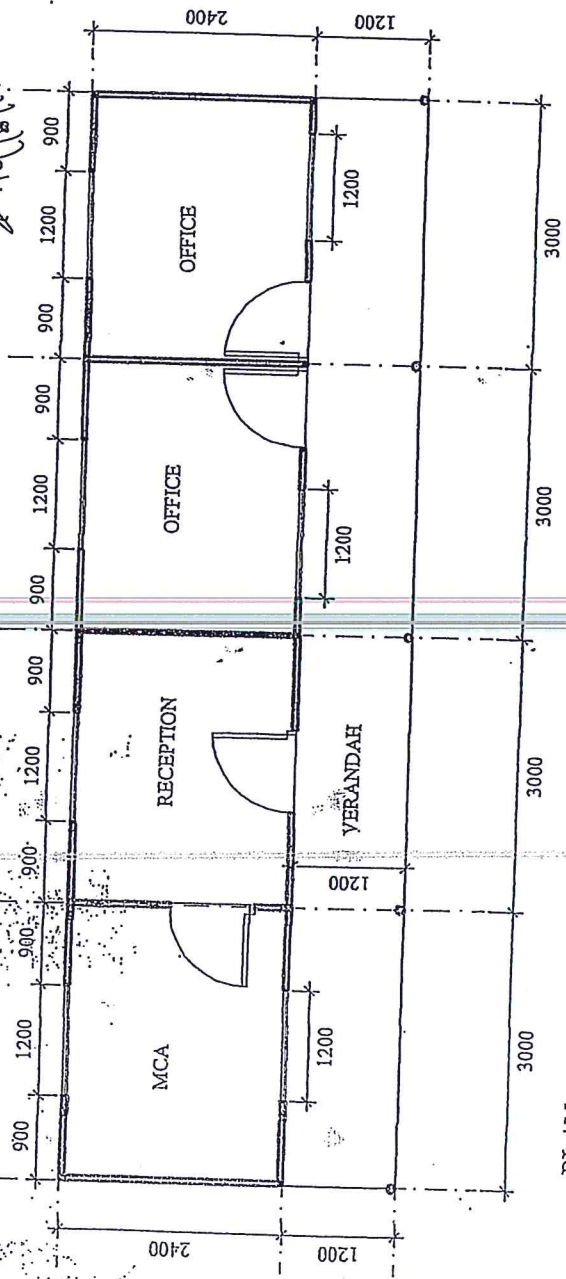
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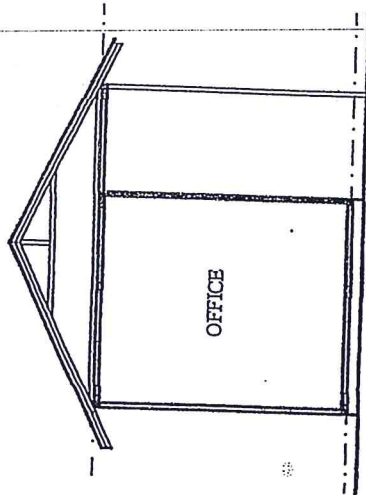
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Arch. M. O. JONYO



SECTION



NAIROBI CITY COUNTY URBAN RENEWAL & HOUSING DEVELOPMENT AUTHORITY P.O. BOX 3021 NAIROBI	
Client :	NAIROBI COUNTY ASSEMBLY
Job :	3 MARKINGHAM ROAD OFFICE
Drawn :	ARCH. J. M. MURRAY P.A. Eng. Arch. J. M. MURRAY
Project Address :	ARCH. J. M. MURRAY P.A. Eng. Arch. J. M. MURRAY
Sheet Title : FLOOR PLAN, SECTION, ELEVATIONS	
Scale : 1:1000 (FLOOR PLAN), 1:500 (SECTION), 1:500 (ELEVATION)	
Job No. :	CA/01
Drawn By :	01

**5. BILL OF QUANTITIES FOR
PROPOSED CONVERSION OF 5NO.40
FEET CONTAINERS INTO NAIROBI
SOUTH WARD OFFICE FOR THE
NAIROBI CITY COUNTY ASSEMBLY**

PROPOSED CONVERSION OF 1NO. 40 FEET
CONTAINER INTO NAIROBI SOUTH WARD OFFICES FOR
THE NAIROBI CITY COUNTY ASSEMBLY

CONTAINER BASE

- A Allow for preparing ground and provision for container base in 200mm thick stone dwarf walling; 300mm thick hardcore filling; murram blinding to top and 100mm thick ground slab including A142 BRC mesh reinforcement approximately size 12200 x 2440 x 450mm high

1 no

STEEL CONTAINER

- B Supply and place on prepared base (m/s) approved standard container overall size 12200 x 2440 x 2400mm high

1 no

- C Extra over steel container for cutting window openings overall size 1200 x 1000mm high

5 no

- D Ditto cutting door opening size 900 x 2000mm high

2 no

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint including branding in NCC logo in corporate colours to:

- E General metal surfaces

170 sm

PARTITIONS

In mild steel, all welds ground smooth

- F 40 x 40 x 3mm thick frame

66 lm

- G 28 gauge mild steel sheet panels welded or rivetted to steel frame with red lead oxide primer and 3 coats gloss metal paint after fabrication

16 sm

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- H General metal surfaces

40 sm

Carried to collection

DOORS

Steel casement doors

In mild steel, all welds ground smooth

- A Semi-glazed-semi steel panelled door overall size 900 x 2000mm high, comprising of 6no. 300 x 450mm high glazed panels and 6no. 300 x 450mm high mild steel panels, all fitted to 38 x 38 x 4mm thick square hollow section frames including all necessary ironmongery and 3 coats gloss metal paint after fabrication

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- B General metal surfaces

WINDOWS

Steel casement windows

Steel casement windows in 3mm thick sections; all welds ground smooth (As per architect's details)

Supply and fix the following purpose made Steel Casement windows in standard Z-Sections complete with lugs, hinges, approved imported brass window stays and handles, with built-in permanent vents at top all primed with red lead oxide and 3 coats gloss metal paint after fabrication after fabrication

- C 1200 x 1000mm high window complete with a permanent vent

Glazing

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

Prepare and apply one undercoat and two finishing coats of "Crown" or other equal and approved plastic gloss metal paint to:

- E General metal surfaces

Carried to collection

FALSE ROOFIn mild steel, all welds ground smooth

A 40 x 40 x 3mm thick rafters, ties and struts (in 5no. Light trusses)

86 lm

B 100 x 25 x 3mm "Z" purlins

86 lm

Roof coveringGauge 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 150mm side and end laps as supplied by "Mabati Rolling Mills" or other equal and approved

C Sheet covering to pitched roof

48 sm

D Ditto to gable end infills

3 sm

E Extra over ditto for ridge cap

13 lm

Rain water goods

F 28 gauge 150 x 100mm U-shaped pre-painted gutter fixed to fascia board with and including approved brackets

26 lm

G Extra over ditto for 100mm diameter down pipe outlet

4 no

H Extra over gutters stopped ends

4 no

I Make 100mm diameter hole in gutter

4 no

26 gauge pre-painted mild steel sheet in:

J 100mm diameter down pipe fixed to wall with and including approved holderbats

10 lm

K Extra over ditto for swan neck

4 no

L Ditto horse shoe

4 no

Carried to collection

PRIME COST AND PROVISIONAL SUMS

A Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Electrical Installations (Wiring, conduiting and electrical fittings)

sum

75,000

-

B Allow a Provisional Sum of Kenya Shillings Thirty Five Thousands only (Kshs 35,000/=) for Directional Sign Board to the MCA offices

sum

35,000

-

C Allow a Provisional Sum of Kenya Shillings Fifty Thousands only (Kshs 50,000/=) for Contract Administration (Monitoring and Evaluating from technical staff)

sum

50,000

-

D Allow a Provisional Sum of Kenya Shillings Seventy Five Thousands only (Kshs 75,000/=) for Contingencies

sum

75,000

-

Carried to collection

COLLECTION

Brought forward from page MW/1

Brought forward from page MW/2

Brought forward from page MW/3

Brought forward from above

SUB-TOTAL

ADD: 16% V.A.T

TOTAL COST ESTIMATE

CONTRACTOR.....

ADDRESS.....

DATE.....

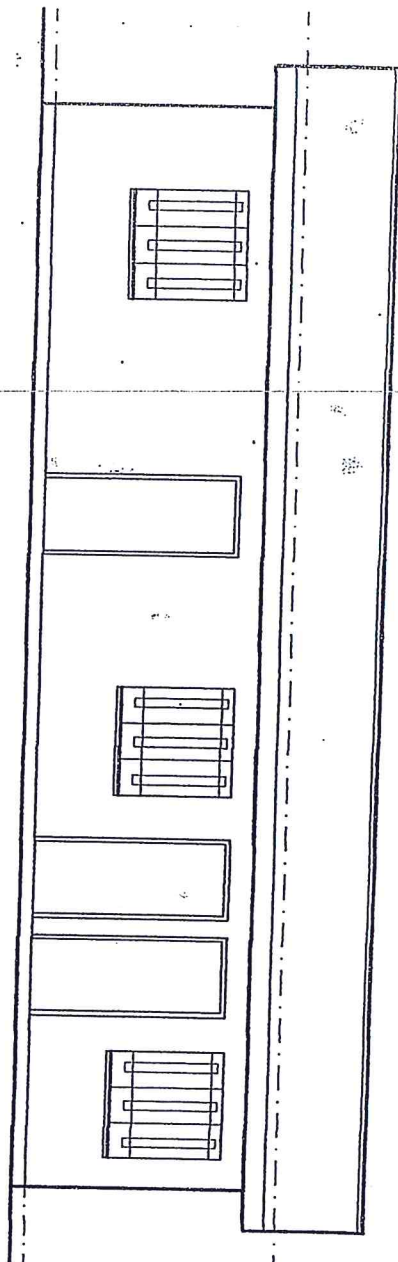
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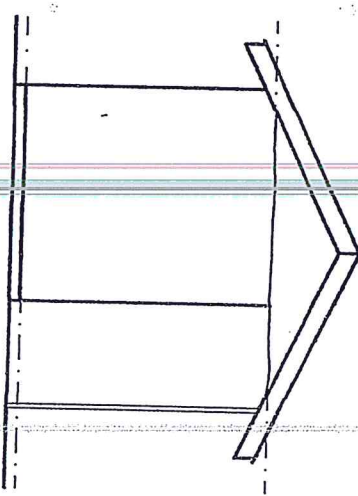
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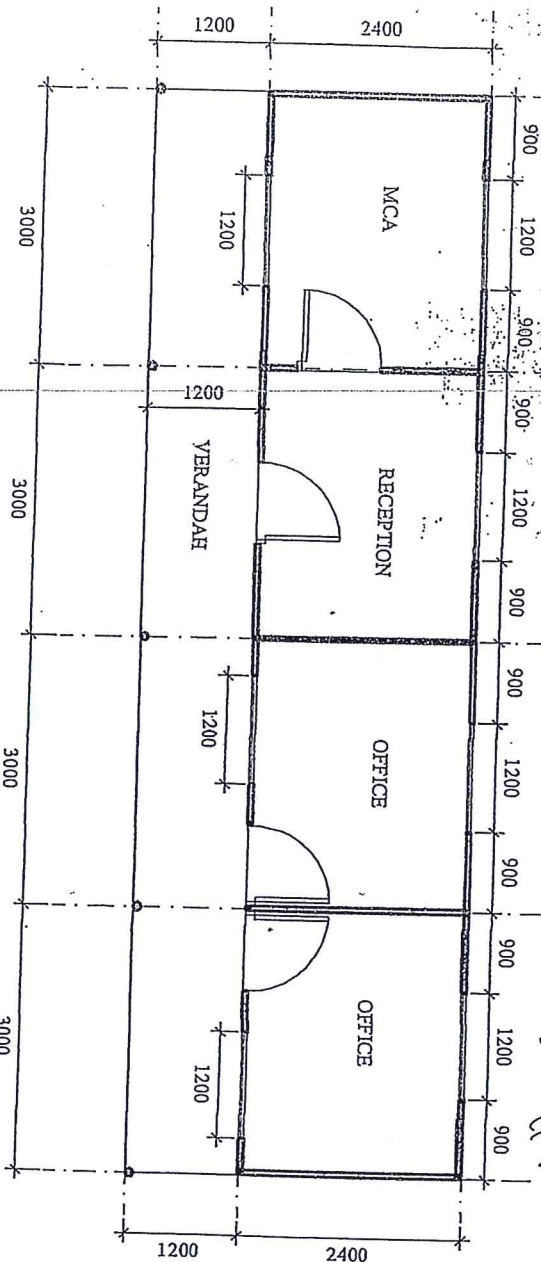
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ELEVATION

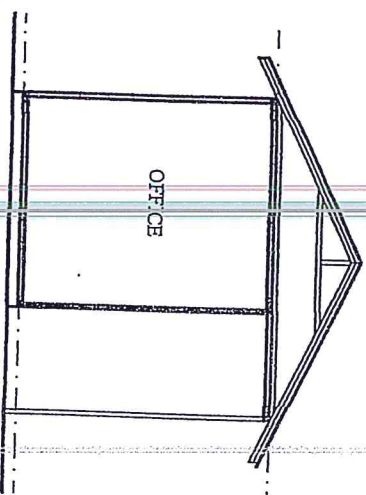


SIDE ELEVATION



PLAN

Arch. M. O. JONYA
[Signature]
 11/01/16



SECTION

Project Name: NAIROBI CITY COUNTY URBAN RENEWAL & HOUSING BUILDING SERVICES, ARCHITECT'S SECTION P.O. BOX 3002, NAIROBI Client: NAIROBI COUNTY ASSEMBLY Job: NAIROBI COUNTY ASSEMBLY Design: ARCHITECT M. O. JONYA Scale: 1:100 Date: 11/01/16 Drawing: 01	
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