



**KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION  
HEADQUARTERS:**

**Kaptagat Road, Loresho**

**P.O. BOX 57811 - 00200**

**NAIROBI**

**Telephone: 4183301-20/0722-206986/88**

**TENDER NO KALRO/DRI/06/2015-16**

**FOR**

**SUPPLY, ASSEMBLING AND FITTING OF FURNITURE AND CURTAIN BLINDS AT  
KALRO- DAIRY RESEARCH INSTITUTE IN NAIVASHA- KENYA**

**CLOSING DATE: August 12, 2015 at 10.00AM**

## SECTION I: INVITATION TO TENDER

**DATE** : **July 17, 2015**

**TENDER NO** : **KALRO/BRI/04/2015-16**

**TENDER NAME** : **Supply, assembling and fitting of Furniture and Curtain Blinds at KALRO-Dairy Research Institute in Naivasha, Kenya**

The **Kenya Agricultural and Livestock Research Organization, Nairobi** invites sealed tenders from eligible candidates for Supply, assembling and fitting of Furniture and Blinds in KALRO, Dairy Research Institute, Naivasha, Kenya.

- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the office of the Ag. Supply Chain Manager, KALRO Headquarters, Kaptagat Road, P.O. Box 57811-00200, Nairobi during normal office working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of **KES. 1,000** in cash or bankers cheque payable to the Ag. Director General, KALRO. Alternatively the document can be downloaded free of charge from Kalro website [www.kalro.org](http://www.kalro.org) or [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Those who opt to download from the website will be required to urgently register their details at tender register at KALRO Headquarters in Loresho, along Kaptagat Road, off Kangemi fly over so as to be able to receive addendum and any other correspondences there may be.
- 1.4 Prices quoted should be inclusive of all government taxes and delivery costs, must be in Kenya Shillings and shall remain valid for **90 days** from the closing date of the tender.
- 1.5 A Performance Security of **10%** of the contract price will be applicable for this tender and must be submitted before signing the contract. In case of request for advance payment, the awarded contractor shall deposit with KALRO a valid Bank guarantee of similar amount requested.
- 1.6 All form of tender documents marked 'Mandatory' MUST be filled in appropriately, failure to which a tenderer will be declared non responsive
- 1.7 Complete tender documents must be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box **situated at the entrance to the main building of KALRO Headquarters on Kaptagat Road, off Waiyaki Way on or before August 12, 2015 at 10.00 a.m.** Bulky documents that cannot go through the slot of the Tender box may be delivered to KALRO Headquarters, ground floor Room 151 on or before **August 12, 2015 at 10.00 a.m.** Late bids will be rejected.

1.8 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at KALRO Headquarters, Boardroom on **August 12, 2015 at 10.00 a.m.**

1.9 Bidders MUST fill their total bid price in the Form of Tender, sign and rubberstamp.

Ag. Supply Chain Manager

**For: Ag. Director General, KALRO**

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## SECTION II

### INSTRUCTIONS TO TENDERERS

#### 1. General

- 1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful Tendered 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 statutory certificates of registration, and principal place of business;
  - (b) evidence of qualifications and experience of key site management and technical personnel proposed for the Contract;
- 1.3 The Tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.
- 1.5 The procurement entity's employees, committee members, project consultant, board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 1.6 The price to be charged for the tender document shall be Ksh. 1,000/=
- 1.7 The procuring entity shall allow the tenderer to view/inspect 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) Standard Forms
- (c) Conditions of Contract and Appendix to Conditions of Contract
- (d) Specifications
- (e) Bills of Quantities/Schedule of Rates (whichever is applicable)

- 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 Prospective Tenderer making inquiries of the tendering documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will respond to any request for clarification received earlier than seven [7] days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.5 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 ninety (90) days from the date of submission. However in exceptional circumstances, the Employer may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.
- 3.7 The Tenderer shall prepare one original and one 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 plain envelope shall;-
  - [a] be addressed to the Employer at the address provided in the invitation to tender;
  - [b] bear the name and identification number of the Contract as defined in the invitation to tender; and
  - [c] provide a warning not to open before the specified time and date for tender opening.

- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents.
- Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.**
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 The Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of the Employer and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

## **5. Tender Opening and Evaluation**

- 5.1 The tenders will be opened in the presence of the Tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender.
- 5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by the Employer. Minutes of the tender opening, including the information disclosed to those present will also be prepared by the Employer.
- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
  - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.



- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the corrected amount shall prevail.
- (d) The corrected amount shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected.

- 5.5 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 5.6 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%
- 5.10 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the tender price or substance of the tender shall be sought, offered or permitted.
- 5.11 The Tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

## **6. Award of Contract**

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender.
- 6.2 Notwithstanding the provisions of clause 6.1 above, the Employer reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.
- 6.3 The Tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the “Letter of Acceptance”) will state

the sum [hereinafter and in all Contract documents called the “Contract Price” which the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. The contract shall be formed on the parties signing the contract. At the same time the other tenderers shall be informed that their tenders have not been successful.

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



**SECTION 111**

**APPENDIX TO INSTRUCTION TO TENDERERS**

The information provided in the Appendix to Information to Tenderers supersedes the Information to tenderers. In case of conflict with the Information to tenderers, the Appendix to Information to Tenders prevails

ITT Reference	Information
1.2	<p><b>Eligible tenderer;</b>  <b>Mandatory requirements-</b>                      Must provide copy of;</p> <ul style="list-style-type: none"> <li>a. Business registration</li> <li>b. Single business permit</li> <li>c. Valid tax compliance certificate</li> <li>d. Tender security of 2% of the bid value in form of Bank guarantee from a reputable bank recognized by Central Bank of Kenya</li> <li>e. Duly filled, signed and rubberstamped forms of tender indicated as mandatory in section VI of this tender document</li> </ul> <p>Any tenderer who does not submit any of the above shall be considered non-responsive and will not be allowed into the next stage of evaluation  <b>NB;</b> Tenders under prequalified under AGPO shall be required to submit valid copy of AGPO Certificate. They will not be required to submit 2% Tender Security, but they <b>MUST</b> submit duly filled, signed and rubberstamped Tender Security Declaration form</p>
1.6	<p><b>Cost of tender document;</b>                      A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of KES. 1,000.00 in cash or bankers cheque payable to the Ag. Director General, KALRO.                      Alternatively the document can be downloaded free of charge from Kalro website <a href="http://www.kalro.org">www.kalro.org</a> or <a href="http://www.supplier.treasury.go.ke">www.supplier.treasury.go.ke</a>. Those who opt to download from the website will be required to urgently register their details at tender register at KALRO Headquarters in Loresho, along Kaptagat Road, off Kangemi fly over so as to be able to receive addendum and any other correspondences there may be.</p>
	<p><b>Clarification;</b></p>

	<p>Tenderers may seek clarification until not later than seven (7) days to the closing date. The request should be in writing and addressed to;</p> <p style="text-align: center;"><b>Director General</b>  <b>Kenya Agriculture and Livestock Research Organization</b>  <b>P O Box 67811-00200</b>  <b>Nairobi</b></p> <p><b>Att; Supply Chain Manager</b>  <b>Email; <a href="mailto:stevens.musewe@kalro.org">stevens.musewe@kalro.org</a></b> <b>Phone; 0722293365</b></p>
4.1	<p><b>Submission of tender;</b>  Complete tender documents should dropped in the tender box at KALRO Headquarters or addressed to;</p> <p style="text-align: center;"><b>Director General</b>  <b>Kenya Agriculture and Livestock Research Organization</b>  <b>P O Box 67811-00200</b>  <b>Nairobi</b></p> <p>So as to reach on or before <b>August 12, 2015 at 10am</b></p>
5.1	<p>Tenders will be opened <b>August 12, 2015 at 10am</b> in the presence of tenderer representatives who choose to attend</p>
5.9	<p><b>Preferential;</b>  This contract is reserved for Youth, Women and People Living With Disabilities by not submitting 2% Tender Security</p>

## SECTION III

### GENERAL CONDITIONS OF CONTRACT

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**GENERAL CONDITIONS OF CONTRACT**

## 1. Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

## **2. Contract Documents**

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

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

## **3. Employer’s Representative’s Decisions**

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

#### **4. Works, Language and Law of Contract**

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

4.2 The ruling language of the Contract shall be English language and the law governing the Contract shall be the law of the Republic of Kenya.

#### **5. Safety, Temporary works and Discoveries**

5.1 The Contractor shall be responsible for design of temporary works and shall obtain approval of third parties to the design of the temporary works where required.

5.2 The Contractor shall be responsible for the safety of all activities on the Site.

5.3 Anything of historical or other interest or significant value unexpectedly discovered on the Site shall be the property of the Employer. The Contractor shall notify the Employer's Representative of such discoveries and carry out the Employer's Representative's instructions for dealing with them.

#### **6 Work Program and Sub-contracting**

6.1 Within seven days after Site possession date, the Contractor shall submit to the Employer's Representative for approval a program showing the general methods, arrangements, order and timing for all the activities in the Works.

6.2 The Contractor may sub-contract the Works (but only to a maximum of 25 percent of the Contract Price) with the approval of the Employer's Representative. However, he shall not assign the Contract without the approval of the Employer in writing. Sub-contracting shall not alter the Contractor's obligations.

#### **7 The site**

7.1 The Employer shall give possession of all parts of the Site to the Contractor.

7.2 The Contractor shall allow the Employer's Representative and any other person authorized by the Employer's Representative, access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

## **8 Instructions**

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

## **9 Extension of Completion Date**

9.1 The Employer's Representative shall extend the Completion Date if an occurrence arises which makes it impossible for completion to be achieved by the Intended Completion Date. The Employer's Representative shall decide whether and by how much to extend the Completion Date.

9.2 For the purposes of this clause, the following occurrences shall be valid for consideration;

Delay by:-

- (a) force majeure, or
- (b) reason of any exceptionally adverse weather conditions, or
- (c) reason of civil commotion, strike or lockout affecting any of the trades employed upon the Works or any of the trades engaged in the preparation, manufacture or transportation of any of the goods or materials required for the Works, or
- (d) reason of the Employer's Representative's instructions issued under these Conditions, or
- (e) reason of the contractor not having received in due time necessary instructions, drawings, details or levels from the Employer's Representative for which he specifically applied in writing on a date which having regard to the date for Completion stated in the appendix to these Conditions or to any extension of time then fixed under this clause was neither unreasonably distant from nor unreasonably close to the date on which it was necessary for him to receive the same, or
- (f) delay on the part of artists, tradesmen or others engaged by the Employer in executing work not forming part of this Contract, or
- (g) reason of delay by statutory or other services providers or similar bodies engaged directly by the Employer, or

- (h) reason of opening up for inspection of any Work covered up or of the testing or any of the Work, materials or goods in accordance with these conditions unless the inspection or test showed that the Work, materials or goods were not in accordance with this Contract, or
- (i) reason of delay in appointing a replacement Employer's Representative, or
- (j) reason of delay caused by the late supply of goods or materials or in executing Work for which the Employer or his agents are contractually obliged to supply or to execute as the case may be, or
- (k) delay in receiving possession of or access to the Site.

## **10 Management Meetings**

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

## **11 Defects**

- 11.1 The Employer's Representative shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Employer's Representative may instruct the Contractor to search for a defect and to uncover and test any Work that the Employer's Representative considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.
- 11.2 The Employer's Representative shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract.

- 11.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Employer's Representative's notice. If the Contractor has not corrected a defect within the time specified in the Employer's Representative's notice, the Employer's Representative will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

## **12 Bills of Quantities/Schedule of Rates**

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

## **13 Variations**

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

## **14 Payment Certificates and Final Account**

- 14.1 The Contractor shall be paid after each of the following stages of Work listed herebelow (subject to re-measurement by the Employer's Representative of the Work done in each stage before payment is made). In case of lump-sum Contracts, the valuation for each stage shall be based on the quantities so obtained in the re-measurement and the rates in the Schedule of Rates.
- (i) Advance payment: *NIL*.
  - (ii) First stage: *Monthly Valuations*

(iii) Second stage: *Monthly Valuations*

(iv) Third stage: *Monthly Valuations*

(v) After defects liability period.

- 14.2 Upon deciding that Works included in a particular stage are complete, the Contractor shall submit to the Employer's Representative his application for payment. The Employer's Representative shall check, adjust if necessary and certify the amount to be paid to the Contractor within 21 days of receipt of the Contractor's application. The Employer shall pay the Contractor the amounts so certified within 30 days of the date of issue of each Interim Certificate.
- 14.3 The Contractor shall supply the Employer's Representative with a detailed final account of the total amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Employer's Representative shall issue a Defect Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Employer's Representative shall issue within 21 days a schedule that states the scope of the corrections or additions that are necessary. If the final account is still unsatisfactory after it has been resubmitted, the Employer's Representative shall decide on the amount payable to the Contractor and issue a Final Payment Certificate. The Employer shall pay the Contractor the amount so certified within 60 days of the issue of the Final Payment Certificate.
- 14.4 If the period laid down for payment to the Contractor upon each of the Employer's Representative's Certificate by the Employer has been exceeded, the Contractor shall be entitled to claim simple interest calculated pro-rata on the basis of the number of days delayed at the Central Bank of Kenya's average base lending rate prevailing on the first day the payment becomes overdue. The Contractor will be required to notify the Employer within 15 days of receipt of delayed payments of his intentions to claim interest.

## **15. Insurance**

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

**16. Liquidated Damages**

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

**17. Completion and Taking Over**

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

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

**18. Termination**

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

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

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

## **19. Payment Upon Termination**

- 19.1 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on Site, plant, equipment and temporary works.
- 19.2 The Contractor shall, during the execution or after the completion of the Works under this clause, remove from the Site as and when required within such reasonable time as the Employer's Representative may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to him, and in default thereof, the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.
- 19.3 Until after completion of the Works under this clause, the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefore the Employer's Representative shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract, the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

## **20. Corrupt Gifts and Payments of Commission**

- 20.1 The Contractor shall not;
- (a) Offer or give or agree to give to any person in the service of the Employer any gifts or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other contract with the Employer or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract with the Employer.
  - (b) Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the Laws of Kenya.

## **21. Settlement of Disputes**

- 21.1 Any dispute arising out of the Contract which cannot be amicably settled between the parties shall be referred by either party to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment



of an Arbitrator, the Arbitrator shall be appointed by the chairman of the Chartered Institute of Arbitrators, Kenya branch, on the request of the applying party.

## SECTION IV

### APPENDIX TO CONDITIONS OF CONTRACT

1. The Defects Liability Period is **6 MONTHS** from completion date
2. The Employer is ***KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION, P.O. BOX 57811 00200, NAIROBI***
3. The Intended Completion Date for the whole of the Works shall be-----
4. Client Representative is ***AG.PROPERTY MANAGER, KALRO HQTS, P O BOX 57811-00200, NAIROBI***
5. The Site is located at ***KALRO- DAIRY RESEARCH INSTITUTE, NAIVASHA***
6. The Start Date shall be .....
7. The Works consist of: Supply, Assembling, Fitting of Furniture and Curtain Blinds to Dairy Research Institute, Naivasha.
8. Sectional Completions are: ***NOT APPLICABLE***
9. The following documents also form part of the Contract:
  - (a) **Contract Agreement**
  - (b) **Letter of Acceptance**
  - (c) **Contractor's Bid**
  - (d) **Conditions of Contract**

- (e) **Form of Tender**
- (f) **Specifications**
- (g) **Bills of Quantities**
- (h) **Instructions to Tenderers**
- (I) **Tender Security Declaration Form**

- 10. The language of the contract is **ENGLISH**  
The law that applies to the Contract is the **LAWS OF KENYA**.
- 11. **Subcontractor's Qualifications** -Subcontractors must be registered with National Construction Authority, and respective professional bodies. They will be required to provide Performance Security in form of an Unconditional Bank Guarantee equal to 10% of Subcontract sum. Subcontractors must be approved by the client prior to startup of subcontract works.
- 12. Schedule of other contractors:
- 13. Site Investigation Reports are: **NONE**
- 14. Queries. **NONE**
- 15. The Site Possession Date(s) shall be: .....
- 16. Institution whose arbitration procedures shall be used: **CHARTERED INSTITUTE OF ARBITRATORS, KENYA**
- 17. Appointing Authority for the Adjudicator: **CHAIRMAN, CHARTERED INSTITUTE OF ARBITRATORS, KENYA**
- 18. The Contractor shall submit for approval a Program for the Works within **7 days** from the date of: **SITE HAND-OVER**
- 19. The Defects Liability Period is: **6 MONTHS FROM THE DATE OF PRACTICAL COMPLETION**
- 20. The currency of the Employer's country is: **Kenya Shilling**.
- 21. The Contract **IS NOT** subject to price adjustment and the following information regarding coefficients **does not** apply.

The coefficients for adjustment of prices are:

- (a) For currency.....:
- (i)..... percent non adjustable element (coefficient A).

(ii) ..... percent adjustable element (coefficient B).  
 (b) For currency .....  
 (i) ..... percent non adjustable element (coefficient A).  
 (ii) ..... percent adjustable element (coefficient B).  
 The Index I for local currency shall be .....  
 The Index I for the specified international currency shall be.....  
 The Index I for currencies other than the local currency and the specified international currency shall be .....

- 21. The proportion of payments retained is: **10% (Ten percent)**
- 22. The liquidated damages for the whole of the Works are **0.001 percent of the final Contract Price per day**. The maximum amount of liquidated damages for the whole of the Works is **5 percent** of the final Contract Price.
- 23. The Bonus for the whole of the Works is **NOT APPLICABLE**.
- 24. The Performance Security amount is as indicated in the appendix to SCC
- 25. The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is **15% percent**.

# SECTION V

## BILLS OF QUANTITIES



KALRO/RDCoE NAIVASHA



RESOURCE CENTRE AND MOTOR GARAGE FURNITURE FIT – OUT PROPOSALS

PRODUCT NAME	PICTURE	DESCRIPTION	SIZE (MM)	QTY	AMOUNT	TOTAL
<b>ENTRY HALL</b>						
Lounge seats		6 SEATER FABRIC SOFA  REMOVABLE LIGHT BROWN FABRIC CUSION AND HARDWOOD FRAME WORK	3 Seater:  L1740 x D800 x H870  2 Seater:  L1200 x D800 x H870  1 Seater  L670 x D800 x H870	2 set		
Office Coffee Table		COFFEE TABLE IN MDF BOARD WITH TOP AND SIDES FINISHED IN SCRATCH PROOF LAMINATE	1000X700X500	2		
Reception Counter		CUSTOMIZED RECEPTION DESK MADE OF VENEERED MDF BOARD WITH ALUMINIUM	2500X1500	3		

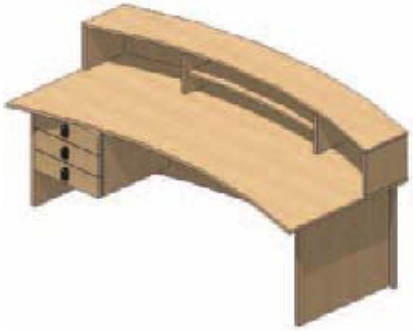

		PLATE STRIP.	TO BE CUSTOMIZED TO FISPACE AVAILABLE			
Low back seats		LOW BACK CHAIR MADE OF 100% FABRIC, SYNCHRONIZED TILT, MULTILOCKING, GLIDE, AUTO RETURN CHROME BASE WITH CASTERS	715X675X995 	3		
General Direction Signage		NOTICE BOARD MADE OF ALUMINIUM CASING WITH GROOVES FOR SLOTTING IN THE LABELED ALUMINIUM SHEET	1000X50X1500	2		
Foot step waste paper bins		DUST BIN DISPENSER BRUSHED STAINLESS STEEL RECYCLING BIN + PEDAL BIN	30 Litres	4		


						
<b>OFFICES</b>						
Executive desk		WITH MAHOGANY FINISH 40MM STUDS CABLE MANAGEMENT,3 DRAWER PEDESTAL, EXTENSION, AND SIDE DESK AND PADDED WRITING AREA	1600X1000X740	3		
Executive office seats		EXECUTIVE HIGH BACK MADE OF WOODEN FRAME WITH FABLIC SEATS AND BACKREST,WOODEN ARMS, HEIGHT AND TILT ADJUSTMENT, GAS LIFT	640X630X1110/11 80	4		
Visitors Chair low back		LOW BACK VISITORS CHAIR METAL BASE,ARMS,SEAT AND BACKREST MADE OF HIGH DENSITY POLYESTER	590X610X930	12		

		MATERIAL, FOAM LUMBAR SUPPORT				
LOBBY SEATS						
Book Shelf		COLOUR: MAHOGANY, MADE OF 25MM THICK BY POLYESTER LAMINATE SURFACE ON MDF BOARD TOP BOARD AND DOORS 6MM TOUGHENED GLASS LOCKABLE TOP DOOR, INNER ADJUSTABLE SHELVES, LOCKABLE DOORS WITH 200MM LENGTH STAINLESS STEEL FINISH HANDLES. BASE EQUIPPED WITH ADJUSTABLE GLIDER FOR LEVELING CONFIGURATION.	813mmW X 456mmD X 2070mmH	7		
<b>SEMINAR ROOM</b>						
Seminar Seats		METALLIC FRAME WITH FORM AND FABRIC COVERING TO FINISH WITHOUT ARMREST  AS BOTTOM LEFT	590x610x930	156		


						
Seminar table		METAL FRAMES PAINTED TO FINISH AND 25MM TOPS FINISHED IN HARDWOOD LIPPING.	1,500X650X720	52		
<b>CONFERENCE FACILITIES</b>						
*Theater chairs		AUDITORIUM CHAIR WITH HIGH-DENSITY PU FOAM, FABRIC, TOP QUALITY METAL LEG AND IMPORTED TIMBER ARMREST COVER WITH ATTACHED FOLDABLE TABLE LIGHT BROWN FABRIC FINISH	200	200		
<b>LIBRARY</b>						
Enquiry and help desk		DESK IN MDF BOARD WITH TOP AND SIDES FINISHED IN SCRATCH PROOF LAMINATE AND MOLDED POLYURETHANE EDGING TO TOP, GROMMET HOLES WITH PLASTIC CAPPING.	1.8X0.17M	1		






						
LIBRARY WORKSTATION		4 USB PORTS POWER CONNECTION A FLIP OF THE DESKTOP REVEALS A SECONDARY WORK SURFACE AND PRIVACY PANELS TO CHANGE THE DOUBLE CONVERTIBLE CARREL FROM READING TABLE TO SEMIPRIVATE STUDY CARREL AT STANDING OR SITTING HEIGHT.	2000X1000X720	4		
STUDY SEATS		LOW BACK SEAT, HEAVY DUTY PLYWOOD ROUNDED EDGE SEAT AND BACKREST WITH STEEL LEGS.	460 X 450 X 705 MM,	16		
<b>TECHNO SHOP</b>						
Technology display cabinets		DISPLAY CABINET FOUR COMPARTMENT MADE OF FLAMEWORK ALLUMINIUM AND CLEAR GLASS ALLOWING CLEAR VISIBILITY WITH LOCKABLE SLIDE GLASS	1200x500x1900	10		



		DOORS				
--	---	-------	--	--	--	--



**KITCHEN AREA, DINNING FACILITIES&BAR  
FURNITURE**

<p>*Changing room lockable lockers</p> <ul style="list-style-type: none"> <li>• CONFIRM ON SITE</li> </ul>		<p>METAL CHANGING ROOM LOCKERS CONSISTING OF 6 OR 8 NO. DRAWERS EACH. ALL DRAWERS TO</p>	<p>800X400X1800M M</p>	<p>4</p>		
--	--	--	----------------------------	----------	--	--

Dining tables		RESTAURANT TABLE MADE OF WOODEN TOP WITH LAMINATE AND ALLUMINIUM ROUND LEGS WITH FELT GLIDES AT THE BOTTOM	760X760X720	50		
Dining chair	 <p>CHANGE PHOTO</p>	KALRO BRANDED RESTAURANT SEATS MADE OF 1.2 MM STEEL FRAME WITH FELT GLIDES, BACK AND SEAT MADE OF MOULDED TOUGHENED PLASTIC	520X535X810	240		
Beds		WALL FIXED MAHOGANY WITH HEADERS AND SIDE CABINETS WITH HIGH DENSITY MATTRESS	5'' x 6''	24		
Beds		WALL FIXED MAHOGANY WITH HEADERS AND SIDE CABINETS WITH HIGH DENSITY MATTRESS	6'' x 6''	4		

						
Mosquito net stand		MAHOGANY TIMBER 50 X50MM WITH MOSQUITO NETTING ALL ROUND	5'' x 6''	24		
Mosquito net stand		MAHOGANY TIMBER 50 X 50MM WITH MOSQUITO NETTING ALL ROUND	6'' x 6''	3		
Window blinds and sheers		SAMPLES TO BE PROVIDED		27		
Working table and a chair		TABLE- 30MM LAMINATED TOP WITH CASTORS  CHAIR- STEEL FRAME WITH FABRIC SEAT AND BACK REST	1000x600x720	28		

						
Bedding		<p>TWO SETS OF BRANDED COTTON BEDDINGS, WITH AND INCLUDING TWO PILLOW CASES</p> <p>4X6 BED BRANDED BED SHEETS C/W PILLOW CASES HIGH DENSITY MATTRESSES DUVETS</p> <p>6X6 BED BED SHEETS C/W PILLOW CASES HIGH DENSITY MATTRESS DUVET BATH TOWEL FACE TOWEL</p> <p>FLOOR MATS</p>	<p>833x625</p> <p>BED SHEETS ARE AND PILLOW CASES IN PAIRS</p>	<p>48 48 24 34 8 8 7 6 7 56 56</p>		

		*floor mat for main entrance  BATHROOM SANDALS	PAIRS	31  1 28		
ONE seater, leather comfy seats		1-SEATER SOFA IN  NATURAL LEATHER COVERING, MOULDED URETHANE SPONGE  AND ARMRESTS COVERED IN NATURAL LEATHER.	700 X 910 X 850 MM	6		
Coffee tables		12MM THICK GLASS TOP, THIS IS SUPPORTED WITH ELEGANCE STYLISH STAINLESS STEEL BASE EQUIPPED WITH LEVELERS.	1100W X 700D X 420H	3		
WASTE BIN (PEDESTAL)		Alluminium	10 LITERS	29		
<b>TOTAL COST</b>						

## **SECTION VI: STANDARD FORMS OF TENDER**

### **List of Standard Forms**

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

# FORM OF INVITATION FOR TENDERS

\_\_\_\_\_ [date]

To: \_\_\_\_\_ [name of Contractor]  
\_\_\_\_\_ [address]  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs:

Reference: \_\_\_\_\_ [Contract Name]

You have been pre qualified to tender for the above project.

We hereby invite you and other pre qualified 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,

\_\_\_\_\_ Authorized Signature

\_\_\_\_\_ Name and Title

# FORM OF TENDER

TO: \_\_\_\_\_ [Name of Employer] \_\_\_\_\_ [Date]  
\_\_\_\_\_ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs. \_\_\_\_\_ [Amount] in \_\_\_\_\_ figures] Kenya Shillings \_\_\_\_\_ [Amount in words]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer's Representative's notice to commence, and to complete the whole of the Works complished 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 Employer”) of the one part AND \_\_\_\_\_ of [or whose registered office is situated at] \_\_\_\_\_ (hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

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

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
  - (i) Letter of Acceptance
  - (ii) Form of Tender
  - (iii) Conditions of Contract Part I
  - (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
  - (v) Specifications
  - (vi) Drawings

(vii) Priced Bills of Quantities/Priced Schedule of Rates[whichever is applicable]

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
  
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

The common Seal of \_\_\_\_\_

Was hereunto affixed in the presence of \_\_\_\_\_

Signed Sealed, and Delivered by the said \_\_\_\_\_

Binding Signature of Employer \_\_\_\_\_

Binding Signature of Contractor \_\_\_\_\_

In the presence of (i) Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

[ii] Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

## 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 Employer”) in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this ..... Day of .....20.....

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 Employer 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 Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer 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 Employer) \_\_\_\_\_(Date)  
\_\_\_\_\_ (Address of Employer)

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 cavil 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 Oblige (hereinafter called “the Employer”) 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 Employer 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 Employer to be, in default under the Contract, the Employer having performed the Employer’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 Employer for completing the Contract in accordance with its terms and conditions, and upon determination by the Employer and the Surety of the lowest responsive tenderer, arrange for a Contract between such tenderer and Employer 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 Employer to the Contractor under the

Contract, less the amount properly paid by the Employer to the Contractor; or

- (3) pay the Employer the amount required by the Employer 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 Employer named herein or the heirs, executors, administrators, successors and assigns of the Employer.

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 Employer]* \_\_\_\_\_ *(Date)*  
\_\_\_\_\_ *[address of Employer]*

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 Employer]* 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 Employer]* 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 Employer]* 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 Employer*) 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 (Mandatory)

## 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	Condition(new, used, etc)	Owned, leased (from whom?), or

	(years)	good, poor) and number available	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 Employer.

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

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

## 2 Joint Ventures

- 2.4 The information listed in 1.1 – 1.10 above shall be provided for each partner of the joint venture.
- 2.5 The information required in 1.11 above shall be provided for the joint venture.
- 2.6 Attach the power of attorney of the signatory(ies) of the tender authorizing signature of the tender on behalf of the joint venture
- 2.7 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 (Mandatory)

Please fill in block letters.

1. Full names of tenderer;  
.....
2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);  
.....
3. Telephone number (s) of tenderer;  
.....
4. Telex of tenderer;  
.....
5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;  
.....
6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);  
.....  
.....

\_\_\_\_\_  
Signature of Tenderer

Make copy and deliver to: \_\_\_\_\_ (Name of Employer)



# CONFIDENTIAL BUSINESS QUESTIONNAIRE (Mandatory)

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 License 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

## **TENDER SECURING DECLARATION FORM**

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

Date:

Tender No.....

To: Kenya Agriculture & Livestock Research Organization (KALRO)

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with KALRO for the period of time of two years starting on August 2015, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: .....

(Designation)

Name: .....

Duly authorized to sign the bid for and on behalf of :.....

(Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

KALRO/TRI/INT TENDER/01/2015-16