REPUBLIC OF KENYA

COUNTY GOVERNMENT OF MERU OFFICE OF THE GOVERNOR

DEPARTMENT FOR TRANSPORT AND INFRASTRUCTURE

UPGRADING OF GATIMBI MARKET BUS PARK AND ASSOCIATED WORKS

FY: 2015/2016
AB0THUGUCHI CENTRAL WARD
TENDER NO:CGM/ONT/223/2015/2016

THE COUNTY SECRETARY
THE COUNTY GOVERNMENT OF MERU
P.O BOX 120-60200
MERU

1 Summary of Instructions to the Tenderers

Table 2: Mandatory requirements

Item #.		Mandatory pre-qualification Requirements
1		Tender Purchase Receipt
2		Pre-Qualification in the county in the Relevant Category.
3		Attending pre-tender site visit for the works.
4		Certified Copy of Certificates of Registration/Incorporation.
5		Principal place of business (attach business permit or trading license)
6		Certified Certificate of registration with the ministry of roads
7		Certified Certificate of registration with National Construction Authority
8		Certified Copy of Tax compliance certificate
9		Properly and dully filled Form of Tender
10		Properly and dully filled Tender Questionnaire
11		Properly and dully filled Confidential Business Questionnaire
12		Legal Capacity/Litigation History (attach affidavit)
		Post qualification Requirements
		Financial Capacity
1		Authority to seek references from the tenderer's bankers
2		Past two years Audited Financial Reports of the tenderer
3		Current one year Bank statement.
4		Experience
	a	General Experience attach certificate of completion
5	a	Specific Experience in Related Works - Attach certificate of completion
6		Key personnel - Attach certificate CVs & *their certificate and profile*
	a	Company HQ Staff
	b	Site Agent
	C	Surveyor
	c	Foreman
7		Equipments
	a	Equipments (Availability & source)
8		Current Commitments
	a	On-going Works attach evidence

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INVITATION FOR TENDERS

PAVING OF GATIMBI MARKET

1.1 The **County Government of Meru** invites sealed tenders for the **named project** and **Routine maintenance** of the above mentioned roads respectively**.**

1.2 Interested eligible candidates may obtain further information and inspect tender documents at **MERU COUNTY HEADQUATERS, ROOM 118, MERU COUNTY GOVERNORS OFFICES, BOX 120 MERU** during normal working hours.

1.3 A complete set of tender documents may be obtained by interested candidates free of charge.

1.4 Tender surety security in the amount of 2% of the tendered sum is required as detailed in the instructions to bidders.

1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for 90 days from the closing date of tender.

1.5 Completed tender documents are to be enclosed in plain sealed envelopes marked with Tender name and reference number and deposited in the Tender Box at **MERU COUNTY GOVERNORS OFFICES,GROUND FLOOR** or to be addressed to **COUNTY GOVERNMENT OF MERU,BOX 120 MERU** so as to be received on or before 10.00 am on16TH JUNE 2016.

1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend.

…… (Signed)

2 FORM OF TENDER

TO: CHIEF EXCECUTIVE OFFICER, DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE MERU COUNTY GOVRNMENT _____*[Date]*

Name of Contract: **Paving of Gatimbi market roads**

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 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 on the commencement date and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix.

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.

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_____

AGREEMENT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA

AND

This Contract is made this…….day of…….20……

between THE GOVERNMENT OF KENYA, represented by the COUNTY GOVERNMENT OF MERU of P.O. Box 120 – 60200,MERU (Hereinafter called the Employer) acting through his representative CHIEF EXCECUTIVE OFFICER, DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE , P.O. Box 120, MERU of the one part and also of…….. (Hereinafter referred to as "the Contractor") of the other part.

Whereas the Employer is desirous of improving and maintaining the roads as described below,

Name of the project: **Paving of Gatimbi market roads**

County : Meru.
Constituency: imenti central
Ward : ABOTHUGUCHI CENTRAL WARD

and has accepted the Offer of the Contractor to execute improvement and maintenance works as defined hereinafter, AND Whereas the Contractor represented to the Employer that he has the required capacity and ability, and has agreed to execute the Works on the Terms and Conditions set forth in this Contract, for the Tender Sum of Kshs …….(words) …….(figures)

NOW THEREFORE the Parties hereto agree as follows:

Article 1: GENERAL PROVISIONS

1.1. The documents forming the Contract are to be taken as mutually explanatory. If ambiguity or discrepancy is found in the documents the Employer shall issue necessary instructions to the Contractor.

The language of the Contract shall be English. The law of the Contract is the Republic of Kenya.

Article 2: OBLIGATIONS OF THE EMPLOYER

The Employer shall provide the Site and right of access thereto at the date of Commencement.

The Employer shall ensure that the Contractor's claims for payment are settled timeously.

The Employer shall inspect the Contractor's work regularly.

No approval or consent or absence of comment by the Employer shall affect the Contractor's obligations.

Article 3: EMPLOYER'S REPRESENTATIVE

The County Government of Meru will have overall responsibility for the Contract, and will be represented by the Department of transport and Infrastructure for the day-to-day management of the Contract.

The Chief Executive Officer shall appoint and provide a Road Supervisor by the name of…….. who shall from time to time assign work to the Contractor. The Engineer shall notify the Contractor in writing of any change in the Road Supervisor.

3.3. The Chief Executive Officer shall provide the Contractor with an initial Work plan against which the Contractor shall carry out the Works. The Chief Executive Officer shall be entitled to vary the Work plan according to circumstances and to issue instructions to the Contractor accordingly.

Article 4: CONTRACTOR'S OBLIGATIONS

The Contractor shall carry out the Works described in Annex 1and the Work Plan Annex 3 properly and in accordance with the Contract. The Contractor shall provide all supervision, labour and tools which may be required.

The Contractor shall submit to the Employer for consent the name and particulars of the person authorized to receive instructions on behalf of the Contractor.

The Contractor shall comply with all instructions given by the Employer in respect of the Works.

The Contractor shall not subcontract any part of the Works without the consent of the Employer.

The Contractor shall, in the implementation of this contract, use labour based methods whenever possible.

The Contractor shall recruit labour for the Works from the local communities and shall take particular note of the Government policy on the recruitment of women and youth. The target for each group shall be 30% of the labour force, which the Contractor shall take all possible measures to attain.

The Contractor shall comply with the Kenya Labour Laws in respect of the rights working conditions and wages for the labour force. The task rates set for labour shall be approved by the Engineer.

In the event of the failure of the Contractor to pay the labour the Employer shall be entitled to pay directly and to deduct the appropriate amount, plus a 10% administrative charge, from any monies due to the Contractor under the Contract.

The Contractor shall maintain records of time worked and remuneration paid to his/her employees and shall avail these records to the Employer for inspection when so requested.

The Contractor shall set fair and manageable task rates to each labourer, in consultations with the Employer.

Article 5: DESIGN BY CONTRACTOR

The Contractor shall not be responsible for any Works design.

Article 6: EMPLOYER'S RISKS

6.1 Any failure by the Employer and any delay or disruption caused by any Variation is the relevant Employer's Risks.

Article 7: TIME FOR COMPLETION

The Contractor shall commence the Works on the Commencement Date……..... and shall proceed expeditiously and without delay and shall complete the Works within the Time for Completion, given as Four (4) months.

7.2 The Contractor shall be entitled to an extension of the Time for Completion where delay is caused by an action, or failure of action of the Employer and/or any other unforeseen circumstance. All such

extension of time must be requested by the contractor timeously and approved by the Employer

Article 8: TAKING OVER

8.1. The Contractor may notify the Employer when the Works are considered to be complete.

The Employer shall notify the Contractor when he considers that the Contractor has completed the Works and stating the date accordingly. Alternatively the Employer may notify the Contractor that the Works, although not fully complete, are ready for taking over, stating the date accordingly. The Contractor shall promptly complete any outstanding work.

Article 9: REMEDYING DEFECTS

9.1. The Employer may, within one month after the Completion date in 8.2, notify the Contractor of any defects. The Contractor shall remedy at no cost to the Employer any defects due to the Contractor's workmanship not being in accordance with the Contract.

Article 10 VARIATIONS AND CLAIMS

The Employer may instruct Variations

The Employer shall value the Variations using appropriate rates within the Contract or by a lump sum price agreed between the Parties, or by new rates which the Engineer considers appropriate.

Article 11: CONTRACT PRICE AND PAYMENT

At not less than monthly intervals, the Contractor shall measure the Works in accordance with the Bill of Quantities and shall submit a statement to the Road Supervisor. No Payment shall be made for Mobilisation and Establishment of the Site. The Road Supervisor shall certify on the statement to the Engineer that the Works have been completed satisfactorily.

The Employer shall pay the Contractor, upon the Engineer's approval of the Contractor's statement, within 30 days of the date of the certification of the statement. If the Employer disagrees with any part of the Contractor's statement, he shall specify his reasons for disagreement when making payment. The Employer shall not be bound by any sum previously considered by him to be due to the Contractor.

Article 12: DEFAULT

The Employer shall give notice to the Contractor where he considers the Contractor to be in default of the Contract. If the Contractor fails to remedy the default within a stated period the Employer may give notice of the termination of the Contract.

After termination the Contractor shall be entitled to payment of any unpaid balance of the value of the Works executed.

Article 13: RISK AND RESPONSIBILITY

The Contractor shall take responsibility for the care of the Works from the Commencement Date to the date of Take Over.

Article 14: INSURANCES

The Contractor, prior to commencing the Works, shall effect Third Party and Workers Compensation Insurances and provide evidence to the Employer that the required policies are in force.

Article 15: RESOLUTION OF DISPUTES

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Contract.

Any dispute not resolved under 15.1 shall be referred to a single Arbitrator nominated by ……. in whose Area the Contract is located in accordance with, and subject to the provision of the Arbitration Act of Kenya or any Statutory Modification thereof.

Article 16 CONDITIONS OF CONTRACT

It is understood that these Conditions of Contract follow the FIDIC Short Form of Contract which shall be referred to for any necessary clarification

It is hereby understood that the Annexes to the Contract shall be read together with the Contract and shall form an integral part of it.

In witness whereof of the duly authorised representatives of the Parties hereto have signed this Contract the day and the year first written at ……Kenya.

--- ---

For and on behalf of the
Government of kenya
County government of Meru Contractor

…… ……
Witness Witness

2.1.1 EXTENT OF WORKS

The works to be executed under this Contract comprise the following:-

GRAVELLING WORKS

BILL 01: PRELIMINARY AND GENERAL ITEMS

Scope:

This bill comprises those items that are required at the Commencement and Completion of the Works or that are Provisional Items applicable for the duration of the Works.

01-50- 001 Mobilization and Establishment of the Site

The Contractor shall provide all equipment, tools, materials, temporary offices, stores and housing required to carry out the Works.

The Contractor shall ensure that all possible means of protection are given to the labour force at all times. Such protection shall include provision of high visibility clothing or vests, goggles and masks for workers in potentially dangerous locations or dealing with potentially harmful materials. The Contractor shall also maintain first aid kits with a minimum of the following items:-

- Non Stick wound dressing
- Selection of plaster/band aids
- Crepe bandages
- Gauze and cotton wool
- Antiseptic solution (washing wounds)
- Antiseptic cream – Betadine, Burnol
- Pain killers Panadol, Disprin
- Anti diarrhoea – Immodium, Diadis, Charcoal
- Anti histamine – Piriton, Triludan
- Anti nausea – Stemetil
- Eye ointment
- Oral re-hydration sachets
- Surgical gloves

Measurement and Payment: NA

01-60- 001 Contract Supervision

Provisional sum available for the Engineer for expenses incurred for supervising the contract such as allowances, casual wages and transportation within the project area.

Measurement and Payment:

Provisional Sum: Payable by the Contractor to the Engineer through certification as directed by the Engineer. No mark up is included in this item.

Work Method: NA

01-60- 002 Clearance on Completion

On Completion of the Works, all temporary housing, equipment, signs and tools shall be removed from the site, and the site left in good order to the satisfaction of the Engineer.

Measurement and Payment

The Lump Sum payment will be made upon approval by the Engineer that the Clearance has been satisfactorily carried out.

Work Method: NA

01-60-003 Insurance

The Contractor shall provide Insurance in accordance with the Conditions of Contract as indicated in the Appendix to form of tender for Rehabilitation and Improvement Contracts and Clause 14.1 for small works conditions of contract.

Measurement and Payment

Lump Sum payment for this item will be made upon the production of satisfactory evidence by the Contractor that Insurances have been affected.

Work Method: NA

01-60-004 Quality Control Tests

The Engineer may instruct the Contractor during the progress of the Works to carry out quality control tests to check materials and standards of workmanship, against the Specifications.

Where such tests indicate defective standards the Engineer shall instruct the Contractor to rectify the defects to the Engineer's satisfaction and at the Contractor's expense.

The Engineer shall include a Provisional Sum for this item to be expended only as and when the Contractor is instructed to carry out tests at approved material testing laboratories.

Measurement and Payment

Reimbursable item based on actual costs incurred by the contractor including sampling, transportation and testing.

Work Method: NA

01-60- 006 Drinking Water

The Contractor shall provide safe drinking water on site for workers at a reasonable distance from all work locations, for the duration of the Works.

Quality Control

The Engineer shall check regularly that adequate supplies of water are available throughout the Site.

Measurement and Payment

A Lump Sum shall be paid on a Monthly basis upon the approval of the Engineer that adequate supplies have been provided.

Work Method: **LB**

01-60-007 Provision of site sanitation facilities

The Contractor shall provide sanitation facilities on site for workers at a reasonable distance from all work locations, for the duration of the Works. This can be in the form of shallow pit latrines that are appropriately covered. All shallow pit latrines shall be filled in after the end of use.

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Where such tests indicate defective standards the Engineer shall instruct the Contractor to rectify the defects to the Engineer's satisfaction and at the Contractor's expense.

The contractor when instructed shall carry out tests at approved material testing laboratories.

Measurement and Payment

It is deemed that the contractor shall include all costs for material testing in his rates and therefore no separate payments shall be made.

Work Method: NA

01-60- 006 Drinking Water

The Contractor shall provide safe drinking water on site for workers at a reasonable distance from all work locations, for the duration of the Works.

Quality Control

The Engineer shall check regularly that adequate supplies of water are available throughout the Site.

Measurement and Payment

A Lump Sum shall be paid on a Monthly basis upon the approval of the Engineer that adequate supplies have been provided.

Work Method: **LB**

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BILL 08: CULVERT AND DRAINAGE WORKS

This bill covers all Works in connection with the installation of concrete pipe culverts; inlet and outlet structures; drifts and drainage protection Works; and the construction of Scour Checks

08-50-002: Ditch Cleaning

i Partially silted

Partially silted drains are those that are less than half silted and require only cleaning.

All deposited material, debris, and vegetation shall be removed and the drain shaped to the original cross section and left in a free-draining condition. Suitable material may be used to fill depressions and potholes on the carriageway. All debris and other unsuitable material removed from the side drains shall be disposed of well clear of the drainage system in approved spoil dumps where it will not cause any obstruction or be washed back.

The side drains, mitre drains and catch water drains shall be cleaned before the onset of the rains or as directed by the Engineer.

This activity shall be carried out either as Machine Based, Labour Based or a mixture of the two as defined in the Bills of Quantity or as instructed by the Engineer.

Work Method: **LB, MB, LB-MB**

Quality Control

Appropriate drain templates shall be used to check and control the dimensions of the drains. The longitudinal profile of the drains shall be checked using boning rods, to ensure free flow.

Measurement Unit: m

The measurement shall be the length of drain desilted or cleaned to the specified cross section.

Payment

The unit rate shall be full compensation, for labour, tools, and incidental costs required to carry out the work.

ii Fully silted

Fully silted drains shall be those that are greater than half-silted and require re-excavation
or reshaping.

All deposited material, debris, and vegetation shall be removed and the drain shaped to the original cross section and left in a free-draining condition. Suitable material may be used to fill depressions and potholes on the carriageway. All debris and other unsuitable material removed from the side drains shall be disposed of well clear of the drainage system in approved spoil dumps where it will not cause any obstruction or be washed back.

The side drains shall be desilted or re-excavated before the onset of the rains, or as directed by the Engineer.

This activity shall be carried out either as Machine Based, Labour Based or a mixture of the two as defined in the Bills of Quantity or as instructed by the Engineer.

Work Method: **LB, MB, LB-MB**

Quality Control

Appropriate drain templates shall be used to check and control the dimensions of the drains. The longitudinal profile of the drains shall be checked using boning rods, to ensure free flow.

Measurement Unit: m

The measurement shall be the length of drain re-excavated or re-shaped to the specified cross-section.

Payment

The unit rate shall be full compensation for equipment, labour, tools, and any incidental costs required to carry out the work.

08-50-003: Ditch Works earth fills.

This activity involves the reinstatement/protection works of culvert outlets by filling the resultant eroded ditch gullies with specified suitable soft material to ensure free passage of water at all times without causing further damage. The ditch shall be excavated to firm ground and shaped to the required suitable shape (depth, width, levelled and smoothened) to the satisfaction of the engineer prior to filling. The fill material shall be deposited in layers as directed by the Engineer.

The filling shall be carried with approved soft material and compacted in layers not exceeding 150 mm loose depth or in thickness that shall not exceed the maximum that the equipment and method of operation can process to meet the required compaction as directed by the Engineer.

The Contractor shall first reshape the eroded ditch gullies to suitable shapes for working, remove any unsuitable materials, supply, dump, spread and process and compact in accordance with Section 508 of the Standard Specifications or as instructed by the engineer.

Work Method: LB-MB

Quality Control:

The Engineer shall approve the borrow materials, measure the volume of the borrow fill materials, the compaction achieved of each layer and the gradient of the out fall to avoid further erosion.

Measurement Unit: m^3

The measurement shall be the volume of the fill material excavated, transported and deposited to fill the ditch gullies.

Payment:

The unit rate shall be the full compensation for all labour, materials, tools, equipment and incidental costs required to complete the work.

08-50-004: Ditch Works rock fills. Supply and fill

This activity involves the reinstatement/protection works of culvert outlets by filling the resultant eroded ditch gullies with specified suitable hard

material to ensure free passage of water at all times without causing further damage. The ditch shall be excavated to firm ground and shaped to the required suitable shape (depth, width, levelled and smoothened) to the satisfaction of the engineer prior to filling. The fill material shall be deposited in layers as directed by the Engineer.

The filling shall be carried with approved hard material and compacted in layers not exceeding 150 mm loose depth and systematically compacted by at least 8 passes of a towed vibrating roller weighing not less than 5 tonnes dead weight or in thickness that shall not exceed the maximum that the equipment and method of operation can process to meet the required compaction as directed by the Engineer. During compaction the surface of the layer shall be watered as necessary to facilitate the filling of the voids with the blinding material.

The Contractor shall first reshape the eroded ditch gullies to suitable shapes for working, remove any unsuitable materials, supply, dump, spread and process and compact in accordance with Section 508 of the Standard Specifications or as instructed by the engineer.

Work Method: **LB-MB**

Quality Control:

The Engineer shall approve and measure the volume of the hard materials, the compaction achieved of each layer and the gradient of the out fall to avoid further erosion.

Measurement Unit: m^3

The measurement shall be the volume of the hard material excavated, transported and deposited to fill the ditch gullies to the desired level.

Payment:

The unit rate shall be the full compensation for all labour, materials, tools, equipment and incidental costs required to complete the work.

08-50-005: Ditch/Mitre Drains/Catch water Drains

The Contractor shall excavate side drains, mitre drains and catch water drains to the dimensions shown on the Drawings and at locations as directed by the Engineer. They shall be excavated in a manner to minimise erosion at the discharge point. The material excavated from the drains shall be used to form the side drain bund directing water to the mitre-drain, and a bund on the lower side of the cut-off drain, or used for forming camber or disposed of as directed by the Engineer.

This activity shall be carried out either as Machine Based, Labour Based or a mixture of the two as defined in the Bills of Quantity or as instructed by the Engineer.

Work Method: **LB, MB, LB-MB**

Quality Control

- The longitudinal profile shall have a gradient of maximum 4%.
- The dimensions of the drains shall have maximum tolerances of ±20mm
- The location of the drains shall be approved by the Engineer.

Measurement Unit: m^3

The measurement shall be the volume of material excavated as measured on site in approved drains.

Payment

The unit rate shall be full compensation for labour, tools, equipment and incidental costs required for carrying out the work.

08-60-016
08-60-021/029 Supply and Installation of Concrete Pipe Culverts

08-60-016	**300**	**mm**	**unhaunched**
08-60-021	**300**	**mm**	**surrounds**
08-60-022	**450**	**mm**	**unhaunched**
08-60-023	**450**	**mm**	**surrounds**
08-60-024	**600**	**mm**	**unhaunched**
08-60-025	**600**	**mm**	**surrounds**
08-60-026	**900**	**mm**	**unhaunched**
08-60-027	**900**	**mm**	**surrounds**
08-60-028	**1200**	**mm**	**unhaunched**
08-60-029	**1200**	**mm**	**surrounds**

The Contractor shall supply, lay and join concrete pipes to form culverts, including the concrete bedding; haunching or surrounds; and backfilling, in accordance with the Drawings for the Type and diameter specified in the Contract or directed by the Engineer.

The pipes shall be of Class 20/20 concrete, at least 28 days cured, and manufactured on site or procured from a supplier approved by the Engineer and preferably ogee jointed. The pipes shall be laid on a bedding of Class 15/20 concrete of dimensions as shown on the Drawings and jointed with cement mortar 1:4.

The culvert gradient including the outlet shall be a minimum 2%.

The pipes shall be surrounded with Class 15/20 concrete to the dimensions shown on the Drawings or as directed by the Engineer.

Backfilling shall be carried with approved material and compacted in layers not exceeding 150 mm loose depth and placed evenly on each side of the pipe. Ramps shall be shaped to achieve a minimum overfill of 75% of the pipe diameter, and shall be tapered back on the carriageway to provide a gradual approach, as directed by the Engineer.

If the Contractor wishes to construct culverts on site, using inflatable or collapsible forms the Engineer's approval shall first be sought for the proposed working method.

On completion the inside of the culvert shall be smooth, without displaced joints or other obstructions and true to line and level.

The Contractor shall use **Labour** and appropriate compaction **Equipment** to carry out this item work

Work Method: **LM-MB**

Quality Control

- Concrete quality shall be checked for cracks, honey combing, and other defects.
- Before the pipes are laid, the gradient of the concrete bedding shall be checked and shall not be less than 2%
- The joints shall be checked to see that they have been properly made.

Measurement Unit: m

The measurement shall be in linear metres of the installed Type and size of culvert specified, measured net according to the Drawings.

Payment

The unit rate shall be the full compensation for labour, tools, materials, equipment and any other incidentals that may be required in carrying out the work.

08-60-030 Excavate in soft material for culverts
08-60-031 Excavate in hard, material for culverts
08-60-032 Provide, lay and join 450mm inner dia. Concrete pipes

08-60-033 Provide, lay and join 600mm inner dia. Concrete pipes
08-60-034 Provide, lay and join 900mm inner dia. Concrete pipes
08-60-035 Provide, compact class 15/20 concrete
08-60-036 Provide, compact class 20/25 concrete
08-60-037 Provide and place A142 fabric mesh reinforcement
08-60-038 Selected backfill materials

These activities should be done in accordance with Bill 8, sub clauses 8.01 to 8.20 in the Standard Specifications for Roads and Bridges 1986.

The Contractor shall use both **Labour** and appropriate **Equipment** to carry out this item.

Work Method: **LM-MB**

Quality Control

- The workability and mix of concrete for the classes 15/20 and 20/25 shall be checked using the slump test and shall have a slump limit as directed by the Engineer.
- The laying and joining of the culverts shall be subject to the approval of the engineer.

Measurement Unit: m

The measurement shall be the length of culvert laid.

BILL 10: GRADING AND GRAVELLING
Scope:

Grading covers the work of reinstating the road carriageway to the correct camber by removing the high points and filling gullies, corrugations, and wheel ruts to restore a smooth running surface.

Grading can either be done by labour (Manual Reshaping) or by Machine (Motorized grading or towed grading).

Manual reshaping is preferable where there is sufficient labour. For existing roads with side drains light manual reshaping should be used as defined in 10-50-004. Heavy manual reshaping should be used for roads that have deteriorated to such an extent that the drains and carriageway need to be re-instated. Heavy Manual Reshaping is defined under Bill 5 – Earth Works.

Light grading is carried out on good and fair roads as a maintenance activity while heavy grading is for re-establishing a road in poor or very poor condition.

Gravelling consists of the excavation; loading, hauling, dumping, spreading and compacting using approved equipment of gravel wearing course material on the formation of the road carriageway. Gravel shall include lateritic gravel, quartzitic gravel, calcareous gravel, decomposed rock, soft stone coral rag, clayey sand and crushed rock.

The material may be obtained from quarries, borrow pits or excavation in cuttings as directed by the Engineer. Gravel material shall conform to the requirement given in Table 10.1

Table 10.1: Requirement for Gravel Wearing Course

GRADING REQUIREMENTS	
Sieve (mm)	% by Weight Passing
40	100
28	95 – 100
20	85 – 100
14	65 – 100
10	55 – 100
5	35 – 92
2	23 – 77
1	18 – 62
0.425	14 – 50
0.075	10 – 40

For "Quarry Waste" gravel stones of maximum dimension 80mm may be permitted

PLASTICITY INDEX REQUIREMENTS PI		
Zone	Min	Max
WET: Mean annual rainfall	5	20
DRY: Mean annual rainfall	10	30

BEARING STRENGTH REQUIREMENTS		
Traffic VPD	CBR	DCP Equivalen mm/Blow
>15	20	11
<15	15	14
CBR at 95 % MDD, Modified AASHTO and 4 days soaking Lower quality material (CBR 15) may be accepted if no better material can be found		

The Engineer shall approve quarries and the extent of their exploitation. The possible quarries shall be shown to the Contractor prior to commencement of the Works. The Contractor shall be responsible for the acquisition of the quarry rights and shall conduct respective negotiations with landowners and affected communities.

Alternative sources of gravel material whose quality can be shown to be in compliance with the specification requirements may be used, with the approval of the Engineer. The Contractor is deemed to have included in his rates for the provision of the gravel material.

10-50-001: Heavy Grading without watering and compaction.

Heavy grading without watering and compaction shall only be done when there is sufficient moisture in the material and the material can be compacted by traffic.

The Contractor shall scarify the existing carriageway surface, cutting high spots and moving materials to fill potholes, corrugations and wheel ruts and reshape the surface to the specified camber, using a Motor grader unless otherwise directed by the Engineer. All loose rocks, roots and grasses shall be removed first and disposed of well clear of the drains.

Pegs 300 to 400mm long shall be placed at 20 m intervals to mark edge of the carriageway.

The material shall be graded toward the centre of the road starting from both edges until the specified camber is achieved. Suitable material from the side drains may be used as additional material. Any further material needed to achieve the correct camber shall be from an approved source.

No grading shall be carried out in dry conditions.

The Contractor shall use **Equipment** to carry out this item.

Work Method: **MB**

Quality Control

- The width of the carriageway shall be checked at every 50m intervals and have a tolerance of + 50mm or -20mm.

- The camber shall be checked with a camber board at 25m intervals and shall have a tolerance of $\pm$ 1%

Measurement Unit: m^2

The measurement shall be the area of carriageway graded, measured net according to the specified width and measured length graded.

Payment

The unit rate shall be the full compensation for labour, tools, equipment and incidental costs required for carrying out the work.

The Contractor shall use **Equipment** to carry out this item.

Work Method: **MB**

Quality Control

- The width of the carriageway shall be checked at every 50m intervals and have a tolerance of +50mm or -20mm

- The camber shall be checked with a camber board at 25m intervals and shall have a tolerance of ± 1%
- Longitudinal levels shall be checked with a straight edge of minimum 2.7 m length. Maximum tolerance of ±10 mm.

Measurement Unit: m^2

The measurement shall be the area of carriageway graded, measured net according to the specified width and measured length graded.

Payment

The unit rate shall be the full compensation for labour, tools, equipment and incidental costs required for carrying out the work.

FIGURE C.1 - CROSS SECTION A (MINOR STANDARD CROSS-SECTION)

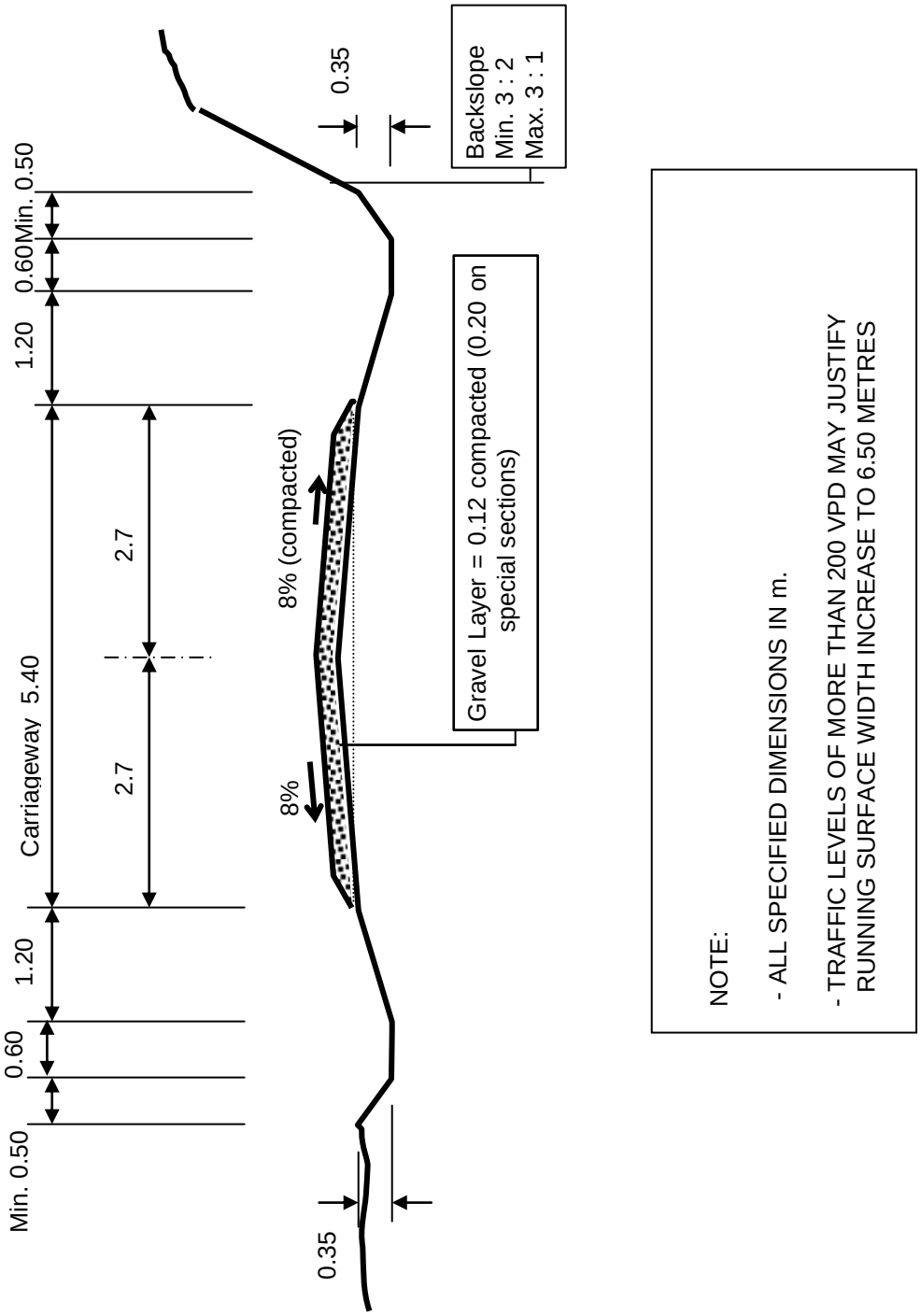
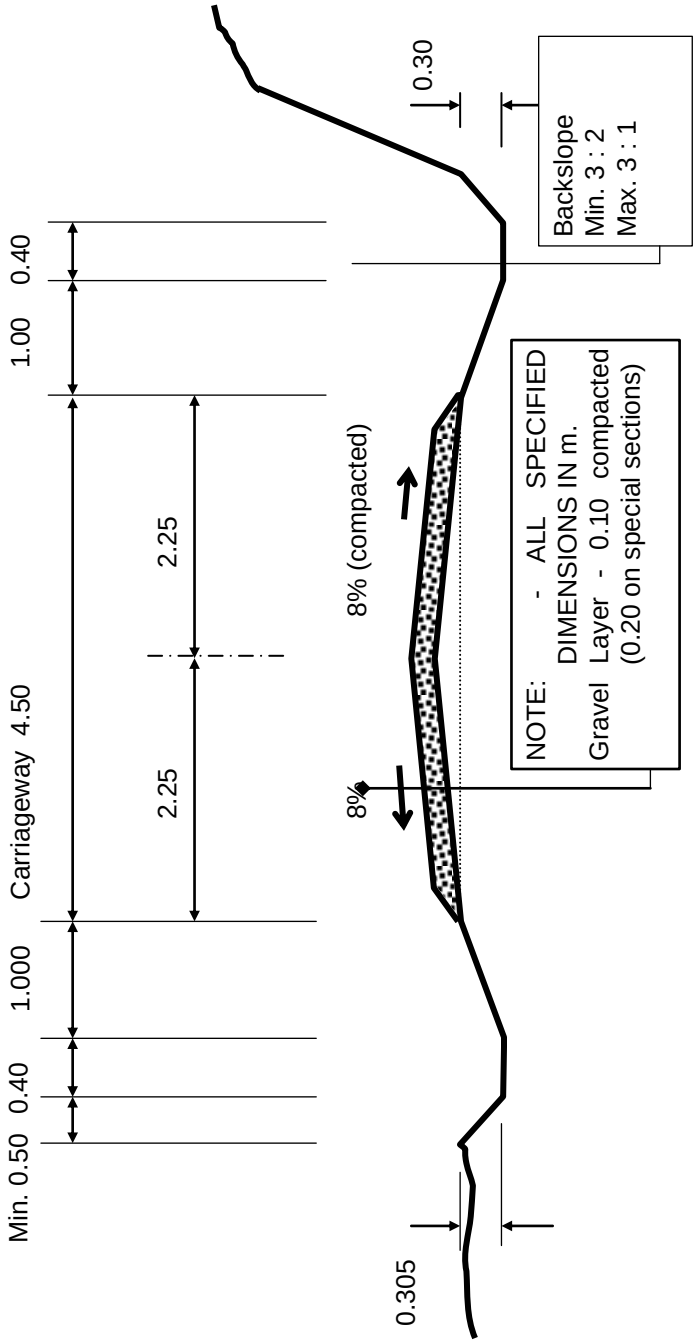


FIGURE C.2 - CROSS SECTION B (REDUCED CROSS-SECTION)



BILL 25: HIV/AIDS AWARENESS AND PREVENTION CAMPAIGN

This BILL sets out the Contractor's obligations with regard to on-site HIV / AIDS awareness campaign and preventive measures that are to be instituted.

25-50-001 HIV / AIDS Awareness and Prevention Campaign

The Contractor shall institute an HIV / AIDS awareness and prevention campaign amongst his workers for the duration of the Contract. The awareness campaigns shall be carried out in consultation and guidance of Ministry of Public Health or Local service providers approved by the Ministry of Public Health.

The Contractor shall display AIDS awareness posters in all buildings frequented by workers employed on the Contract, where such buildings fall under the control of the Contractor.

In addition at least two of the Contractors vehicles regularly used on site shall display HIV / AIDS awareness posters. The posters shall be printed on gloss paper and shall be at least A1 size on buildings and A3 size or other approved size on vehicles.

Aids awareness shall also be included in the orientation process of all workers employed on the Contract.

As part of the campaign the Contractor will be required to make condoms available to his workers.

Payment:

The contractor shall include costs for carrying out AIDS awareness and prevetion campaign in his rates.

25-50-003 Baraza's for Cross-cutting Issues

The Contractor shall arrange and conduct meetings and/or training sessions for workers and staff on cross-cutting issues, including Community Participation, Environmental Mitigation, Gender Rights, HIV/AIDS, Workers Rights at times and locations directed by the Engineer.

3 PREAMBLE TO BILLS OF QUANTITIES

The Bills of Quantities form part of the Contract Documents and are to be read in conjunction with the instructions to Tenderers and these documents.

The prices and rates to be inserted in the Bill of Quantities are to be the full, inclusive value of the work described under the several items including all costs and expenses which may be required in and for the execution of the work described and for the Contractor's overheads and profits.

Each item in the B/Q contains only a brief description of the proposed work. Fuller details and directions of the work to be done, the materials to be used, the standards of workmanship, methods of measurement and payment are to be found in the various sections of the Specifications.

The Quantities set forth in the Bill of Quantities are estimated and representing substantially the work to be carried out. There is no guarantee to the Contractor that he will be required to carry out all the quantities of work indicated under any one particular item or group of items in the Bills of Quantities. The basis of payment shall be the Contractor's rates and the quantities of work actually done in fulfilment of his obligation under the Contract.

BILL OF QUANTITIES FOR PAVING OF GATIMBI MARKET ROADS

Bill of Quantities					Page: 1	
Bill No.1	**General: Office administration and overheads/Preliminaries**				**Project:**	
Item No.	**Description**	**Units**	**Quantity**	**Unit Bid Rate(Ksh)**	**Amount KSh**	**Technology**
01-50-001	General: Office administration and overheads/Preliminaries	Item				
01-50-002	Percentage of PC sum in item 01-50-001 for the contractors' overheads and profits.	Item				
01-50-003	Allow a PC sum for the Engineers and/or his representatives' supervisory allowance.	P.C	0.05%	0.86%	288,585.9	
01-50-004	Percentage of PC sum in item 01-50-003 for the contractors overheads and profits.	Item	%			
01-50-007	Allow a PC sum for provision of survey.	P.C	1	150,000	150,000	
01-80-016	Provide and erect publicity signs as directed by the Engineer	NO.	1	25,000	25,000	LB/MB
	Total Carried Forward to Summary:				**463,585.9**	

Bill of Quantities

Page: 2

Bill No.4	SITE CLEARANCE				Project:	
Item No.	**Description**	**Units**	**Quantity**	**Unit Bid Rate(Ksh)**	**Amount KSh**	**Technology**
04-50-010	Excavation, removal & disposal of concrete, masonry or any other hard material structures.	M^3	3			LB/MB
04-60-002	Remove top soil to maximum depth of 200mm as directed by the Engineer stockpile good material for later top soiling of slide slopes and landscaping of quarries and borrow pits	M^3	640			LB/MB
	Total Carried Forward to Summary:					

Bill of Quantities

Page: 3

Bill No.5	EARTH WORKS				Project:	
Item No.	**Description**	**Units**	**Quantity**	**Unit Bid Rate(Ksh)**	**Amount KSh**	**Technology**
05-50-002	Excavate to level in soft material and compact as directed by the engineer.	M³	403			LB/MB
05-50-006	Spread and compact fill material in layers not exceeding 150mm to 95%MDD(AASHTO)	M³	405			MB
05-50-016	Scarify water and compact existing ground to at least 95%MDD(AASHTO T99) to a depth of 150mm below ground level.	M³	540			MB
	Total Carried Forward to Summary:					

Bill of Quantities

Page: 4

Bill No.8	CULVERT AND DRAINAGE WORKS				Project:	
Item No.	**Description**	**Units**	**Quantity**	**Unit Bid Rate(Ksh)**	**Amount KSh**	**Technology**
08-60-039	Ditch/mitre, drain/catch water and culvert trench excavation in any material.	M^3	283.5			LB
08-60-039	Provide, lay and join in cement sand mortar(1:4) machine cut masonry wall Of size 200x150.	M^2	1150			LB
08-60-027	Culverts installation 900mm with sarrounds	M	9			
08-60-027	Culverts installation 600mm with sarrounds	M^3	12			LB

Bill of Quantities

Bill No.12	NATURAL MATERIAL BASES				Project:	
Item No.	**Description**	**Unit**	**Quantity**	**Unit Bid Rate (Ksh)**	**Amount KSh**	**Technology**
12-50-001	Provide, lay and compact 150mm hand packed stone material including fillings voids with stone dust as directed by the Engineer.	M^3	355			LB/MB
	Total Carried Forward to Summary:					

Bill of Quantities

Bill No.20	ROADS FURNITURES				Project:	
Item No.	**Description**	**Unit**	**Quantity**	**Unit Bid Rate (Ksh)**	**Amount KSh**	**Technology**
20-50-012	Excavate for, provide and place 250 x125 mm class 25/20 precast concrete kerbs haunched in 100 mm thick class 15/20 bedding and mortar joined in support to bus bays and junction	M	260			LB/MB
20-50-013	Ditto but radius: 1m-5 m	M	40			LB/MB
20-50-014	Ditto but 100 *250mm straight flush kerbs	M	200			LB
	Total Carried Forward to Summary:					

Bill of Quantities		Page: 8
	Summary	**Project:**
Item No.	**Description**	**Amount (KShs)**
1	GENERAL:OFFICE ADMINISTRATION AND OVERHEADS/PRELIMINARIES	
4	SITE CLEARANCE	
5	EARTH WORKS	
8	CULVERT AND DRAINGE WORKS	
12	NATURALMATERIAL BASES	
20	ROADS FURNITURES	
	Sub Total	
	VAT @ 16 %	
	Total	
	Carried to page on the form of Tender	

STANDARD FORMS

(i)	**Form of Invitation for Tenders**
(ii)	**Letter of Acceptance**
(iii)	**Form of Tender Security**
(iv)	**Performance Bank Guarantee**
(v)	**Bank Guarantee for Advance Payment**
(vi)	**Tender Questionnaire**
(vii)	**Confidential Business Questionnaire**
(viii)	**Adjudicator's Agreement**

FORM OF INVITATION FOR TENDERS

_____*[date]*

To: _____ *[name of Contractor]*
_____ *[address]*
_____
_____

Dear Sirs:

Reference:_____[Contract Name]

You are qualified to tender for the above Contract.

We hereby invite you and other qualified Tenderers to submit a Tender for the execution and completion of the Works.

A complete set of Tender documents may be purchased from ____

_____
____

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

*Upon payment of a non-refundable fee of Kshs*_____

All Tenders shall be accompanied by .....number of copies of the same and a Tender Security in the form and amount of Kshs…… and shall be delivered to :

_____
____

[address and location]

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

Please confirm receipt of this letter and your intention to Tender in writing.

Yours faithfully,

_____ *Authorised Signature*

_____ *Name and Title*

LETTER OF ACCEPTANCE
[letterhead paper of the Employer]

_____*[date]*

To: _____
[name of the Contractor]

_____
[address of the Contractor]

Dear Sir,

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

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

Authorized Signature ……

Name and Title of Signatory ……

Attachment :

FORM OF TENDER SECURITY

WHEREAS …….(hereinafter called "the Tenderer") has submitted a Tender dated …… for the Rehabilitation/Spot Improvement 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 recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. _____ (*amount of Guarantee in figures*) Kenya Shillings_____ (*amount of Guarantee in words*), and we undertake to pay you, upon your first written demand and without 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 Employer's notice under Sub-Clause 8.2 (Taking-Over Notice), of the Conditions of Contract.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

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 furnish you with a Bank guarantee by a recognised Bank for the sum specified therein as a security for compliance with his obligations in accordance with the Contract in an amount of Kshs._____*[amount of Guarantee in figurers]* Kenya Shillings_____*[amount of Guarantee in words].*

We, the _____[*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*].

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.

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:

_____

Adjudicator's Agreement

Identification of Project:

……
(the "Project")

Name and address of the Employer:

……..
(the "Employer")

Name and address of the Contractor:

……..
(the "Contractor")

Name and address of the Adjudicator:

……..
(the "Adjudicator")

Whereas the Employer and the Contractor have entered into a Contract ("the Contract") for the execution of the Project and wish to appoint the Adjudicator to act as adjudicator in accordance with the Rules for Adjudication ["the Rules"].

The Employer, Contractor and Adjudicator agree as follows:

1. The Rules and dispute provisions of the Contract shall form part of this Agreement.

2. The Adjudicator shall be paid:

A retainer fee of ……..…….. per calendar month
(where applicable)

A daily fee of ……..…

Expenses (including the cost of telephone calls, courier charges, faxes and telexes incurred in connection with his duties; all

reasonable and necessary travel expenses, hotel accommodation and subsistence and other direct travel expenses).

Receipts will be required for all expenses.

3. The Adjudicator agrees to act as Adjudicator in accordance with the Rules and has disclosed to the Parties any previous or existing relationship with the Parties or others concerned with the Project.

4. This Agreement shall be governed by the laws of……

5. The Language of this Agreement shall be ……..

SIGNED BY …….……

For and on behalf of the Employer in the presence of

Witness ……...
Name ……..
Address ……...
Date ……..

SIGNED BY …….……

For and on behalf of the Contractor in the presence of

Witness ……...
Name ……..
Address ……...
Date ……..

SIGNED BY …….……

For and on behalf of the Adjudicator in the presence of

Witness ……...
Name ……..
Address ……...
Date ……..

QUALIFICATION INFORMATION

TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full name 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. Facsimile 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 (name, address, telephone, telefax);

……

……

_____

Signature of Tenderer

Make an original and one copy of the Tender documents

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a) or 2 (b) 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 Licensee No…… Expiring date……

Maximum value of business which you can handle at any time: Kshs ……..

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:

	Name in full	*Nationality*	*Citizenship Details*	*Shares*
1	……			
2	……			
3	……			

Part 2 (c) – Limited Company Give details of directors as follows:

	Name in full	*Nationality*	*Citizenship Details*	*Shares*
1	……			
2	……			
3	……			

1.1 KEY PERSONNEL

	DESIGNATION	NAME	NATIONALITY	SUMMARY OF QUALIFICATIONS AND EXPERIENCE
1				
2				
3				
4				
5				
6				

I certify that the above information is correct.

…… …… ……..
(Title) (Signature) (Date)

1.1.2 SCHEDULE OF COMPLETED WORKS CARRIED OUT BY THE TENDERER

	DESCRIPTION OF WORKS	NAME OF CLIENT	TOTALVALUE OF WORKS (KSHS)	CONTRACT PERIOD (YEAR)	YEAR COMPLETED
1					
2					
3					
4					
5					
6					
7					

I certify that the above Civil Works were successfully carried out and completed by ourselves.

…… …… ……

(Title) (Signature) (Date)

*Value in Kshs using Central Bank of Kenya mean exchange rate at a reference date 30 days before date of tender opening

1.1.3 SCHEDULE OF ONGOING PROJECTS

	DESCRIPTION OF WORK	NAME OF CLIENT	CONTRACT PERIOD	DATE OF COMMEN-CEMENT	DATE OF COMPLETION	TOTAL VALUE OF WORKS (KSHS.)	PERCENTAGE COMPLETED TO DATE
1							
2							
3							
4							
5							
6							

I certify that the above Civil Works are being carried out by ourselves and that the above information is correct.

…… …… ……

(Title) *(Signature)* *(Date)*

SCHEDULE OF EQUIPMENTS

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?)
1				
2				
3				
4				
5				

I certify that the above information is correct.

……..…….. ……..……

……..……..

(Title) (Signature) (Date)

TECHNICAL EVALUATION CRITERIA

NAME OF THE CONTRACTOR.....

	REQUIREMENTS	MARKS	SCORE	REMARKS
1	**Mandatory Requirements** 1. Certificate of incorporation 2. Pin certificate 3. Valid Tax compliance 4. Certificate of registration from NCA *(All copies must be certified by a magistrate/commissioner of oaths)*	 1 1 1 1		
2	**Registration as a contractor with NCA** 1. NCA 1 [building/roads] 2. NCA 2 [building/roads] 3. NCA 3 [building/roads] 4. NCA 4 [building/roads] 5. NCA 5 [building/roads] 6. NCA 6 [building/roads] 7. NCA 7 [building/roads] 8. NCA 8 [building/roads]	 8 7 6 5 4 3 2 1		
3	**Experience of the contractor** 1. Years of practice a. 20 and above b. 15-19 c. 10-14 d. 5-9 e. Below 5	 5 4 3 2 1		
4	**The value of your biggest project undertaken** a) Less than Kshs 10 million b) Kshs. 10 – 20 million c) Kshs. 21-50 million d) Kshs. 51-100 million e) Over Kshs. 101 million **NB:** *(Attach proof i.e copies of completion certificate, LPO or award letters.)*	 1 2 3 4 5		
5	**Provide audited financial records for last two years**	2		

6	**Company turnover for the last two years** a) Less than Kshs. 20 million b) Kshs. 21 – 50 million c) Kshs. 50- 100 million d) Over Kshs. 100million	 1 2 3 4		
7	**Profitability of the company for the last two years** a) Less than Kshs. 1 million profit b) Kshs. 1-5 million profit c) Kshs. 5-10 million profit d) Above ten million	 1 2 3 4		
8	**Provide certified copies of bank statements for the company**	2		
9	**Have you been involved in any litigation [Yes/No]** *(Attach an affidavit)*	2		
10	**Details of company directors and their addresses.** a) ..... b) ..... c) ..... d) ..... *(Attach CR12 form from registrar of companies)*	 2		
11	**CVs of key personnel** Degree in the relevant field Diploma in the relevant field Craft certificate in the relevant field	 3 2 1		
12	**<u>Certification</u>** I/we certify that the information provided herein is correct and legally binding. Name..... Signature..... Date..... Official stamp.....	 4		
	TOTAL SCORE			

Percentage score [x] = $\left\{ \frac{\text{total score}}{46} \right\}$ **100 %**

Pass mark = X $\geq$ 50%