



## **Tender Document**

**For**

# **Proposed Renovation of NAKIDODOKA ECDE Centre in Turkana West sub-county.**

**TENDER NO. WKP-001C-2024**

**Tender Closing date: 23<sup>rd</sup> February 2024**

**Time: 12.00pm Local time**

**The document entails: -**

- **Invitation to Bidders.**
- **Scope of the project.**
- **Location of the project.**
- **Instructions to Bidders**
- **Conditions of Contract.**
- **Specifications.**
- **Bills of Quantities.**
- **Evaluation Criteria.**
- **Form of Tender.**

## Invitation to Bidders.

### **TENDER NO. WKP/001C/2024:- Proposed Renovation of NAKIDODOKA ECDE Centre in Turkana West sub-county.**

**Waldorf Kakuma Project** invites interested bidders for the renovation of **NAKIDODOKA ECDE Center** in Turkana West Sub- County:

This invite is open to all qualified and interested bidders **based in Turkana West Sub-County Only**. For detailed information, bidders are advised to view/obtain the tender document by downloading it from the Waldorf Kakuma Project website: [www.waldorfkakumaproject.org](http://www.waldorfkakumaproject.org). Any request for clarifications must be made in writing at least five (5) days to the closing date of the tender. All clarifications and/or addendums will be posted on the Waldorf Kakuma Project website.

There will be a **Mandatory Site visit** to the above center **on 13<sup>th</sup> February 2024**.

This bid to be charged **a non-refundable fee of Ksh. 5,000/=** deposited into Account Name: **Waldorf Kakuma Agencies, Account No. 1650262707912, Equity bank, Kakuma branch** and the bank slip for the payment attached **to the tender document during submission**. Late submission of bids shall be rejected.

Duly completed and **sealed tender documents** to be submitted for both technical and financial bids clearly marked with the tender number and title indicated on the envelope. Bids not following this requirement shall be disqualified. Bids shall be addressed to;

**ATT: PROCUREMENT OFFICER  
THE TENDER COMMITTEE  
WALDORF KAKUMA PROJECT  
P.O BOX 1997-00502, NAIROBI, KENYA**

and deposited in a tender box for **Waldorf Kakuma Project's field office at Kakuma in Compound 3, at the main gate.**

To be received on or before **23<sup>rd</sup> February, 2024 at 12.00pm.**

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## TERMS OF REFERENCE

# Proposed Renovation of NAKIDODOKA ECDE Centre in Turkana West sub-county.

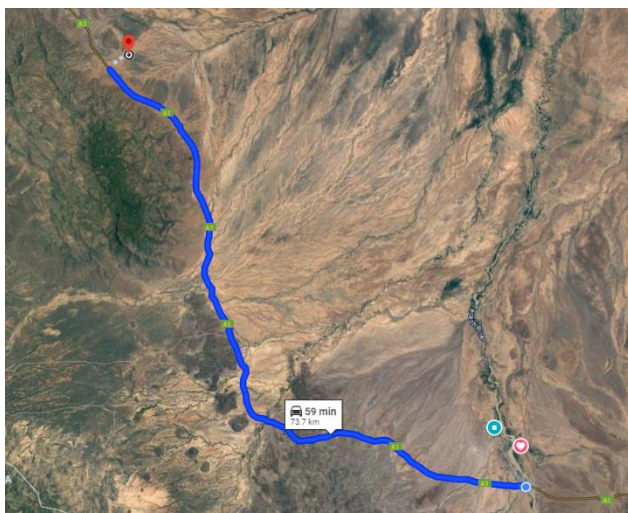
## A. Introduction

Early childhood education is known to offers a critical window of opportunity that shape the trajectory of a child's holistic development. This in return builds a foundation for the children`s future. Children needs; protection from harm and a sense of security, proper healthcare and nutrition, enough opportunities for early learning, and responsive caregiving for them to achieve their full potential, as enshrined in the human rights. Given this rights, children are able to have a good setup where they nourish their brains and fuel growing bodies. At Waldorf Kakuma Project, Early, high quality intervention services are highly valued as they are able to change a child's developmental trajectory and improve outcomes for children, families, and communities. WKP in partnership with Christian Blind Mission is doing renovation of ECDE centers in the 7 Wards of Turkana West Sub-County as well as Kalobeyei Settlement through the funding by Ministry for Economic Cooperation and Development (BMZ). This project is looking at enhancing access to early childhood care and education for in Turkana West Sub County, by renovating learning spaces for the children to respond to the specific needs.

## B. Location

NAKIDODOKA ECDE Center is located in Songot ward along a weather road that gives access to Teremkus ECDE Center. Geo Location referenced in the table and figure below.

Geo-Location	
<i>Northing</i>	<i>Easting</i>
<b>4.112411</b>	<b>34.484950</b>



## C. Instructions to Bidders

**Note:** Bidder must comply with the following conditions and instructions. Failure to do so will result in rejection of the bid.

### a) Definition of Terms

- (a). **“Bidder”** means any person or persons, partnership firm or company submitting a sum or Sums in the Bills of Quantities in accordance with the Instructions to Bidders, Eligibility, Specifications, Drawings and Bills of Quantities for the work Contemplated, acting directly or through a legally appointed representative.
- (b). **“Approved Bidder”** means the bidder who is approved by the Client.
- (c). Any noun or adjective derived from the word **“bid”** shall be read and construed to mean The corresponding form of the noun or adjective **“bidder”**. Any conjugation of the verb **“Bidder”** shall be read and construed to mean the corresponding form of the verb **“bid”**
- (d). **“Client”** means Waldorf Kakuma Project- (WKP)

### b) Eligibility and Qualification Requirements

- 2.1. This invitation to bid is restricted to National Construction Authority-(NCA) ‘7’ and above.
- 2.2. The bidder shall be required to provide the following information;
  - i. The qualifications and experience of key personnel proposed for administration and execution of the Contract, both on site and off site.
  - ii. Major items of construction plant and equipment proposed for use in carrying out the Contract. Only reliable plant in good working order and suitable for the work required of it shall be shown on this schedule. The bidder will also indicate on this schedule when each item will be available on the Works. Included also should be a schedule of plant, equipment and material to be imported for the purpose of the Contract, giving details of make, type and origin as appropriate.
  - iii. Details of sub-contractors to whom it is proposed to sublet any portion of the Contract and for whom authority will be requested for such subletting in accordance with clause 3 of Instruction to Bidders.
  - iv. A draft Program of Works in the form of a bar chart shall form part of the Contract for the successful bidder. Any change in the Program or Schedule shall be subjected to the approval of the Engineer.
  - v. Details of any current litigation or arbitration proceedings in which the bidder is involved as one of the parties.
  - vi. The price to be charged for the tender fee shall be Kshs. 5,000/= deposited into Account name: **Waldorf Kakuma Agencies**, Account No. **1650262707912**, Equity Bank, Kakuma Branch.
  - vii. Previous work successfully completed by the contractor. This will be in form completion certificates.

### 3. Joint Ventures

Bidders submitted by a joint venture of two or more firms as partners shall comply with the following requirements: -

- (a). The bid, and in case of a successful bid, the Form of Agreement, shall be signed so as to be legally binding on all partners.
- (b). One of the partners shall be nominated as being in charge and this authorization shall be evidenced by submitting a Power of Attorney signed by legally authorized Signatories of all the partners.
- (c). The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture and the entire execution of the Contract including payment shall be done exclusively with the partner in charge.
- (d). All partners of the joint venture shall be liable jointly and severally for the execution of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Form of Bid and the Form of Agreement (in case of a successful bidder).
- (e). A copy of the agreement entered into by the joint venture partners shall be submitted with the bid.

### 4. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 5. Pre-Bid Site Visit

There shall be a **MANDATORY** site visit on **13<sup>th</sup> February 2024 at 1030hrs.**

**NOTE:** - *Interested contractors to convene at the school gate before being allowed to the school compound by the Centre Manager.*

- 5.1 The bidder is advised to visit and examine the site and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the bid and entering into a contract. The costs of visiting the Site shall be the bidder's own responsibility.
- 5.2 The bidder and any of his personnel or agents will be granted permission by the Client to enter the premises and lands for the purpose of such inspection, but only upon the express condition that the bidder, his personnel or agents, will relieve and indemnify the client from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.
- 5.3 Each bidder shall complete the Certificate of Bidder's site visit as a proof of actual visit, signed by the engineer.
- 5.4 All contractor to have their representatives fill their details in a book provided by the Engineer indicating their name, Company represented, and their contacts.

**CERTIFICATE OF BIDDER’S VISIT TO SITE**

This is to certify that [Name/s]  
.....  
.....

Being the authorized representative/Agent of [Name of bidder]  
.....  
.....

Participated in the organized inspection visit of the site of the works for the  
**Proposed Renovation of NAKIDODOKA ECDE Centre in Turkana West sub-county.**

Held on..... day of.....20..... Signed.....

(The Engineer / Officer representing Waldorf)  
.....  
(Name of Waldorf Representative) (Designation)

NOTE: This form is to be completed at the time of the organized site visit.



## **6. Bid Documents**

- 6.1 The bid documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 8 of these instructions to bidders.
- a) Form of Invitation to Bidders. Form of Tender
  - b) Instructions to bidders.
  - c) Appendix to Instructions to Bidders.
  - d) General Conditions of Contract
  - e) Conditions of Particular Application
  - f) Specifications
  - g) Bills of Quantities
  - h) Equipment/items technical data
  - i) Bid and Confidential Business Questionnaires Schedules of Supplementary Information
- 6.2 The bidder is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the bid documents. Failure to comply with the requirements for bid submission will be at the bidder's own risk. Pursuant to Clause 22 of Instructions to Bidders, bids which are not substantially responsive to the requirements of the tender documents will be rejected.
- 6.3 All recipients of the documents for the proposed Contract for the purpose of submitting a bid whether they submit a bid or not) shall treat the details of the documents as "private and confidential".

## **7. Clarification of Bid Documents**

- 7.1 A prospective bidder requiring any clarification of the bid documents may notify the Client in writing or by Client's mailing address indicated in the Invitation to Bid. The Client will respond in writing to any request for clarification which he receives earlier than five (5) days prior to the deadline for the submission of bids. Written copies of the Client's response (including the query but without identifying the source of the inquiry) will be sent to all prospective bidders who were invited to bid.

## **8. Amendment of Bid Documents**

- 8.1 At any time prior to the deadline for submission of tenders the Client may, for any reason, whether at his own initiative or in response to a clarification requested by a Prospective bidder, modify the tender documents by issuing Addenda.
- 8.2 Any Addendum will be notified in writing to all prospective bidders and will be binding upon them.
- 8.3 If during the period of bidding, any circular letters (bid notices) shall be issued to bidders by, or on behalf of, the Client setting forth the interpretation to be placed on a part of the bid documents or to make any change in them, such circular letters will form part of the bid documents and it will be assumed that the bidder has taken account of them in preparing his bid. The bidder must promptly acknowledge (in writing or by cable to the Client) any circular letters he may receive.
- 8.4 In order to allow prospective bidders reasonable time in which to take the Addendum into account in preparing their bids, the Client may, at his discretion, extend the deadline for the submission of bids.

## 9. Preparation of Bids

### 9.1 Language of Bid

The bid and all correspondence and documents relating to the bid exchanged between the bidder and the Client shall be written in the English language. Supporting documents and printed literature furnished by the bidder with the bid may be in another language provided they are accompanied by an appropriate translation of pertinent passages in the above stated language. For the purpose of interpretation of the bid, the English language shall prevail.

## 10. Documents Comprising the Bid

The bid to be prepared by the bidder shall comprise: The Form of Tender and Appendix thereto, the Priced Bills of Quantities, Schedules, the information on eligibility and qualification, and any other materials required to be completed and submitted in accordance with the Instructions to Bidders embodied in these bid documents. The Forms, Bills of Quantities and Schedules provided in the bid documents shall be used without exception [subject to extensions of the schedules in the same format.

## 11. Bid Prices

- 11.1 All the insertions made by the bidder shall be made in **BLUE INK** and the bidder shall clearly form the figures. The relevant space in the Form of Bid and Bills of Quantities shall be completed accordingly without interlineations or erasures except necessary to correct errors made by the bidder in which case those erasures and interlineations shall be initiated by the person or persons signing the bid.
- 11.2 A price or rate shall be inserted by the bidder for every item in the Bills of Quantities whether the quantities are stated or not. Items against which no rate or price is entered by the bidder will not be paid for by the Client when executed and shall be deemed covered by the rates for other items and prices in the Bills of Quantities.
- 11.3 The prices and unit rates in the Bills of Quantities are to be the full [all-inclusive] value of the Work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the bid is based. All duties, taxes and other levies payable by the Contractor under the Contract or for any other cause as of the date 14 days prior to the deadline for submission of bids, shall be included in the rates and prices and the total Bid Price submitted by the bidder.
- 11.4 Each price or unit rate inserted in the Bills of Quantities should be a realistic estimate for completing the activity or activities described under that particular item and the bidder is advised against inserting a price or rate against any item contrary to this instruction.
- 11.5 Every rate entered in the Bills of Quantities, whether or not such rate be associated with a quantity, shall form part of the Contract. The Client shall have the right to call for any item of work contained in the Bills of Quantities, and such items of work to be paid for at the rate entered by the bidder and it is the intention of the Client to take full advantage of unbalanced low rates.
- 11.6 The bidder shall furnish with his bid written confirmation from his suppliers or manufacturers of basic unit rates for the supply of items where appropriate. The Client may require the bidder to justify such rates so obtained from the suppliers or manufacturers.

11.7 The rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract only in accordance with the provisions of the Conditions of Contract. The bidder shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under the Conditions of Contract.

## **12. Bid Validity**

12.1 The bid shall remain valid and open for acceptance for a period of one hundred and twenty (120) days from the specified date of bid opening or from the extended date of bid opening (in accordance with clause 11.4 here above) whichever is the later.

12.2 In exceptional circumstances prior to expiry of the original bid validity period, the Client may request the bidder for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile.

12.3 A bidder may refuse the request. A bidder agreeing to the request will not be required nor permitted to modify his tender.

## **13. No Alternative Offers**

13.1 The bidder shall submit an offer which complies fully with the requirements of the bid documents. Only one bid may be submitted by each bidder either by himself or as partner in a joint venture. A bidder who submits or participates in more than one bid for same works will be disqualified.

13.2 The bidder shall not attach any conditions of his own to his tender. The bid price must be based on the bid documents. The bidder is not required to present alternative construction options and he shall use without exception, the Bills of Quantities as provided, with the amendments as notified in bidder notices, if any, for the calculation of his bid price. Any bidder who fails to comply with this clause will be disqualified.

## **14. Clarifications**

14.1 The bidder is requested as far as possible to submit any questions in writing to reach the Client not later than five (5) days before the deadline for submission of bids.

## **15. Format for Signing of Bids**

15.1 The bidder shall prepare his tender as outlined in clause 9 above with the sealed inner envelopes enclosed by an outer envelope clearly indicating the tender number and title.

15.2 The Bills of Quantities shall be written in indelible **INK** and shall be signed by a person or persons duly authorized to sign on behalf of the bidder.

15.3 The complete bid shall be without alterations, interlineations or erasures, except as necessary to correct errors made by the bidder, in which case such corrections shall be initiated by the person or persons signing the bid.

## **16. Submission of Bids**

16.1 The bidder shall seal the bid documents in inner sealed envelopes with the tender number, title and contacts of the bidder clearly indicated on the outer envelope.

- 16.2 The envelope shall be addressed to the Client at the address stated in the Appendix to Instructions to Bidders and bear the name and identification of the Contract stated in the said Appendix with a warning not to open before the date and time for opening of bids stated in the said Appendix.
- 16.3 If the envelope is not sealed and marked as instructed above, the Client will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely for this cause will be rejected by the Client and returned to the bidder.

## **17. Deadline for Submission of Bids**

- 17.1 Bids must be received by the Client at the address specified and, on the date, and time specified in the Letter of Invitation, subject to the provisions of clause 15.2 and 15.3. Bids delivered by hand must be placed in the Tender Box as stated in the “Form of Invitation to Bid” provided in the office of the Client at **Waldorf Kakuma Project Office, Compound 3, and drop the bids in a tender box at the Main entrance**. Proof of posting will not be accepted as proof of delivery and any bid delivered after the above stipulated time, from whatever cause arising will not be considered.
- 17.2 The Client may, at his discretion, extend the deadline for the submission of bids through the issue of an Addendum in accordance with clause 8, in which case all rights and obligations of the Client and the bids previously subject to the original deadline shall thereafter be subject to the new deadline as extended.
- 17.3 Any bid received by the Client after the prescribed deadline for submission of bid will be returned unopened to the bidder.

## **18. Modification and Withdrawal of Bids**

- 18.1 The bidder may modify or withdraw his bid after bid submission, provided that written notice of the modification or withdrawal is received by the Client prior to prescribe deadline for submission of bids.
- 18.2 The bidder’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions for the submission of bids, with the inner and outer envelopes additionally marked “**MODIFICATION**” or “**WITHDRAWAL**” as appropriate.
- 18.3 No bid may be modified subsequent to the deadline for submission of bids.
- 18.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the period of bid validity specified on the bid form.
- 18.5 Subsequent to the expiration of the period of bid validity prescribed by the Client, and the bidder having not been notified by the Client of the award of the Contract or the bidder does not intend to conform with the request of the Client to extend the tender validity, the bidder may withdraw his bid.

## **19. Bid Opening and Evaluation**

- 19.1 The Client will open the bids in the presence of the bidders’ representatives who choose to attend at the time and location indicated in the Letter of Invitation to Bidders. The bidders’ representatives who are present shall sign a register evidencing their attendance.
- 19.2 Bids, for which an acceptable notice of withdrawal has been submitted, pursuant to clause 19, will not be opened. The Client will examine the bids to determine whether they are complete, whether the requisite Bid Sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

19.3 At the bid opening, the Client will announce the bidder's names, total bid price, bid price modifications and bid withdrawals, if any, the presence of the requisite Bid Surety and such other details as the Client, at his discretion, may consider appropriate. No bid shall be rejected at the bid opening except for late bids.

- a) The Client shall prepare minutes of the bid opening including the information disclosed to those present.
- b) Bids not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances.

## **20. Confidentiality**

20.1 After the public opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of Contract shall not be disclosed to bidders or other persons not officially concerned with such process until the award of Contract is announced.

20.2 Any effort by a bidder to influence the Client in the process of examination, evaluation and comparison of bids and decisions concerning award of Contract may result in the rejection of the bidder's bid.

## **21. Clarification of Bids**

21.1 To assist in the examination, evaluation and comparison of bids, the Client may ask bidders individually for clarification of their bids, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or telex, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the client during the evaluation of the bids in accordance with clause 24.

21.2 No bidder shall contact the Client on any matter relating to his bid from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the Client, he shall do so in writing.

## **22. Determination of Responsiveness**

22.1 Prior to the detailed evaluation of bids the client will determine whether each bid is substantially responsive to the requirements of the bid documents.

22.2 For the purpose of this clause, a substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bid documents without material deviation or reservation and has a valid Bid Surety Bank Guarantee. A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Works to be undertaken by the bidder under the Contract, or which limits in any substantial way, inconsistent with the bid documents, the Client's rights or the bidder's obligations under the Contract and the rectification of which would affect unfairly the competitive position of other bidders who have presented substantially responsive bids.

22.3 Each price or unit rate inserted in the Bills of Quantities shall be a realistic estimate of the cost of completing the works described under the particular item including allowance for overheads, profits and the like. Should a bid be seriously unbalanced in relation to the Client's estimate of the works to be performed under any item or groups of items, the bid shall be deemed not responsive.

22.4 A bid determined to be not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the bidder by correction of the non-conforming deviation or reservation.

### **23. Correction of Errors**

23.1 Bids determined to be substantially responsive shall be checked by the Client for any arithmetic errors in the computations and summations. Errors will be corrected by the Client as follows:

- a. Where there is a discrepancy between the amount in figures and the amount in words, the **amount in words will govern.**
- b. In the event of a discrepancy between the bid amount as stated in the Form of tender and the bid figure in the main summary of the Bills of Quantities, the amount as stated **in the Form of tender shall prevail.**
- c. The Error Correction Factor shall be computed by expressing the difference between the bid amount and the bid sum as a percentage of the corrected contracts works (i.e. corrected bid sum less P.C. and Provisional Sums).
- d. The Error Correction Factor shall be applied to all contract works (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuations of variations.

### **24. Evaluation and Comparison of Bids**

24.1 The Client will evaluate only bids determined to be substantially responsive to the requirements of the bid documents in accordance with clause 22.

24.2 The Client reserves the right to reject any variation, deviation or alternative offer. Price adjustment provisions in the Conditions of Contract applied over the period of execution of the Contract shall not be taken into account in bid evaluation.

24.3 If the lowest evaluated bid is seriously unbalanced or front loaded in relation to the Client's estimate of the items of work to be performed under the contract, the Client may require the bidder to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the relationship between those prices, proposed construction methods and schedules.

### **25. Bond Security.**

25.1 Bidders shall not be required to secure their bid with a bank security during submission of the bids.

25.2 A performance bond of 2% will however be required to the successful bidder as a surety for any uncertainty during implementation. This will be submitted to the finance officer after notification of the award by the procurement officer.

#### **D. Schedule: Work Methodology**

Give a brief description of how you intend to carry out the work including material delivery, machine/tools mobilization and labour, quality assurance of works and any designs to be carried out by the Bidder, in not less than three (2) pages (typed, font 12 and single spaced). The key areas to be described include *program of works; a detailed methodology of executing the works and proposed equipment scheduling/Work statement and a methodology on safety during the construction period.*

#### **26. Due diligence check**

All interested bidders are reminded that the documents submitted will be subjected to a due diligence check that may or will involve;

- i. Doing a background check of the previous completed works.
- ii. Checking with relevant construction regulating bodies on the registration and compliance.
- iii. Authenticating the log books or ownership of equipment's.
- iv. Academic qualification of technical persons working for the bidder.
- v. Physical location of the office of the bidder.
- vi. Check on the official communication channel by provision of working emails and phone contacts.
- vii. Seeking for the experience of the contractor in Turkana setup.

### **B. SPECIFICATIONS AND PRICING NOTES**

#### **i. GENERAL ITEMS**

##### **1. Materials Generally**

1. All materials supplied to the site by the contractor shall be new and of the qualities and kinds specified herein and equal to approve samples. Deliveries shall be made sufficiently in advance to enable samples to be taken and tested if required. No materials shall be used until approved and all materials which are not approved or which are damaged, contaminated or have deteriorated in any way or do not comply in any way with the requirements of this specification shall be rejected and shall be immediately removed from the site at the Contractors expense.

##### **2. Excavation & Earthwork**

###### **a) Site Clearance**

Site Clearance shall include the cutting down of all trees, stumps, bushes, vegetation and rubbish, burning the debris arising in approved locations and carting remaining material to a tip provided by the Contractor.



b) Nature of the Soil

The Contractor is advised to visit the site and ascertain the nature of the ground to be excavated and shall price accordingly and no claim will be allowed for want of knowledge in this respect. Rates for excavation shall include for excavation in soil, earth, black cotton, sandy soil, murram, tuff, soft rock, boulders or whatever other subsoil is encountered except hard rock as defined below.

c) Top Soil for Spreading

Where required in the Bills of Quantities, top soil required for subsequent spreading over finished work shall be especially selected and shall be dumped in special heaps as indicated by the Engineer. Such top soil shall be reasonably free from vegetation to the satisfaction of the Engineer and shall be compacted as little as possible in the heaps.

d) Murram filling

Murram for filling as base course shall be from an approved source and of the highest quality. It shall be laid in layers not less than 50 mm thick and not greater than 75 mm thick prior to compaction.

e) Hardcore filling

Hardcore filling shall be crushed rock, broken concrete or other approved hard granular materials broken to pass not greater than a 150 mm ring or to be 75% of the finished thickness of the layers being compacted whichever is the less and graded so that it can be easily and thoroughly compacted by hand ramming. The filling is to be laid in layers each of a consolidated thickness not exceeding 200 mm.

f) Anti-termite treatment

Where described the top surface of filling shall be treated with Gladiator T C Pesticides to be supplied and applied from an approved firm strictly in accordance with the satisfaction of the Engineer. The Contractor must destroy any termite nests found within the perimeter of the building and within 20 metres from the building externally and take out and destroy queens, impregnate holes and tunnels with approved insecticide and backfill with hard material, well rammed and consolidated. The specialist shall be required to issue a 10 year guarantee to the Engineer.

g) Polythene Sheeting

Polythene sheeting shall be produced by an approved manufacturer. Joints in sheeting shall be treble folded with a 150mm fold and taped at 300mm intervals with 50mm wide back plastic adhesive tapes. The sheeting shall not have stretched but shall be laid with sufficient wrinkles to permit shrinkage up to 15%.

h) Existing Services

Before commencing works, the Contractor shall at his own expense ascertain in writing from the relevant Local Authorities and all other Public bodies, companies and persons who may be affected, the position and depths of their respective ducts, cables, mains or pipes and appurtenance. He shall thereupon search for and locate such services.

Active existing services shall be adequately protected from damage or relocated as directed by the Engineer. Inactive services shall be removed or sealed off in accordance with the direction of the Engineer.



### **3. Concrete Work**

a) Supervision

A competent person approved by the Engineer shall be employed by the Contractor whose duty will be to supervise all stages in the preparation and placing of the concrete.

b) Cement

Cement unless otherwise specified shall be ordinary Portland Cement of a brand and source approved by the Engineer and shall comply With the requirements of K.S.02-21.

c) Aggregate

Aggregates shall conform to the requirement K.S.02-95 and all the proposed sources, types and grading test results of all aggregates are to be approved in all respects by the Engineer before work commences.

If in the opinion of the Engineer the aggregate meets with the above requirements but is dirty or adulterated in any manner, it shall be screened and/or washed with clean water at the Contractors expense.

Aggregate shall be delivered to the Site in their prescribed sizes or gradings and shall be stock-piled on paved areas to boarded platforms in separate units to avoid intermixing. On no account shall premixed cores aggregates be brought to the batching plant. On no account shall aggregates be stock-piled on the ground.

d) Water

The water used for mixing concrete shall be from an approved source, clean, fresh and free from harmful matter and comply with the requirements of B.S.3148.

e) Quality Control at Works Stage

Once the concrete mix is accepted from preliminary to works stage, the principal basis of control shall be analysis of the cube test results at 28 days.

f) Cement

The Quantity of cement shall be measured by weight. Where delivered in bags, each batch of concrete is to contain one or more bags of cement in accordance with the proportions specified. For non-structural concrete, volume batching may be used as indicated below:

g) Formwork

The method and system of formwork which the Contractor proposed to use shall be approved by the Engineer before construction commences. Formwork shall be substantially and rigidly constructed of timber, steel, plastic, pre-cast concrete or other approved material. All timber formwork shall be good, sound, clean, sawn, well-seasoned timber free from warps and loose knots and scantlings sufficiently strong for their purpose.

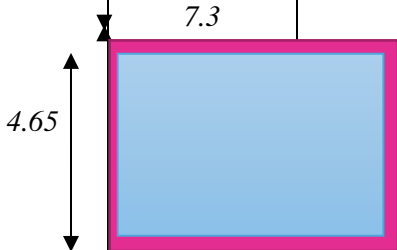
## **C. BILLS OF QUANTITIES**

### **(Proposed renovations for NAKIDODOKA ECDE Centre)**

Preamble to Bill of Quantities

- a) The Bill of Quantities shall form part of the Contract Documents and is to be read in conjunction with the Instructions to Tenderers, Conditions of Contract, Specifications and Drawings.
- b) The brief description of the items in the Bill of Quantities is purely for the purpose of identification, and in no way modifies or supersedes the detailed descriptions given in the conditions of Contract and Specifications for the full direction and description of work and materials.
- c) The Quantities set forth in the Bill of Quantities are estimated and provisional, representing substantially the work to be carried out, and are given to provide a common basis for tendering and comparing of Tenders. 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 Bill 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.
- d) The prices and rates inserted in the Bills of Quantities will be used for valuing work executed, and the Engineer will measure the whole of the works executed in accordance with this Contract.
- e) A price or rate shall be entered in ink against every item in the Bill of Quantities with the exception of items, which already have provisional sums, affixed thereto. The Tenderers are reminded that no "nil" or "included" rates or "lump-sum" discounts will be accepted. The rates for various items should include discounts if any. Tenderers who fail to comply will be disqualified.
- f) Provisional sums (including Day works) in the Bill of Quantities shall be expended in whole or in part at the discretion of the Engineer.
- g) The price and rates entered in the Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional plant to be used, labour, insurance, supervision, compliance, testing, materials, erection, maintenance or works, overheads and profits, taxes and duties together with all general risks, liabilities and obligations set out or implied in the Contract, transport, electricity and telephones, water, use and replenishment of all consumables, including those required under the Contract by the Engineer and his staff.
- h) Errors will be corrected by the Employer for any arithmetic errors in computation or summation as follows:
  - a. Where there is a discrepancy between amount in words and figures, the amount in words will govern; and
  - b. Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer, there is an obviously gross misplacement of the decimal point in the unit price, in which event the total amount as quoted will govern and the unit rate will be corrected.
  - c. If a Tenderer does not accept the correction of errors as outlined above, his Tender will be rejected.

- i) The Bills of Quantities, unless otherwise expressly stated therein, shall be deemed to have been prepared in accordance with the principles of **Standard Method of Measuring Building Work for Africa 2015 First Edition**.
- j) “Authorized” “Directed” or “Approved” shall mean the authority, direction or approval of the Engineer.
- k) Unless otherwise stated, all measurements shall be net taken on the finished work carried out in accordance with the details shown on the files provided by the engineer, with no allowance for extra work carried out, waste or additional thickness necessary to obtain the minimum finished thickness or dimensions required in this Contract. Any work performed in excess or the requirements of the plans and specifications will not be paid for, unless ordered in writing by the Engineer.

<div>NAKIDODOK A ECDE Center</div> <div><b><u>BILLS OF QUANTITIES -Renovation of the existing classroom</u></b></div>							
Parameters of existing classrooms	Number of windows	-	Area (SM)	-	Area of the black board	None	
	Number of doors	0	Area (SM)	-	Height of the classroom	None	
<p><i>Turkana being a pastoralist community have over the time had challenges in ensuring the rights of education to their children are safeguarded. To ensure the rights to education to young children in remote setups where community have settled due to other pulling factors in line to their social activities, having structures where the children can comfortably spend time with the rest with minimal exposure to adverse climatic condition is paramount. One of the center identified to have a setup where children right to education is not in line to the global standards is Nakidodoka. Assessment carried out to the center that accommodates 175 learners revealed the need to have the center assisted with a new structure, a pit latrine and a concrete platform to support their tank.</i></p>							
ITEM NO.	DESCRIPTION			QTY	UNIT	RATE	KSHS.
	<b><u>ELEMENT NO.1</u></b>						
	<b><u>SUBSTRUCTURE</u></b> (All Provisional) <b><u>NOTES</u></b>						
	The Tenderer's attention is drawn to the Preliminaries Contract Particulars where the Standard Method of Measurement is the STANDARD METHOD OF MEASURING BUILDING WORK FOR AFRICA 2015 <b>FIRST EDITION. Moreover</b> , all excavations in this BoQ have been measured NET and no allowance has been made for working space and the tenderer is shall price for the excavations accordingly.						
A	<b><u>The Sub-structure of the classroom block:- to comprise excavation, foundation works and erection of metallic poles.</u></b>						
1	<b>Clearing of the site:</b> - Contractor to clear of existing vegetation on the area where the classroom will be extended.			34	m <sup>2</sup>		-

2	The contractor to strip off the top soil of the extended classroom to a depth of 200mm. Levelling to be done to the stripped section to allow laying of hand.packed Hardcore. An extension of stripping to the existing classroom to be done on the outside to allow secure the foundation forming a strip of 400 mm all round..	44.2	m <sup>2</sup>		-
3	On the area for the extension of the classroom, contractor to prepare 11 holes with a cross section size of 250mm x 250 mm and a depth of 100mm. <b>NOTE- 250 mm thick of the hole will be inside the hardcore while 100mm will be in the floor slab.</b>	14	No		-
4	Contractor to supply metallic vertical members of RHS with dimensions; 75mm x 50 mm x 4mm with a height of 2950 mm well fixed with plates welded at different heights as per engineers instructions. All the poles to have a coat of primer and two coats of Bermuda blue gloss crown paint before installation. The Rate for this item to include the cost of supply and fixing to existing wall plate.	14	No		-
5	To the stripped section, contractor to supply and hand-pack hardcore in two layers while compacting. <b>This to include the foundation protection of the existing classroom. Foundation of the two ramps to be introduced for the two classrooms. A total thickness of the compacted murram to be 200mm.</b>	8.84	m <sup>3</sup>		-
6	To the hand-packed hardcore, contractor to supply and spread 50mm thick murram while compacting to seal all existing gaps thus blinding the concrete to be laid on top.	44.2	m <sup>2</sup>		-
7	To reduce termite infestation to the super structure, contractor to supply and spread gladiator to the entire prepared murram well mixed with water as per manufacturer`s specification.	44.2	m <sup>2</sup>		-

8	Contractor to supply and spread Gauge 1000 polythene sheet on the entire prepared floor surface.	44.2	m <sup>2</sup>		-
9	To the laid polythene sheet, contractor to supply and spread BRC mesh class A66 to help reinforce the concrete floor.	44.2	m <sup>2</sup>		-
10	Contractor to supply concrete constituents and produce class 20 (1:2:4). The concrete to be laid to a uniform thickness of 125mm (5") with a pocker vibrator being used in the compaction. <b>Contractor to allow the floor cure for 5 days. Under this item, contractor to consider having a ramp and each door entry for inclusive access.</b>	5.6	m <sup>3</sup>		-
B	<b>Walling:- All the horizontal timber members of the new classroom to constitute 3" x 2" main members reinforced with 2" x 2 " struts timber members. To the existing classroom, horizontal timber members attacked by termites to be replaced accordingly.</b>				
11	3" x 2" treated timber members	550	ft		-
12	2" x 2" treated timber members	185	ft		-
13	Contractor to install on the sides of the new classroom normal GI sheets pre-coated blue Gauge 30 of 2 m long - dumu Zas.	54	m <sup>2</sup>		-
14	Contractor to install heavy gauge wiremesh on the top opening of the side walling of the class with a reinforcement of coffee tray wire and gauze wire to help minimize dust in the classrooms.	7.3	m <sup>2</sup>		-
C	<b>Roofing of the two classrooms.</b>				
	<b>Contractor to fabricate timber trusses for the two classrooms: NOTE:-All timber to be well seasoned, free from knots, of linear cross section, well treated, and straight before, during and after fabrication. Rafters should be free from joints.</b>				

15	4" x 2" treated timber members for the wall plate. <b>Contractor is advised to ensure that all timber used as wall plate is more than 15ft to reduce joints.</b>	70	ft		-
16	4" x 2" treated timber members for the rafters.	128	ft		-
17	3" x 2" treated timber members for the purlins.	100	ft		-
18	Contractor to install on the fixed purlins of the roof of the new classroom normal GI sheets pre-coated blue Guage 30 - 2 m long - dumu Zas.	54	m <sup>2</sup>		-
19	Supply and fix Gauge 30 Ridge caps precoated blue.	8	LM		-
20	Supply and install 200mm planned <b>cypress timber fascia board</b> chamfered on its edges.	99	ft		-
D	<b>Door Installation:-</b>				
21	Contractor to supply metallic door with dimensions 900mm width x 2100mm height. The door to have their entire surface coated with gray oxide primer.	1	No		-
E	<b>Finishes:- Under this, the contractor to consider doing finishes on the floor, walling, door entry and installation of blackboards.</b>				
21	<b>Walling:-</b> contractor to supply and fix 6-PLY to the inner walling of the classroom to have a smooth internal wall finish.	83.2	m <sup>2</sup>		-
22	<b>BlackBoards.</b> Contractor to supply and install <b>ready-to-use</b> wooden blackboard with a smooth 6 PLY free from any bend. The blackboard to have a well glooved cypress bidder to all its edges and an extra timber modification at the bottom to hold ruler, duster and chalk board. Dimension of the blackboard:- 3m length x 1.35m height. At its fixed position, the blackboard to be 500mm above the floor to allow inclusive intraction by all the children.	1	Item		-

23	<b>Floor:-</b> Contractor to have the entire floor of the new classroom and that of the veranda laid a 35mm thick mortar (3:1) with a smooth wooden float finish, The floor to be cured for 2 days. <b>Ramps to be keyed using T12 BARS at this stage immediately after laying the mortar.</b>	44.2	m <sup>2</sup>		-
24	To the cured surface of the item 18 above, contractor to prepare 12mm thick screed well mixed with red oxide and give the entire floor a steel float smooth finish <b>apart from the ramps.</b>	44.2	m <sup>2</sup>		-
F	<b><u>Painting works-Contractor to ensure precaution is taken when applying the paint to avoid staining the floor.</u></b>				
25	Contractor to ensure the door is applied with two coats of crown true blue super gloss paint.	1.89	m <sup>2</sup>		-
26	Contractor to supply and apply two coats of Crown Universal Undercoat on the 6-Ply installed on the inner face of the wall of the classroom. <b>Contractor to include in the rate any cost incurred to fill the opening between the 6-PLY using polleyfiller.</b>	83.2	m <sup>2</sup>		-
27	Contractor to supply and apply two coats of Crown Universal Undercoat on the fascia board.	7.5	m <sup>2</sup>		-
28	Contractor to apply on the fascia board true blue permaplast emulsion paint diluted up to 15% by volume with water.	7.5	m <sup>2</sup>		-
27	Contractor to supply and apply two coats of CROWN SILK VINYL EMULSION - APS SHADES -GROUP 1 diluted up to 10% by volume with water - (Kelly Green) on the inner front side of the classroom.	9	m <sup>2</sup>		-
28	Contractor to supply and apply two coats of CROWN SILK VINYL EMULSION - APS SHADES -GROUP 1 diluted up to 10% by volume with water-(Orange Beddar- AP99-4) on the side wall of the classroom- side with the door and opposite side.	25.1	m <sup>2</sup>		-



29	Contractor to supply and apply two coats of CROWN SILK VINYL EMULSION - APS SHADES - GROUP 1 diluted up to 10% by volume with water - (Paradise Bird - AP157-5) on the real inner wall of the classroom.	9	m <sup>2</sup>		-
30	Contractor to have a provisional sum to construct a raised square masonry wall platform to a height of 500mm above GL with rails running all round to protect it from falling especially when empty. Masonry platform to have its foundation done to a depth of a meter with reinforcement of the strip using A66 BRC or equivalent. The filling of the murrum inside the platform to be in layers of 200 while compacting. The top 250mm layer to be done with hardcore and 100mm thick concrete slab reinforced with A66 BRC mesh to be done. The entire surface to be plastered and given a smooth steel float finish and a 10000 litre tank placed on top.	1	Item		-
31	Contractor to have provision of artworks on the interior and exterior walling of the classroom as guided by the center manager. The engineer to approve the samples submitted by the contractor before allowing the contractor to commence on the artwork.	1	Item		-
32	Contractor to have a provision of branding the facility on a well affirmed gauge 20 sheet on the front face of the classroom. Branding to include the names of Donor and the logs and that of Waldorf as provided by the engineer.	1	Item		-
				<b>Total Cost</b>	<b>-</b>

## D. Evaluation Criteria

The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score, while 40% will be the financial score.

S/No.	Evaluation Criteria	Total score
1.	Valid Trading License and Registration Certificate with all relevant statutory agencies – Valid NCA Certificate and Annual Practicing License BUILDING WORKS (Class NCA7 and above). <ul style="list-style-type: none"> <li>Valid Trading License- <b>2 marks</b></li> <li>Registration/Incorporation Certificate -<b>4marks</b></li> <li>NCA Registration category 7 and above (building works) and verifiable on NCA Portal)-<b>4 mark</b></li> <li>NCA Valid Annual practicing licence- <b>2mark</b></li> <li>Valid Tax Compliance Certificate-<b>4marks</b></li> <li>VAT PIN Certificate-<b>2mark</b></li> <li>Certificate of confirmation of directors CR12- <b>2mark</b></li> </ul>	20
2.	Experience in similar works indicating time and place of execution (can be verified as and when necessary) <ul style="list-style-type: none"> <li>Provide list of a minimum of 5 relevant projects (renovation or construction of classrooms) with supporting proof of completion certificate. Note:- <b>3 mark per project</b></li> </ul>	15
3.	Personnel, tools, equipment to be mobilized <ul style="list-style-type: none"> <li>Provide list of personnel for the project (include CVs and testimonials) <ul style="list-style-type: none"> <li>One Engineer- <b>1 mark</b></li> <li>One Foreman-<b>1 mark</b></li> <li>One qualified masonry-<b>1 mark</b></li> <li>One qualified welder-<b>1mark</b></li> <li>One driver- <b>1 mark</b></li> </ul> </li> <li>Provide list of relevant equipment (Total 5marks) <ul style="list-style-type: none"> <li>One concrete mixer-<b>1 mark</b></li> <li>One poker vibrator-<b>1 mark</b></li> <li>One pickup truck-<b>1 mark</b></li> <li>Welding Machine -<b>1 mark</b></li> <li>Power generator-<b>1 mark</b></li> </ul> </li> </ul>	10
4.	Method of execution, work plan/ schedule and completion period <ul style="list-style-type: none"> <li>Provide method statement-5marks</li> <li>Provide work plan &amp; methodology-15marks</li> </ul>	20
5.	Company Profile including audited financial documents and bank statements <ul style="list-style-type: none"> <li>Provide company profile-<b>2 marks</b></li> <li>Provide audited accounts-<b>2marks</b></li> <li>Provide bank statements for the last 6 months-<b>1 mark</b></li> </ul>	5
<b>Total for technical</b>		<b>70</b>

## E. Form of Tender

**TO:**

**The Project Officer,  
Waldorf Field Office,  
Kakuma**

**TENDER No.:** .....

In accordance with the Instructions to Bidders, Conditions of Contract, Specifications, Bills of Quantities and Drawings 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]*

1. We undertake, if our tender is accepted, to commence the Works not later than Ten (10) Days from the date of award to commence, and to complete the whole of the Works comprised in the Contract within the time specified in the Appendix to Conditions of Contract.
2. We acknowledge that the Appendix to Form of Bid forms part of our bid.
3. We agree to abide by this bid **for a period of 120 days from the date of tender opening**, and shall remain binding upon us and may be accepted at any time before the expiry of that period.
4. Unless and until a formal Agreement is prepared and executed, this bid 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 bid you may receive

**Dated this** ..... **Day of** .....**20**.....

**Signature** .....**in the capacity**

**of;**..... **Of** [Name of

**Bidder]**..... *(Address of Bidder)*



## F. Current status of the facility

