

**TAITA TAVETA COUNTY  
DEPARTMENT OF CULTURE, GENDER AND SOCIAL  
SERVICES**



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**QUOTATION FOR**

PROPOSED CONSTRUCTION OF GHAZI SOCIAL HALL

**TENDER NO. TTCG/CGS/RFQ/794/2018-2019**

**CLOSING DATE: 1<sup>st</sup> March 2019**

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# SECTION I

## INVITATION FOR QUOTATION

**TENDER REFERENCE: TTCG/CGS/RFQ/794/2018-2019**

**TENDER NAME; PROPOSED CONSTRUCTION OF GHAZI SOCIAL HALL**

- 1.1 TaitaTaveta county government came into existence pursuant to the constitution of Kenya 2010. The County covers an area of 17,000 square kilometers with a population of 350,000 and is located 80km north of Mombasa and 230km south of Nairobi City.
- 1.2 The County Government of TaitaTaveta wishes to invite sealed bids for **PROPOSED CONSTRUCTION OF GHAZI SOCIAL HALL**
- 1.3 as specified in the Tender Document.
- 1.4 The Pre-Site Tender Visit is optional at Bidder's Discretion.
- 1.5 Price quoted inclusive of all taxes, must be in Kenya shillings and shall remain valid for 90 days from the closing date of tender.
- 1.6 Completed tender documents enclosed in separate plain sealed envelopes and clearly marked with the tender number, tender name should be addressed and sent to:

**County Secretary  
TaitaTaveta County Government,  
P.O BOX 1066-80304,  
Wundanyi, Kenya.**

**Or be deposited in the tender box provided at TaitaTaveta County  
Government Governor's Office at the tender Box, so as to be received on  
or before 1<sup>st</sup> March 2019 at 16:00 pm**

- 1.7 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at TavetaTaveta County boardroom located in Wundanyi.
- 1.8 Yours sincerely

**DIRECTOR SUPPLY CHAIN MANAGEMENT  
TAITA TAVETA COUNTY GOVERNMENT**

## FORM OF TENDER

To: \_\_\_\_\_ (Name of employer)  
\_\_\_\_\_ (Date)  
\_\_\_\_\_ (Name of contractor)

Dear Sir,

1. In accordance with the standard **PPOA** conditions of contract for small works, drawing and Bills of Quantities for the executive of the above named works, we, the undersigned offer to construct, install and complete such works and remedy and defects therein for the Sum of Ksh. \_\_\_\_\_ (Amount in figures)

Ksh. \_\_\_\_\_  
\_\_\_\_\_ (Amount in words).

2. We undertake, if our quotation is accepted, to commence the works as soon as is reasonably possible after the receipt of the project manager's notice to commence and to complete the whole of the works comprised in the contract within the time stated in the appendix to Conditions of Contract.
3. We agree to abide by this quotation 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 as quotation together with your written acceptance thereof, shall continue a binding contract between us.
5. We understand that you are not bound to accept the lowest or any quotation you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Signature: \_\_\_\_\_ in the capacity of \_\_\_\_\_

Duly authorized to sign quotations for and on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Name of contractor).

\_\_\_\_\_ (Address of contractor).

Witness: Name \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# APPENDIX TO CONDITIONS OF CONTRACT

THE EMPLOYER IS NAME: **\_TAITA TAVETA COUNTY GOVERNMENT – DEPARTMENT OF CULTURE, GENDER AND SOCIAL SERVICES**

Address: **\_\_\_P.O BOX 1066 (80304) WUNDANYI**

Name of Employer's Representative: Ag. County Chief Officer (Department of TRADE, TOURISM AND CO-OPERATIVE DEVELOPMENT)

The name (and identification number) of the Contract

Proposed work consist **PROPOSED CONSTRUCTION OF GHAZI SOCIAL HALL**

Project Manager is: **COUNTY WORKS OFFICER OR ANY OTHER OFFICER APPOINTED BY THE ACCOUNTING OFFICER**

The start date shall be: **TO BE AGREED WITH THE PROJECT MANAGER.**

The Intended Completion Date for the whole of the Works shall be **4 WEEKS AFTER COMMENCEMENT DATE.**

The Accounting Officer may, at any time may **TERMINATE THE PROCUREMENT PROCEEDINGS WITHOUT ENTERING INTO A CONTRACT IN ACCORDANCE WITH THE ACT.**

Tender opening date shall be: **1<sup>st</sup> March at 16.00PM**

The Site is located at **\_WUNDANYI**

The Defects Liability Period is: **180 days (6months)**. During this period the employer shall retain 10% of the total tender sum. The contractor shall be required to make good any defects that arise due to poor workmanship of the contractor or manufacturers defect. The employer shall reserve the right to remedy the defects and charge the contractor.

The name and Address of the Employer for the purposes of submission of tenders is...

**THE COUNTY CHIEF OFFICER, DEPARTMENT OF CULTURE, GENDER AND SOCIAL SERVICES  
TAITA TAVETA COUNTY GOVERNMENT  
P.O BOX 1066 - 80304  
WUNDANYI**

Applicable Laws: **PUBLIC PROCUREMENT AND DISPOSAL ACT AND OTHER RELEVANT LAWS INCLUDING GENERAL CONDITIONS OF UNDER STANDARD BID DOCUMENT FOR PROVISION OF CIVIL WORKS.**

## **LABOUR;**

Unskilled labor shall be sourced from the locality of the project.

At least 30% of the labor force shall comprise of youth, 30% women and at least one (1) person with disability

## **MATERIALS;**

The contractor is encouraged to use as much local available material as possible without compromising quality. All materials delivered to site will be deemed to be the property of the employer and permission will be required from the employer before their removal from site.

## **SECURITY;**

Security of the materials on site will remain the responsibility of the contractor until the project is completed, tested, commissioned and handed over. . All insurance costs shall be borne by the contractor and any loss of materials shall be replaced by the contractor.

## **INSURANCE;**

The tenderer shall ensure a workman compensation insurance policy is in place before commencement of work.

## **CONCRETE;**

All reinforced concrete shall be vibrated.

### **Supply and Install.**

It shall be assumed that all materials supplied shall be installed and used to construct the specified infrastructure to working condition. The contractor shall be deemed to have completed the contract works when they provide a "Working System".

**Where Sub-contract agreements exist**, they shall be declared and shall form part of the contract. The County Government shall be the arbitrator in the event of any disputes between the Contractor and the Sub-Contractor and the decision of the arbitrator shall be final. The arbitrator can direct payments be made directly to sub-contractors, if need be.

The Contractor shall complete the project within the contract period. Any delay in completion shall attract the employer to charge for **Liquidated Damages. The penalties shall** be charged at Kes.10,000 per day (contracts up to Kes.5 Million), Kes.20,000 Per day (contracts 5M-10M) Kes.30,000 Per day (Contracts above 10M)

Upon Completion of work the contractor shall prepare "as built" drawings that indicate the layout of the final installation.

Before commencement of work the contractor shall **submit work plans** for the project to be approved by the department before taking over the site.

**TENDER QUESTIONNAIRE**

1. Full names of the bidder

.....

2. Full address of bidder to which quotation correspondence is to be sent  
(Unless an agent has been appointed below)

.....

3. Telephone number(s) of the bidder

.....

4. Telex address of the bidder

.....

5. Name of the bidders representative to be contacted on matters of the quotation  
during the quotation period.

.....

6. Details of the bidders nominated agent (if any) to receive quotation notices.  
This is essential if the bidder does not have his registered address in Kenya  
(Name, address, telephone, telex)

.....

.....

.....

.....  
Signature of Quotation

Make a copy and deliver to: ..... (Name of Employer

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) and 2(d) whichever applies to your type of business

You are advised that it is a serious offence to give false information on this Form

### Part 1-General

Business Name.....  
Location of business premises; Country/Town.....  
Plot No..... Street/Road.....  
Postal Address..... Tel. No.....  
Nature of business.....  
Current Trade License No..... Expiring date.....  
Maximum value of business which you can handle at any time: 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 .....      |             |             |                |

PTO

### Part 2(c) –Registered Company.

Private or public .....

State the nominal and issued capital of the company.

Nominal Kshs.....

Issued Kshs .....

Give details of all directors as follows.

| Name in full | Nationality | Citizenship | Details shares |
|--------------|-------------|-------------|----------------|
| 1 .....      |             |             |                |
| 2 .....      |             |             |                |
| 3 .....      |             |             |                |
| 4 .....      |             |             |                |

### Part 2(d) –Interest in the firm.

Is there any person/persons in..... (Name of Employer) who has interest in this firm?

Yes / No..... (Delete as necessary).

I certify that the above information is correct.

.....

.....

.....

(Title)

(Signature)

(Date)

Attach proof of citizenship.

**Addenda issued by the County shall form part of this Tender Document**



## **EVALUATION CRITERIA**

### **Evaluation Criteria:**

Financial and Technical proposals shall be subjected to the following evaluation criteria:  
Evaluation was done as per the criteria provided in the Tender document.

#### **1. Preliminary Criteria:**

- a. Certificate of Registration.
- b. Valid and Current Tax Compliance Certificate.
- c. Certificate of Registration with the National Construction Authority (NCA)
- d. Duly filled Confidential Business Questionnaire.

#### **2. Technical Evaluation:**

- a. Attach evidence for each number.
- b. Work of similar nature and magnitude-15 Marks
- c. Qualifications of personnel- 5 Marks
- d. Experience of personnel -10 Marks
- e. Financial ability -10 Marks
- f. Plant/Equipment/Tools -10 Marks
- g. Affirmative action- County based contractors-15 Marks.
- h. Litigation history-3 Marks
- i. Delivery period-2 Marks
- j. Sub contract with business for Youth/Women/Persons with disabilities – 10 marks
- k. Letter of credit line facility from reputable bank – 10 marks.
- l. 11. Financial Statements for the last three years – 10 marks.  
**(TOTAL FINANCIAL SCORE – 100 Marks)**

**m. NB BIDDERS WHO ATTAINS 70 POINTS WILL BE SUBJECTED TO FINACIAL EVALUATION AND AWARDED TO THE LOWEST EVALUATED BIDDER.**



**COUNTY GOVERNMENT OF TAITA TAVETA**

**DEPARTMENT OF PUBLIC WORKS, HOUSING AND  
INFRASTRUCTURE**

**TENDER DOCUMENT FOR PROPOSED CONSTRUCTION  
OF SOCIAL HALL AT GHAZI**

**COUNTY QUANTITY SURVEY  
TAITA TAVETA COUNTY  
P.O BOX 820 VOI**

**OR**

**COUNTY WORKS OFFICER  
TAITA TAVETA COUNTY  
P.O. BOX 820 VOI**

**FEBRUARY, 2019**

| ITEM | DESCRIPTION   | QTY | UNIT | RATE | AMOUNT |
|------|---|-----|------|------|--------|
|      | <b><u>ELEMENT NO 1:-SUBSTRUCTURE</u></b><br>(ALL PROVISIONAL)                               |     |      |      |        |
|      | <b><u>Site Clearance:-</u></b>  |     |      |      |        |
| A    | Clear site of all grass,shrubs and undergrowth including grubbing up roots and carting away | 250 | SM   |      |        |
|      | <b><u>Excavations and earthworks:-</u></b>  |     |      |      |        |
| B    | Excavate oversite average 150mm deep and cart away  | 233 | SM   |      |        |
| C    | Excavate to reduce levels   | 290 | CM   |      |        |
| D    | Excavate trench for strip foundation & bases not exceeding 1.5m deep                        | 80  | CM   |      |        |
| E    | Return fill and ram   | 38  | CM   |      |        |
| F    | Load & Cart away surplus excavated material from site                                       | 332 | CM   |      |        |
| G    | Allow for planking and strutting  | 1   | ITEM |      |        |
| H    | Allow for keeping excavations free from water   | 1   | ITEM |      |        |
|      | <b><u>HARDCORE:-</u></b>  |     |      |      |        |
| I    | 300mm thick approved hardcore   | 168 | SM   |      |        |
| J    | 50mm thick murrum blinding  | 168 | SM   |      |        |
| K    | 450mm Approved hardcore on podium   | 41  | SM   |      |        |
| L    | "Gladiator" or equal and approved antitermite on Hardcore                                   | 168 | SM   |      |        |
|      | <b><u>Concrete works:-</u></b>  |     |      |      |        |
| M    | Plain concrete (1:4:8) in 50mm blinding under strip foundation & bases                      | 53  | SM   |      |        |

## CARRIED TO COLLECTION

SH/1

| ITEM | DESCRIPTION  | QTY | UNIT | RATE | AMOUNT |
|------|--|-----|------|------|--------|
|      | <b><u>Vibrated reinforced concrete (1:2:4) in:-</u></b>                  |     |      |      |        |
| A    | Strip foundation,bases & columns   | 12  | CM   |      |        |
| B    | 100mm surface bed  | 168 | SM   |      |        |
| C    | Ground beams   | 5   | CM   |      |        |
|      | <b><u>Sawn formwork to:-</u></b>   |     |      |      |        |
| D    | Edges of surface bed 75-150mm wide                                       | 65  | LM   |      |        |
| E    | Ditto sides of ground beam and columns                                   | 56  | SM   |      |        |
|      | <b><u>High yield deformed bars to B.S 4461:-</u></b>                     |     |      |      |        |
| F    | 8mm diameter bars  | 285 | KG   |      |        |
| G    | 10mm ditto   | 186 | KG   |      |        |
| H    | 12mm ditto   | 347 | KG   |      |        |
| I    | BRC mesh type A-142  | 168 | SM   |      |        |
|      | <b><u>Subwall:-</u></b>  |     |      |      |        |
| J    | 200mm thick natural stone foundation walling in cement sand (1:3) mortar | 110 | SM   |      |        |
| K    | Extra-over ditto for attached piers size 200x200mm                       | 17  | LM   |      |        |
|      | <b><u>Damp proof course:-</u></b>  |     |      |      |        |
| L    | 150mm wide hessian based bituminous felt DPC                             | 80  | LM   |      |        |
|      | <b><u>Damp proof membrane:-</u></b>                                      |     |      |      |        |
| M    | 1000gauge polythene sheet DPM  | 168 | SM   |      |        |

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| <b>CARRIED TO COLLECTION</b> |  |  |  |  |  |

**SH/2**

| ITEM                               | DESCRIPTION   | QTY | UNIT             | RATE | AMOUNT |
|------------------------------------|---|-----|------------------|------|--------|
| A                                  | <b><u>Plinth:-</u></b><br>15mm thick cement sand (1:3) rendering to plinth walls  | 23  | SM               |      |        |
| B                                  | Prepare and apply three coats bitumastic paint on plinth walls  | 23  | SM               |      |        |
| C                                  | <b><u>Paving slabs around the building:-</u></b><br>600x600x50mm P.C.C Paving slabs including 200mm murrum and 50mm sand bed & Antitermite                              | 105 | SM               |      |        |
| <b>Carried to collection below</b> |   |     |                  |      |        |
|                                    | <b>COLLECTION:-</b><br><b>Brought forward from page SH/1</b><br><br>-<br><b>Brought forward from page SH/2</b><br><br><b>Brought down from above</b><br><br>-<br>-<br>- |     | -<br>-<br>-<br>- |      |        |

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|   |  |  |  |  |  |
| <b>TOTAL OF SUBSTRUCTURE CARRIED TO SUMMARY</b> |  |  |  |  |  |
| SH/3  |  |  |  |  |  |

| ITEM  | DESCRIPTION  | QTY | UNIT | RATE | AMOUNT |
|---|--|-----|------|------|--------|
| <b><u>ELEMENT NO 2:-FRAME</u></b>                       |  |     |      |      |        |
| <b><u>Vibrated reinforced concrete (1:2:4) in:-</u></b> |  |     |      |      |        |
| A   | Ring beam  | 5   | CM   |      |        |
| B   | Columns  | 1   | CM   |      |        |
| <b><u>Formwork to:-</u></b>                             |  |     |      |      |        |
| C   | Sides and soffittes of ringbeam  | 56  | SM   |      |        |
| D   | Vertical sides of columns  | 9   | SM   |      |        |
| <b><u>High yield deformed bars:-</u></b>                |  |     |      |      |        |
| E   | 8mm diameter bars  | 197 | KG   |      |        |
| F   | 12mm ditto   | 364 | KG   |      |        |
| <b>TOTAL OF FRAME CARRIED TO SUMMARY</b>                |  |     |      |      |        |
| <b><u>ELEMENT NO 3:WALLING</u></b>                      |  |     |      |      |        |
| G   | 200mm thick machine cut natural stone walling in cement sand (1:3) mortar reinforced every alternate course with hoop iron | 150 | SM   |      |        |
| H   | Extra-over attached piers size 200x200mm   | 42  | LM   |      |        |
| -   |  |     |      |      |        |

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| <b>TOTAL OF WALLING CARRIED TO SUMMARY</b> |  |  |  |  |

SH/4

| ITEM | DESCRIPTION   | QTY | UNIT | RATE | AMOUNT |
|------|---|-----|------|------|--------|
|      | <b><u>ELEMENT NO 4:ROOFING</u></b>  |     |      |      |        |
|      | <b><u>Sawn treated cypress:-</u></b>  |     |      |      |        |
| A    | 150x50mm rafters  | 190 | LM   |      |        |
| B    | 150x50mm tie beams  | 126 | LM   |      |        |
| C    | 100x50mm ties and strutts   | 276 | LM   |      |        |
| D    | 75x50mm purlins   | 243 | LM   |      |        |
| E    | 100x50mm wall plate   | 65  | LM   |      |        |
| F    | 200x25mm wrot cypress fascia board  | 70  | LM   |      |        |
|      | <b><u>Roof coverings:-</u></b>  |     |      |      |        |
| G    | 28 gauge prepainted roofing sheets  | 218 | SM   |      |        |
| H    | Matching ridge and valley caps  | 31  | LM   |      |        |
|      | <b><u>Painting:</u></b>   |     |      |      |        |
| I    | Prepare and apply three coats gloss oil paint on fascia board 200-300mm girth | 70  | LM   |      |        |
|      | -   |     |      |      |        |





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| <b>TOTAL OF DOORS CARRIED TO SUMMARY</b> |  |  |  |  |

SH/6

| ITEM | DESCRIPTION   | QTY | UNIT | RATE | AMOUNT |
|------|---|-----|------|------|--------|
|      | <b><u>ELEMENT NO 6:WINDOWS</u></b>  |     |      |      |        |
| -    |   |     |      |      |        |
| A    | Mild-steel purpose made french windows size 1800x1800mm comprising 45x45x3mm thick framing members including all necessary heavy duty hinges stays,fasteners permanent vents and metal lugs | 10  | NO   |      |        |
| B    | 5mm clear glass and glazing with metal putty in panes 0.1-0.5 sm  | 23  | SM   |      |        |
| C    | Prepare and apply primer and two coats first quality gloss oil paint on mild-steel surfaces   | 46  | SM   |      |        |
| -    |   |     |      |      |        |

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| <b>TOTAL OF WINDOWS CARRIED TO SUMMARY</b> |  |  |  |  |

SH/7

| ITEM | DESCRIPTION   | QTY | UNIT | RATE | AMOUNT |
|------|---|-----|------|------|--------|
|      | <b><u>ELEMENT NO 7:FINISHES</u></b>   |     |      |      |        |
|      | <b><u>Wall finishes:-</u></b>   |     |      |      |        |
| A    | 15mm thick cement sand lime (1:1;6) plaster on walls internally   | 125 | SM   |      |        |
| B    | Ditto door and window cills   | 16  | SM   |      |        |
| C    | 15mm thick cement sand (1:3) plaster on Beams and columns externally  | 24  | SM   |      |        |
| D    | Extra-over for neat recessed key joints externally  | 116 | SM   |      |        |
| E    | Cement bagwash to ditto   | 116 | SM   |      |        |
|      | <b><u>Painting:-</u></b>  |     |      |      |        |
| F    | Prepare and apply undercoat and two coats first quality silk vinyl plastic emulsion paint on plastered walls internally | 141 | SM   |      |        |
| G    | Ditto rendered walls externally   | 16  | SM   |      |        |
|      | <b><u>Floor finishes:-</u></b>  |     |      |      |        |
| H    | 25mm thick cement sand (1:3) Floor screed   | 168 | SM   |      |        |
| I    | 100x25mm ditto skirting   | 65  | LM   |      |        |

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|   |  |  |  |  |  |
| <b>TOTAL OF FINISHES CARRIED TO SUMMARY</b> |  |  |  |  |  |
| <b>SH/8</b>                                 |  |  |  |  |  |

| <b><u>COLLECTION SUMMARY</u></b> |                                  |
|----------------------------------|----------------------------------|
| 1                                | Substructure from page.....SH/3  |
| 2                                | Frame from page.....SH/4         |
| 3                                | Walling from page..... SH/4<br>- |
| 4                                | Roofing from page.....SH/5       |
| 5                                | Doors from page..... SH/6        |
| 6                                | Windows from page..... SH/7      |
| 7                                | Finishes from page.....SH/8      |

|  |   |  |
|--|---|--|
|  |   |  |
|  | <b>TOTAL OF BUILDERS WORK CARRIED TO MAIN SUMMARY</b> |  |

SH/9

| ITEM | DESCRIPTION  | QTY | UNIT | RATE | AMOUNT |
|------|--|-----|------|------|--------|
|      | <b><u>PRIME COST AND PROVISIONAL SUMS</u></b>                        |     |      |      |        |
|      | <b><u>PRME COST SUMS:</u></b>  |     |      |      |        |
| A    | Provide a prime cost sum of Kshs 200,000 for electrical installation |     |      |      |        |
|      | <b><u>PROVISIONAL SUMS:</u></b>                                      |     |      |      |        |
| B    | Provide a provisional sum of Kshs 30,000 for contingencies           |     |      |      |        |
|      | -  |     |      |      |        |
|      | -  |     |      |      |        |
| C    | Provide a provisional sum of Kshs 50,000 for project management      |     |      |      |        |

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|             | <b>TOTAL OF P.C , PROVISIONAL SUMS,CARRIED TO MAIN SUMMARY</b> |  |
| <b>PS/1</b> |  |  |

| ITEM                                   | DESCRIPTION                                      |  |                   |  | AMOUNT |
|--|--|--|-------------------|--|--------|
|  | <b><u>MAIN SUMMARY</u></b>                       |  |                   |  |        |
| A                                      | <b>Builders work from page SH/9</b>              |  |                   |  |        |
|  | -  |  |                   |  |        |
| B                                      | <b>P.C &amp; Provisional sums from page PS/1</b> |  |                   |  |        |
|  | <b>SUB-TOTAL</b>                                 |  | -                 |  |        |
|  | <b>ADD 16% VAT</b>                               |  | -                 |  |        |
|  |  |  | -                 |  |        |
| <b>TOTAL CARRIED TO FORM OF TENDER</b> |  |  |                   |  |        |
| <b>AMOUNT IN WORDS:</b> .....          |  |  |                   |  |        |
| .....                                  |  |  |                   |  |        |
| .....                                  |  |  |                   |  |        |
| <b>CONTRACTORS NAME:</b> .....         |  |  |                   |  |        |
| .....                                  |  |  |                   |  |        |
| <b>ADDRESS:</b> .....                  |  |  |                   |  |        |
| .....                                  |  |  |                   |  |        |
| <b>SIGNATURE AND STAMP:</b>            |  |  | <b>DATE</b> ..... |  |        |

**NAME OF WITNESS:**.....

**ADDRESS:**.....

**SIGNATURE:**.....

**DATE:**.....