

**TAITA TAVETA COUNTY  
DEPARTMENT OF PUBLIC WORKS AND  
INFRASTRUCTURE.**



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**QUOTATION FOR**

**LEVELING OF MWAKITUTU PRI SCHOOL GROUNDS**

**TENDER NO. TTCG/PW&I/RFQ/759/2018-2019**

**CLOSING DATE: 01/3/2019**

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# SECTION I

## INVITATION FOR QUOTATION

**TENDER REFERENCE: TTCG/PW&I/RFQ/759/2018-2019**

**TENDER NAME: LEVELING OF MWAKITUTU PRI SCHOOL GROUNDS**

- 1.1 Taita Taveta 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.

The County Government of Taita Taveta wishes to invite sealed bids for as)  
**LEVELING OF MWAKITUTU PRI SCHOOL GROUNDS**

- 1.2 The Pre-Site Tender Visit is optional at Bidder's Discretion.
- 1.3 Price quoted inclusive of all taxes, must be in Kenya shillings and shall remain valid for 90 days from the closing date of tender.
- 1.4 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  
Taita Taveta County Government,  
P.O BOX 1066-80304,  
Wundanyi, Kenya.**

**Or be deposited in the tender box provided at Taita Taveta County Government Governor's Office at the tender Box, so as to be received on or before 01/3/2019 at 4.00pm.**

- 1.5 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at Taveta Taveta County boardroom located in Wundanyi.
- 1.6 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 PUBLIC WORKS & INFRASTRUCTURE.**

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

Name of Employer's Representative: **County Chief Officer PUBLIC WORKS AND INFRASTRUCTURE**

The name **LEVELING OF MWAKITUTU PRI SCHOOL GROUNDS**

**Proposed work consist**

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: **Friday 01/3/2019 AT 4.00 P.M.**

The Site is located at **\_**

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 PUBLIC WORKS.**

**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)

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3. Telephone number(s) of the bidder

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4. Telex address of the bidder

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

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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**

**ELIGIBILITY:(RESERVED  
FOR YOUTH,WOMEN  
AND PERSON WITH  
DISABILITY)**

## **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. Valid 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)**

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

## BILL OF QUANTITIES

<b>Bill of Quantities</b>					
<b>Leveling Of Mwakitutu Pry School Grounds</b>					
<b>Bill No.1</b>	<b>GENERAL PRELIMINARIES AND GENERAL ITEMS</b>				
<b>Item No.</b>	<b>Description</b>	<b>Units</b>	<b>Quantity</b>	<b>Unit Bid Rate(Ksh)</b>	<b>Amount KSh</b>
01-80-016	Provide and erect publicity signs as directed by the Engineer	NO.	1		
	Mobilizations and evacuation of Plant and Machinery	KS	1		
	<b>Total Carried Forward to Summary:</b>				
<b>Bill No.22</b>	<b>DAYWORKS</b>				
22-63-015	Shaping to level Using Grader 140HP	HRS	20		
22-64-001	Mechanical excavation using excavator 140 Hp and above	HRS	25		
22-64-002	Dozer excavate to level including trimming and shaping as per design specification using dozer 150 Hp and above and deposit on the edges of the playfield filling depressions to make up embankments.	HRS	32		
	<b>Total Carried Forward to Summary:</b>				
	<b>Summary</b>				
<b>Item No.</b>	<b>Description</b>				
1	Preliminaries and General Items				
10	Dayworks				

