



**Title of the document:**  
**Tender document with Technical Specification, quantifications, and drawings**

**Project Name:**  
**Kakuma 1 Main road**

**Scope of the work;**  
**(Total Length-900m)**

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- ✓ Bush clearing
  - ✓ Rock fills
  - ✓ Grading
  - ✓ Gravelling
  - ✓ Drainage works
- 

**Ref: No: NCCK/KKM/UNHCR/2020/09/001-B**

**NATIONAL COUNCIL OF CHURCHES OF KENYA**

**INVITATION TO TENDER**

**TENDER REF NO: NCCK/KKM/UNHCR/2020/09/001- ROAD SECTION B**

**Date: 16<sup>th</sup> SEPTEMBER 2020**

The National Council of churches of Kenya (NCCK) Kakuma invites bids from interested, eligible, reputable and competent contractors to do the following works

<b>TENDER REFERENCE</b>	<b>ITEM DESCRIPTION</b>	<b>Location</b>
NCCK/KKM/UNHCR/2020/09/001- ROAD SECTION-B	Bush Clearing, Rock Filling, Grading, Gravelling, Drainage Works Of Kakuma One Main Road	KAKUMA 1

***Interested bidders MUST enclose following documents:***

- Provide Copy of valid Certified Tax Compliance Certificate
- Provide current Business Permit/Licenses
- Provide current Certificate of Incorporation/Business Registration
- Proof of registration with the National Construction Authority (NCA6 and above) with a valid practicing license and a certificate.
- Audited Accounts for the last three (3) Years
- Provide a copy of valid recent Bank Statement (preferably for the last two calendar years
- Company/Business Profile detailing qualifications -Full Disclosure of Directors
- The contractor must be well equipped, the evidence of which should be provided here with.
- Attach details of similar works completed within the last three years giving details of clients who may be contacted for more information, amount and status (completed or ongoing).
- Contractor's profile showing personnel, plant & equipment and completion timelines

Interested firms(s) may download the detailed tender document from our website – [www.ncck.org](http://www.ncck.org) (downloads) - and may seek more information through email [procurement.rspkakuma@ncck.org](mailto:procurement.rspkakuma@ncck.org).

**FROM 11<sup>TH</sup> SEPTEMBER TO 24<sup>TH</sup> SEPTEMBER 2020.**

***THERE WILL BE A MANDATORY SITE VISIT ON 23<sup>RD</sup> SEPTEMBER 2020. INTERESTED BIDDERS SHOULD ASSEMBLE AT NCCK COMPOUND III GATE AT 1100 HRS. KINDLY NOTE THAT A SITE VISIT CERTIFICATE WILL BE ISSUED AND WILL BE ATTACHED DURING SUBMISSION OF THE TENDER DOCUMENTS.***

The tenderer will prepare and present a complete set of Tender Documents for each section they are bidding for.

Duly completed and sealed tender documents should be submitted in **TWO** separate envelopes (technical and financial bids), with tender number and title clearly indicated on the envelope should be deposited in the tender box placed outside the **NCCK-Kakuma main office in Compound III OR at the reception of Jumuia Place, Lenana Road**, so as to be received on or before **2<sup>ND</sup> OCTOBER 2020 at 1200hrs** addressed to;

The Camp coordinator

NCCK Field Office, Kakuma Refugee Camp

The Council reserves the right to accept or reject any tender in part or wholly and does not bind itself to accept the lowest bidder.

Tenders will be opened thereafter in the presence of tenderers or their representatives who choose to attend the opening at **KAKUMA, NCCK FIELD OFFICE MAIN HALL-COMPOUND III.**

## **Abstract**

Over the years, Kakuma has experienced tremendous growth and ever-increasing population size. It has provided this basic and essential need for over 27 years. This has been possible due to the existing physical and social infrastructure. Physical infrastructure which includes the road network in Kakuma has been providing ease of mobility and accessibility throughout the camp. Connectivity and proper circulation have enhanced economic activities and wellbeing of the people living in the camp and boosted/promoted efficient humanitarian activities by various stakeholders working in this refugee's operation. However, this has been greatly affected over time in the recent past due to poor road network and drainage. This is a menace that has continued to be witnessed throughout the camp with no immediate attention or short-term fixes. Therefore, most of the sections of the road are dilapidated and in dire need of care and maintenance which has been exacerbated by lack of adequate resources allocated for road repair in the recent past, increased traffic flow and constant heavy rain which result in flash floods which in result erode and wash out section of the roads disrupting accessibility in the camp. Majority of the section which has been affected are intermediary roads connecting blocks. Road maintenance is a key factor that needs to be considered in ensuring the vehicles are functioning all the time and in enabling proper land use of different facilities. In this regard, NCK through the donation provided by UNHCR opt to start rehabilitating major road in Kakuma 1 in ensuring easy mobility of both vehicles and pedestrians in the camp.

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# 1. INTRODUCTION

Kakuma Refugee Camp is divided into four sections based on the order in which these areas were occupied. Kakuma 1 was the first to be occupied but due to expanding population, the transition saw the formation and occupation of Kakuma 2, Kakuma 3 and finally Kakuma 4. In kakuma 1, due to the fact the location is at the vicinity of Kakuma town and it has a lot of institutions and other facilities, the place has ever recorded high population and this has resulted to some sections being congested. Roads become a major factor that helps in ensuring proper mobility within any sample space that is regarded as congested. Due to often rains in the area, Kakuma 1 main road has continued to deteriorate and an extensive rehabilitation becomes a major construction. To enable the contractors deliver quality work, this document will remain relevant throughout their contract period- from award to completion of defective period. The contractor is expected to follow all the specifications given in this document without compromise failure to which legal action is likely to be taken. The specifications listed in different sections of this document must be adhered to and this will call upon all actions taken by the contractor to be notified to NCKK technical personnel who will update UNHCR technical team at all stages of project execution. Three major activities will be undertaken while executing this project namely; Grading, Rock filling, gravelling, & drainage works.

## 2. PRELIMINARY & GENERAL ITEMS

### 2.1. Scope:

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

#### 2.1.1. 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 (*applicable to both the refugees and nationals*) at all times. Such protection shall include provision of all necessary PPE for workers in potentially dangerous locations or dealing with potentially harmful materials. The contractor will abide by WHO regulations in regard to Covid-19.

#### 2.1.2. Contract Supervision

Provisional sum available for NCKK Technical Personnel for expenses incurred for supervising the contract such as allowances, casual wages and transportation within the project area. NCKK will have to ascertain the capacity of technical personnel hired by the contractor.

All skilled workers should show their capacity accordingly and if cheap labour is employed that is bound to compromise with quality, the contractor will be issued with instructions that aims in maintaining high quality work.

### **2.1.3. 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 NCKK Technical Personnel. NCKK Technical Personnel will literally walk along the whole scope of the road and ascertain that all sites are thoroughly and properly cleared

### **2.1.4. Quality Control Tests**

Technical supervisor from NCKK 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 NCKK Technical Personnel shall instruct the Contractor to rectify the defects to NCKK Technical Personnel's satisfaction and at the Contractor's expense.

NCKK Technical Personnel 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.

### **2.1.5. 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. A representative from NCKK shall check regularly that adequate supplies of water are available throughout the Site.

## **3. BUSH CLEARING:**

### **3.1.Scope**

This will cover the clearance of bushes, shrubs, grasses, trees, stumps, boulders, stripping and grubbing of the topsoil, removal of anthills and other unsuitable materials for the specified widths of the road, quarry and borrow areas. The distinction between light and heavy bush shall be decided by NCKK Technical Personnel. The contractor is encouraged to consider both gender but this will be based on individual contribution thus he has the mandate to expel workers who are not productive.

The minimum site clearing width for each of the activities shall be as shown in



**Table 1 Site clearance coverage**

<i>Road Category</i>	<i>Running Surface</i>	<i>Stripping and Grubbing</i>	<i>Trees, stumps, Boulders</i>	<i>Bush Clearing</i>
<i>D/E + Minor Roads</i>	<i>5.4 m</i>	<i>10.0 m</i>	<i>10.0 m</i>	<i>13.0 m</i>

The width of the road will vary depending with the Traffic Count per Day-TCD. Between chainage 1+800 to 2+700, the width to be maintained at 5.4m

### **3.1.1. Burning of bushy section**

Burning of overgrown vegetation along the road shall not be allowed and care shall be taken not to damage roadside fixtures such as signs and shops constructed by the refugees.

### **3.1.2. Bush Clearing**

Contractor shall clear all vegetation especially the Mathenge vegetation, shrubs and undergrowth, **and their root systems**, and shall salvage any re-useable firewood for the refugees. Between chainage 1+800 to 2+700, the contractor will engage in an extensive heavy bush clearing. The cleared material shall be collected and disposed of away from the side drains and in a manner that causes no visibility obstruction to traffic.

## **4. CULVERT AND DRAINAGE WORKS**

This activity entails all Works in connection with the installation of culverts; inlet and outlet structures; drainage protection Works; and the construction of Scour Checks

### **4.1.Ditch Cleaning**

#### **4.1.1. 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. 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 NCKK Technical Personnel.

#### **4.1.2. 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.

#### **4.1.3. 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, leveled and smoothened) to the satisfaction of NCKK Technical Personnel prior to filling. The fill material shall be deposited in layers as directed by NCKK Technical Personnel.

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 NCKK Technical Personnel.

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 as instructed by NCKK Technical Personnel.

#### **4.1.4. 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, leveled and smoothened) to the satisfaction of NCKK Technical Personnel prior to filling. The fill material shall be deposited in layers as directed by NCKK Technical Personnel.

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 NCKK Technical Personnel. 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 as instructed by NCKK Technical Personnel.

#### **4.1.5. 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 NCKK Technical Personnel. They shall be excavated in a manner to minimize 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 NCKK Technical Personnel.

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 NCKK Technical Personnel.

#### **Quality Control**

- ✓ The longitudinal profile shall have a gradient of maximum 4%.
- ✓ The dimensions of the drains shall have maximum tolerances of  $\pm 20$ mm
- ✓ The location of the drains shall be approved by NCKK Technical Personnel.

The activities shall be carried out either as mainly Labour Based or a mixture of the two as defined in the Bills of Quantity or as instructed by NCKK Technical Personnel.

#### **4.1.6. Concrete Culvert installation**

The Contractor shall construct (In-situ) pure concrete culverts including the concrete bedding and backfilling as instructed by NCKK Technical Personnel.

The reinforced box culverts shall be of Class 20/20 concrete, with at least 14 days of curing. Before concrete production, an Engineer from both UNHCR and NCKK will visit the site to carry out quality checks on the reinforcements and nature of the formwork. All culverts to be laid on Class 15/20 concrete bedding with a thickness of 15 mm.

The culvert ring shall follow the existing gradient and shall be free flowing – minimum 2%. 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 box culverts, and shall be tapered back on the carriageway to provide a gradual approach, as directed by NCKK Technical Personnel.

On completion the inside of the culvert shall be smooth, without any honey combs resulting from poor vibration of concrete during compaction.

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

work

### Quality Control

- ✓ Concrete quality shall be checked for cracks, honey combing, and other defects.
- ✓ Before steel fixing of the reinforcing bars for the box culverts, the gradient of the concrete bedding shall be checked and shall not be less than 2%.

#### 4.1.7. Headwall Repair - Concrete

The activity involves the repairs to damaged concrete headwalls and wing walls, and to inlet/outlet concrete aprons. Concrete walls shall be inspected and repair works carried out as instructed by NCKK Technical Personnel to include breaking out and replacement of damaged concrete with similar material, and the rendering of open texture areas with cement mortar 1:4. Broken wall sections shall be re-built in 20/20 (1:2:4) concrete within formwork erected on the correct lines and levels in accordance with the Standard Drawings. Areas of new concrete and mortar shall be protected from direct sunlight and kept moist for 3 days.

#### 4.1.8. Headwall Construction – Concrete

The Contractor shall construct inlet and outlet structures for culverts in concrete to the dimensions and levels shown on the Drawings as directed by NCKK Technical Personnel.

Concrete shall be Class 20/20 unless otherwise specified. The formwork for the walls shall be erected on the concrete foundations, to the correct dimensions, and shall be approved by NCKK Technical Personnel before concrete is poured. Concrete shall be poured in a single lift and the top surface shall be kept moist for 3 days. Formwork may be struck after 2 days or as directed by NCKK Technical Personnel.

The Contractor shall use a concrete vibrator or other means approved by NCKK Technical Personnel to ensure full compaction of the concrete.

### Quality Control

- ✓ The dimensions of the structures shall have a maximum tolerance of + 20mm / - 10mm
- ✓ The workability and mix of concrete shall be checked using the slump test and shall have a slump limit as directed by NCKK Technical Personnel.
- ✓ The frequency of testing shall be determined by NCKK Technical Personnel.
- ✓ The concrete shall be checked for cracks, honey combing and other defects at the time of striking the formwork.

#### 4.1.9. Stone Pitching

The Contractor shall lay stone pitching at locations shown on the Drawings or as directed by NCKK Technical Personnel, which shall include leveling the area to be covered with stone pitching, collecting stones, laying stones, applying mortar to the joints and constructing weep holes, if required.

The area to be covered with stone pitching shall be trimmed to the level and slope shown on the Drawings or as directed by NCKK Technical Personnel. The prepared surface shall be firm and well compacted, with hand rammers.

The stones must be quarry crushed and shall have a minimum dimensions of 150mm and maximum 300mm and shall be set on the flat side and securely bedded, with the largest dimensions at right angles to the flow of water, in an interlocking pattern so as to leave only a minimum of voids between the stones which shall be filled with suitably shaped and tightly wedged spalls. The top of the pitching shall be finished flush with the adjacent material.

The stones shall be placed in full contact with the surface and bedded into cement mortar 1:4 with a minimum thickness of 100 mm. The mortar shall be worked into the pitching so that the voids between the stones are filled to the full depth of the pitching. The mortar shall be finished flush with the surface of the stones.

Weep holes shall be provided to stone pitching on slopes as directed by NCKK Technical Personnel.

The surface of the stone pitching shall be protected from direct sunshine and kept moist for 2 days.

#### **4.2. Rock fill on failed section of the carriageway.**

The Contractor shall provide selected rock, crushed if necessary, and carry out the hand-packing and compacting of the rock on failed sub-base of the carriageway along the road.

Proper hand-packing and approval will be done in all sections by NCKK technical personnel.

#### **4.3. Construction of Scour Checks (Concrete)**

The Contractor shall construct scour checks using either stones, or concrete as instructed by NCKK Technical Personnel. Construction of concrete scour checks shall be in class 20/20 concrete, unless otherwise specified, and to the details shown in the Drawings.

Spacing for scour checks shall be as shown in Table 2, or as directed by NCKK Technical Personnel. Table

**Table 2: Spacing of the scour checks**

Gradient of Drain	Scour Check Spacing	Gradient of Drain	Scour Check Spacing
4% or less	not required	8%	7.5m
5%	20m	9%	6m
6%	15m	10%	5m
7%	10m	>10%	4m

## 5. GRADING AND GRAVELLING

### 5.1.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 labor (Manual Reshaping) or by Machine (Motorized grading or towed grading). Manual reshaping is preferable where there is sufficient labor. For existing roads with side drains, light manual reshaping should be used.

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.

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 NCK Technical Personnel. Gravel material shall conform to the requirement given in Table 3

**Table 3: Requirement for Gravel Wearing Course**

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

Plasticity Index Requirements PI		
Zone	Min	Max

Bearing Strength Requirements		
Traffic Commercial VPD	CBR	DCP Equivalent Mm/Blow
>15	20	11
<15	15	14
CBR t 95% MDD, Modified AASHTO & 4 days soaking		
Lower quality Material ( CBR 15) may be accepted if no material can be found		

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

NCKK Technical Personnel 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 NCKK Technical Personnel. The Contractor is deemed to have included in his rates for the provision of the gravel material.

## **5.2.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 NCKK Technical Personnel. 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.

### **5.3.Heavy Grading with watering and compaction**

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 NCKK Technical Personnel. 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 bladed 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. Compaction shall be carried out using appropriate equipment approved by NCKK Technical Personnel, from the carriageway edges to the centerline in overlapping passes. In order to achieve the desired compaction water shall be added in an even manner without transverse or longitudinal flow.

#### **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  $\pm 1\%$
- ✓ Longitudinal levels shall be checked with a straight edge of minimum 2.7 m length.
- ✓ Maximum tolerance of  $\pm 10$ mm.
- ✓ Compaction shall show no movement of material under the roller, minimum of 6 passes.
- ✓ Compaction test standard shall be 95% MDD (AASHTO T99)

Measurement Unit: m<sup>2</sup>

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

### **5.4.Carriageway Grading - Light Grading**



Light grading shall only be done when there is sufficient moisture in the material. The Contractor shall grade the carriageway to control roughness and corrugations using either a Towed or a Motor grader. The width of the carriageway shall be as specified for the Road Class.

Pegs 200 to 300mm long shall be placed at 20 m intervals to mark edge of the carriageway. The material shall be bladed toward the Centre of the road, starting from both edges, to the specified camber. Where instructed by NCKK Technical Personnel, suitable materials from the side drains may be used to fill potholes and gullies in the carriageway. Any further material needed to re- form the camber shall be from an approved source. Compaction shall be achieved using the wheels of the equipment, tracked evenly over the full surface, or by other approved means. No grading shall be carried out in dry conditions.

### **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  $\pm 1\%$
- ✓ Longitudinal levels shall be checked with a straight edge of minimum 2.7 m length. Maximum tolerance of  $\pm 10$  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.

## **5.5. Provide Gravel Wearing Course (Excavation, Free haul, spreading and Compaction of Gravel)**

### **5.5.1. Excavation of Gravel**

Gravel shall be excavated from quarries approved by NCKK Technical Personnel, and the Contractor shall inform NCKK Technical Personnel if the quality/availability of the gravel changes during the course of excavation.

Stones and boulders with one dimension greater than 80mm shall be removed from the excavated gravel and deposited outside the quarry at locations approved by NCKK Technical Personnel. Such stones and boulders may be reused in other parts of Works with the approval

of NCCCK Technical Personnel.

Excavation and loading shall normally be by labor unless, at the request of the Contractor, NCCCK Technical Personnel allows the use of equipment.

**Quality Control:**

- ✓ Oversize stones and boulders shall not be loaded for haulage to the road.
- ✓ Areas containing deleterious material shall not be excavated.

**5.5.2. Free haul, spreading and Compaction of Gravel**

Free haul involves the transportation of gravel material for the first 1.5 km from the quarry. The Contractor shall spread and compact gravel material, in a manner to ensure a uniform thickness of the layer across the full width of the carriageway and shaped to the specified camber. Spreading also includes the removal of any oversized stones or boulders, which cannot be broken down to the required size, to spoil dumps. Gravel shall be spread within 24 hours of off-loading.

Compaction of the gravel material shall be carried out from the carriageway edges to the centerline by overlapping passes of the compaction equipment. The number of passes shall be as directed by NCCCK Technical Personnel dependent upon the equipment used and the material being compacted. Unless otherwise instructed the moisture content of the material shall be within  $\pm 2\%$  of optimum.

Where additional moisture is required water shall be applied in an even manner and the rate of application shall be such that no transverse or longitudinal flows occur. NCCCK Technical Personnel may instruct the Contractor to carry out density tests on the compacted material to ensure that an acceptable standard has been achieved.

The Contractor shall use Equipment for haulage and Labor for spreading unless NCCCK Technical Personnel instructs otherwise.

**Quality Control:**

- ✓ The gravel surface width shall be checked at 100m intervals and shall have a tolerance of  $\pm 50\text{mm}$ .
- ✓ Trial holes shall be dug as directed by NCCCK Technical Personnel to check the gravel thickness and shall have a tolerance of  $+ 5\text{mm} / - 0\text{mm}$
- ✓ The camber shall be checked at 50m intervals and the maximum tolerance shall be  $+1\%$
- ✓ The longitudinal profile shall be checked after the compaction of each load to ensure a smooth surface with no corrugations or depressions, tolerance of  $\pm 10\text{mm}$ .
- ✓ Compaction shall show no movement of material under the roller, minimum of 6 passes.

- ✓ Compaction test standard shall be 95% MDD (AASHTO T180)

Measurement Unit: m<sup>3</sup>

### **5.5.3. Haulage (Overhaul beyond 1.5km)**

The Contractor shall haul by appropriate equipment and off-load on the road as directed by NCKK Technical Personnel. Where the quantity delivered in any load falls short of the equipment capacity, off-loading shall only be permitted after the agreed spacing is adjusted accordingly.

No vehicle with a capacity of greater than 10 tonnes shall be permitted to off-load gravel directly on the prepared formation unless approved by NCKK Technical Personnel. Any greater loads shall be dumped in stockpiles off-road and transported to the formation areas by appropriate means.

Where loads supplied are found to contain material other than from the approved quarry and are of unacceptable quality, the Contractor shall remove them from site at the Contractor's expense.

#### **Quality Control:**

- ✓ No haulage equipment shall be used until its capacity has been ascertained by NCKK Technical Personnel
- ✓ The quality of gravel dumped on the road shall be according to the Specifications.
- ✓ The quantity of material delivered in each load shall be checked before dumping is allowed.
- ✓ The distance between the stacks shall be checked to ensure the required compacted thickness will be achieved.

Measurement Unit: m<sup>3</sup>km (Overhaul)

The „overhaul“ shall be the distance, greater than 1.5km, to the Centre point of the section where the gravel is being dumped and processed, measured along the shortest route as determined by NCKK Technical Personnel.

The measurement of overhaul shall be the product of the volume of the gravel hauled and the distance to the Centre point as indicated above.

### **5.5.4. Gravel Patching (Excavation, Free haul, Spreading and Compaction of Gravel) Excavation of Gravel**

Gravel shall be excavated from quarries approved by NCKK Technical Personnel, and the

Contractor shall inform NCKK Technical Personnel if the quality/availability of the gravel changes during the course of excavation.

Stones and boulders with one dimension greater than 80mm shall be removed from the excavated gravel and deposited outside the quarry at locations approved by NCKK Technical Personnel. Such stones and boulders may be reused in other parts of Works with the approval of NCKK Technical Personnel.

Excavation and loading shall normally be by labour unless, at the request of the Contractor, NCKK Technical Personnel allows the use of equipment.

**Quality Control:**

- ✓ Oversize stones and boulders shall not be loaded for haulage to the road.
- ✓ Areas containing deleterious material shall not be excavated.

**5.5.4.1. Free haul, preparation, spreading and Compaction of Gravel**

Free haul involves the transportation of gravel material for the first 1.5 km from the quarry. The Contractor shall prepare the area to be patched by removing excessive water and loose material. The contractor shall then dump, spread and compact gravel material, in a manner to ensure a uniform thickness of the layer across the full width of the carriageway and shaped to the specified camber. Spreading also includes the removal of any oversized stones or boulders, which cannot be broken down to the required size, to spoil dumps. Gravel shall be spread within 24 hours of off-loading.

Compaction of the gravel material shall be carried by overlapping passes of the compaction equipment. The number of passes shall be as directed by NCKK Technical Personnel dependent upon the equipment used and the material being compacted. Unless otherwise instructed the moisture content of the material shall be within  $\pm 2\%$  of optimum

Where additional moisture is required water shall be applied in an even manner and the rate of application shall be such that no transverse or longitudinal flows occur.

NCKK Technical Personnel may instruct the Contractor to carry out density tests on the compacted material to ensure that an acceptable standard has been achieved.

**Quality Control:**

- ✓ The gravel surface width shall be checked at 100m intervals and shall have a tolerance of  $\pm 50\text{mm}$
- ✓ Trial holes shall be dug as directed by NCKK Technical Personnel to check the gravel

thickness and shall have a tolerance of + 5mm / - 20mm

- ✓ The camber shall be checked at 50m intervals and the maximum tolerance shall be + 1 %
- ✓ The longitudinal profile shall be checked after the compaction of each load to ensure a smooth surface with no corrugations or depressions, tolerance of  $\pm 10$ mm.
- ✓ Compaction shall show no movement of material under the roller, minimum of 6 passes.
- ✓ Compaction test standard shall be 95% MDD (AASHTO T180)

Measurement Unit:  $m^3$

#### **5.5.4.2. Removal of Overburden**

The Contractor shall remove overburden from quarries and borrow pits, which includes excavation, loading, hauling and stockpiling at approved locations. The thickness of the overburden layer to be removed shall be determined from trial pits dug on a 30 metre grid within the quarry area.

The overburden shall be deposited neatly for re-use to reinstate the quarry on completion of the Works, as directed by NCKK Technical Personnel.

#### **Quality Control**

The location and manner of stock piling of the overburden for the reinstatement of the quarry shall be to the approval of NCKK Technical Personnel.

Measurement Unit:  $m^3$

#### **5.5.5. Day works**

A Provisional Sum shall be included in the Bills of Quantities to cover the payment of equipment, labor and materials for work instructed by NCKK Technical Personnel on a Day works basis. The Contractor shall include prices for all items in the Schedule of Rates, in the Day works section and shall carry out work using these rates only if directed by NCKK Technical Personnel.

#### **Measurement and Payment**

- ✓ Equipment:

Payment for equipment shall only be made for the time each item of equipment is working. Idle time due to breakdown or incompleteness of the equipment shall not be paid. The rate of equipment shall include for the cost of the following: -

- i. Transport of the equipment to the site
- ii. Operators, drivers and assistants including their overtime

- iii. Fuels and lubricants
- iv. Maintenance, spare parts and all costs of repairs
- v. Depreciation, insurance, overheads and profits.

✓ Labour

Payment shall only be made for the time each of worker working on the Day works as instructed by the NCCCK Technical Personnel. The rate for labour shall include the cost of,

- i. All wages, allowances and other payments due to the worker.
- ii. Provision of small tools used on Dayworks activities by labourers and tradesmen.
- iii. Insurance, overheads and profit.

✓ Materials

Payment shall only be made for materials instructed by NCCCK Technical Personnel for use in Day works activities. The rate for materials shall include for the cost of provision of the material, transport to site, storage, handling, overheads and profits.

### **Schedule of Dayworks**

NCCCK Technical Personnel shall compile a Schedule of the Equipment, Labour and Materials which may apply to Dayworks activities, to be included in the Dayworks section.

**Bill of Quantities**  
**(Kakuma 1 main road)**  
Chainage 1+800 to Chainage 2+700

Proposed Construction of Kakuma 1 Main Road- Hashi Petrol Station to chainage- 1+800					
Road name:-	Kakuma 1 Road	Section Name		From Chainage- 1+800 to Chainage- 2+700	
Year of Implementation	2020				
Nature of the road	Weather road				
Bill of Quantities					Page: 1
Section 1	General:Overheads/Preliminaries				Project:
Item No.	Description	Units	Qty	Rate (Ksh)	Amount KSh
01-a	Field supervision (Personnel with civil engineering background). <i>The contractor to employ a foreman on site to oversee all civil works. The foreman will be reliable to all activities assigned on site.</i>	KS			
01-b	Allow a lump sum to facilitate plumbing works for the buried services- water pipes cut by the earthwork plants during grading and ripping. The reconnection has to be as per UNHCR standards where a technician from NRC and another from NCKK has to oversee all the repairs are done accordingly	KS	1		
01-c	The contractor to clear off the bushy sections of the road on either side to allow for sight distance by the road users	Item	1		
01-d	The contractor to supply and fix 400 mm wooden pegs coated with a white road marking paint and placed at an interval of 20m on the left side of the road.	No	46		
01-e	The contractor to suck using a water pump and direct all water retained on various points along the road before embarking to hand-parking of all rock fills. <i>The ponds to be completely dried before commencing to hand-park the quarry crushed hardcore.</i>	Item	1		
Total Carried Forward to Summary:					



Road name:-	Kakuma 1 Road	Section Name		From Chainage- 1+800 to Chainage- 2+700	
<b>Year of Implementation</b>	<b>2020</b>				
Nature of the road	Weather road				
<b>Bill of Quantities</b>					Page: 2
<b>Section 2</b>	<b>RIPPING/SCARIFYING, GRADING AND GRAVELLING WORKS</b>				<b>Project:</b>
<b>Item No.</b>	<b>Description</b>	<b>Units</b>	<b>Qty</b>	<b>Rate (Ksh)</b>	<b>Amount KSh</b>
02-a	Allow for rock fill in sections identified by the engineer for sub-base stabilization. The specifications for the rock fill: - Quarry crushed. All rock fills to be hand packed.	M <sup>3</sup>	308		
02-b	Scarify all section with poor sub grade. The contractor will purely involve a motor grader in ensuring the rippers goes beyond poor layers to help in stabilization. Later on, the scarified sections to be stabilized with gravel which will be thoroughly mixed with the existing sub-base compacted with a double drum roller in layers of 150mm thick with water until a good bearing ratio is achieved.	M <sup>2</sup>	874.8		
02-c	The contractor to allow Heavy grading with watering and compaction as instructed by the Engineer.	M <sup>2</sup>	4860		
02-d	Gravelling. The contractor to allow a finished layer with 120mm thick gravel Whose bearing will be advised by engineer on site before spreading.	M <sup>2</sup>	486		

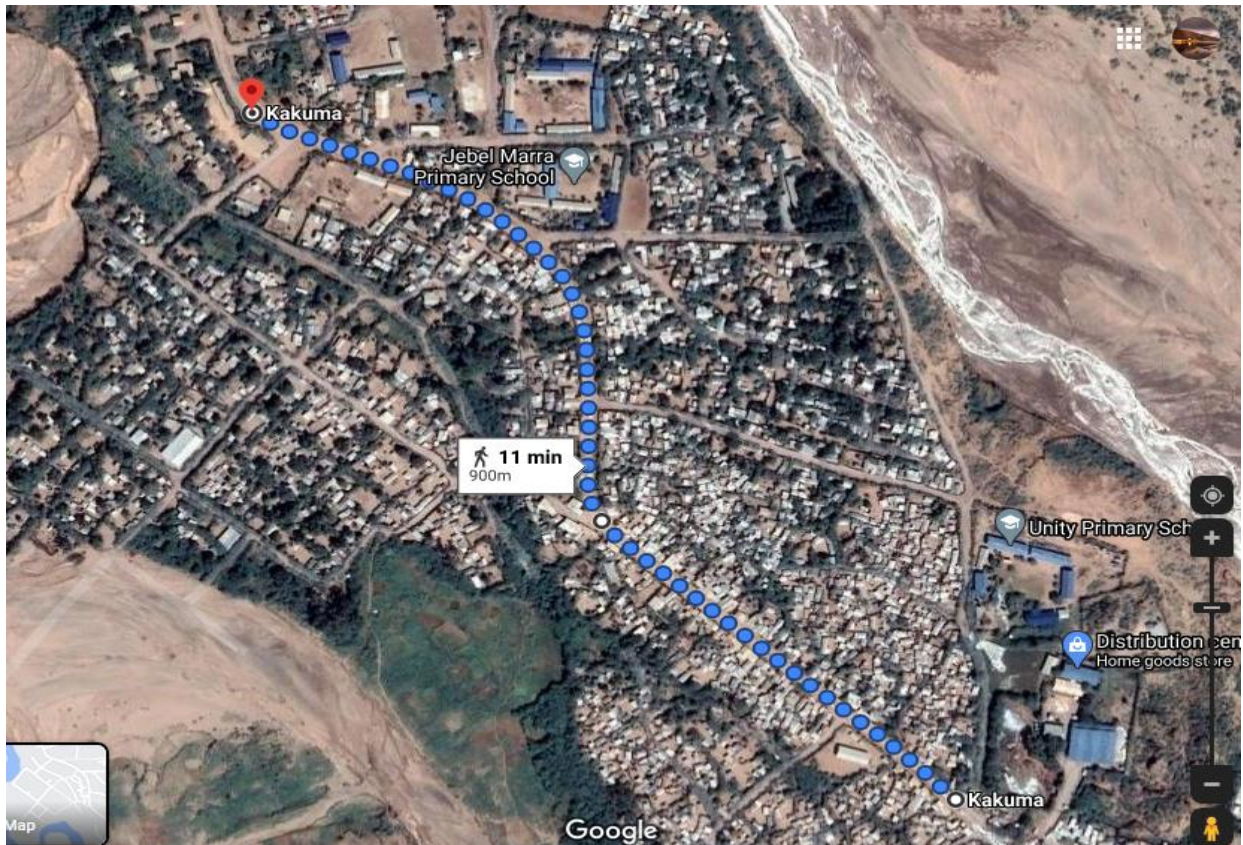
	<b>Total Carried Forward to Summary:</b>		
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Road name:-	Kakuma 1 Road	Section Name	From Chainage- 1+800 to Chainage- 2+700		
<b>Year of implementation</b>	<b>2020</b>				
Nature of the road	Weather road				
<b>Bill of Quantities</b>					Page: 3
<b>Section 3</b>	<b>Culvert and Drainage Works</b>				<b>Project:</b>
<b>Item No.</b>	<b>Description</b>	<b>Units</b>	<b>Qty</b>	<b>Rate(Ksh)</b>	<b>Amount Kshs</b>
03-a	Installation of Double cell Reinforced Box Culvert (Cross culvert) 600mm x 700 mm with surround. (Include cost of headwalls, wing walls and apron)	Meters	14		
03-b	Installation of single cell Reinforced Box Culvert (Access) 600mm x 700 mm with surround. (Include cost of headwalls, wing walls and apron)	Meters	10		
03-c	Excavate and carry out a stone pitch to a storm water drain in either side of the approach with a stretch of 20 m to allow all cross culvert drain water away from the road. <b><i>The drain to have a depth of 700 mm with the width varying from 1000 m to 600mm.</i></b>	Meters	60		
03-d	Excavate and carry out a stone pitch to a storm water drain in either side of the approach with a stretch of 15 m to allow all access culvert drain water away from the road. <b><i>The drain to have a depth of 700 mm with the width varying from 1000 m to 600mm.</i></b>	Meters	80		

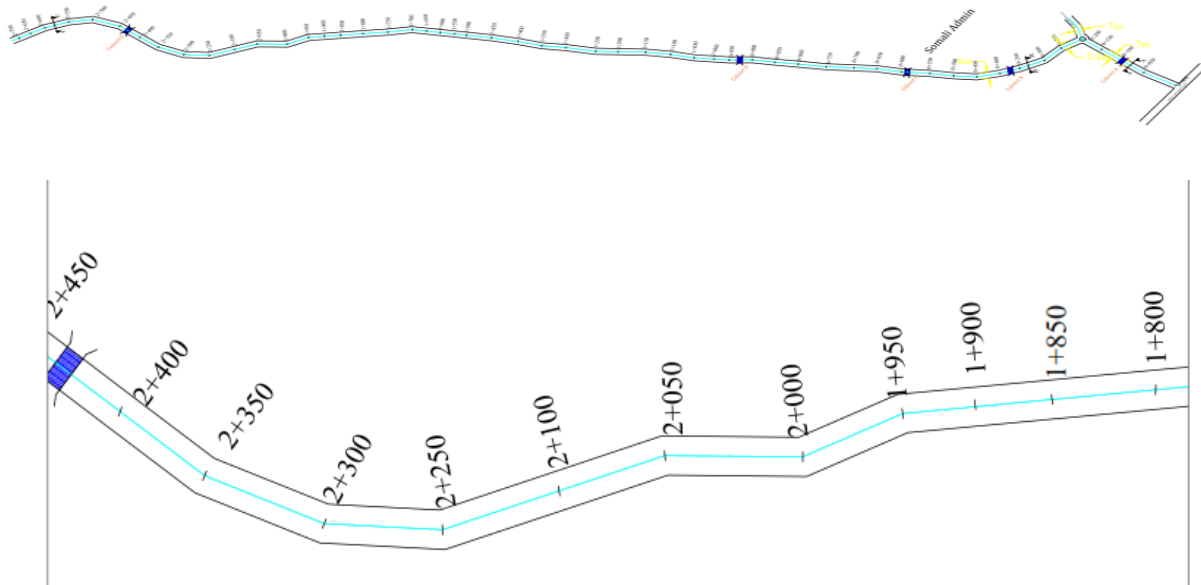
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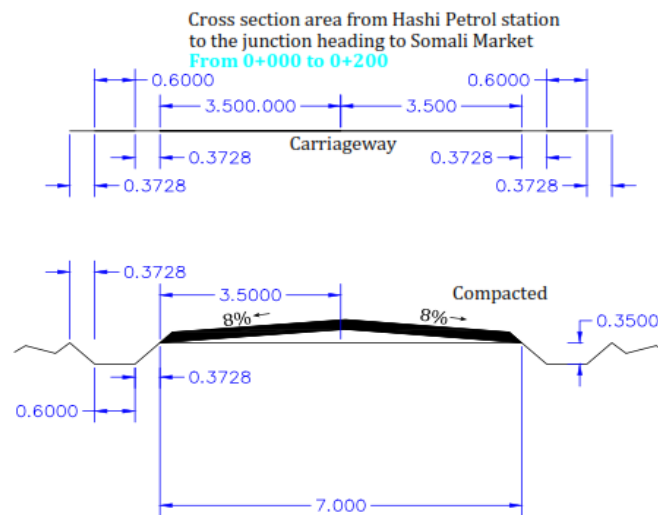
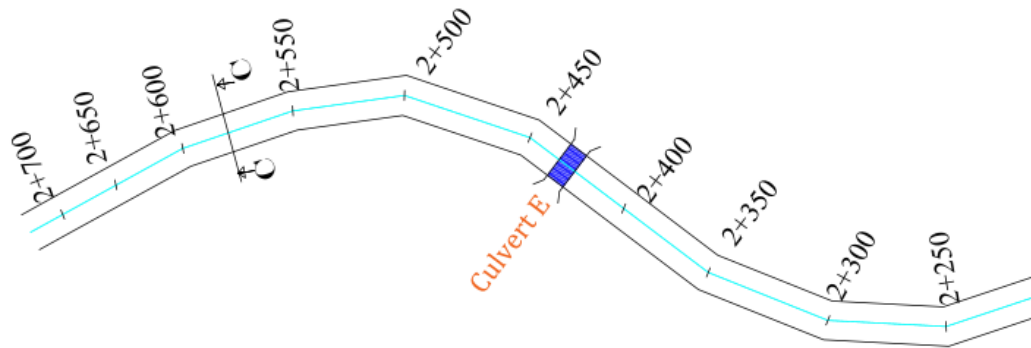


## Drawings



Pictorial representation of stretch of the whole length of the road to be constructed

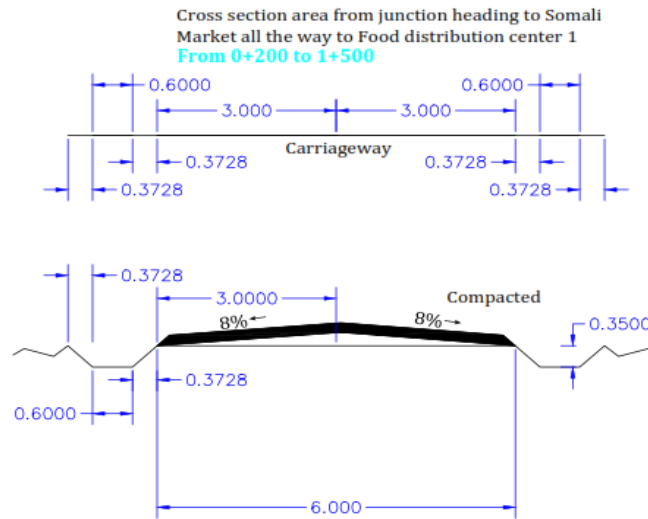




SECTION A-A

Notes

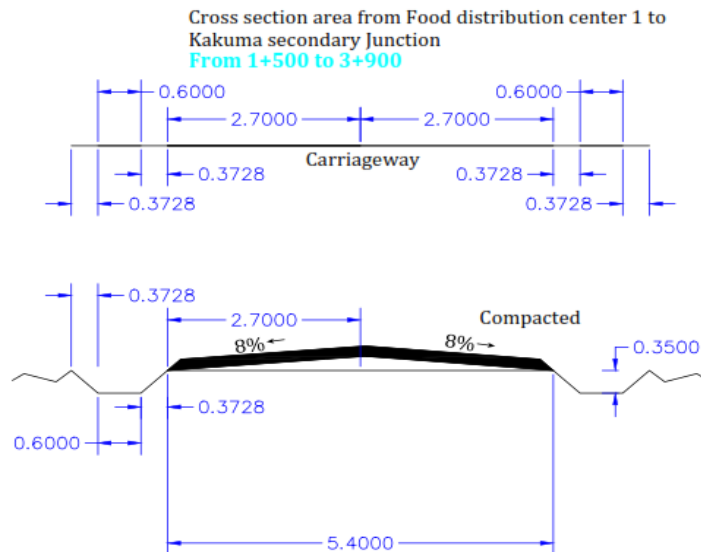
1. All dimensions in meters
2. Traffic levels of >200 vpd may justify a carriageway width of 6.0 m
3. Gravel thickness may be increased as directed by the engineer.



## SECTION B-B

### Notes

1. All dimensions in meters
2. Traffic levels of >200 vpd may justify a carriageway width of 6.0 m
3. Gravel thickness may be increased as directed by the engineer.
4. The thickness of the road at this section to be maintained at a width of 6m because of high traffic in the area.

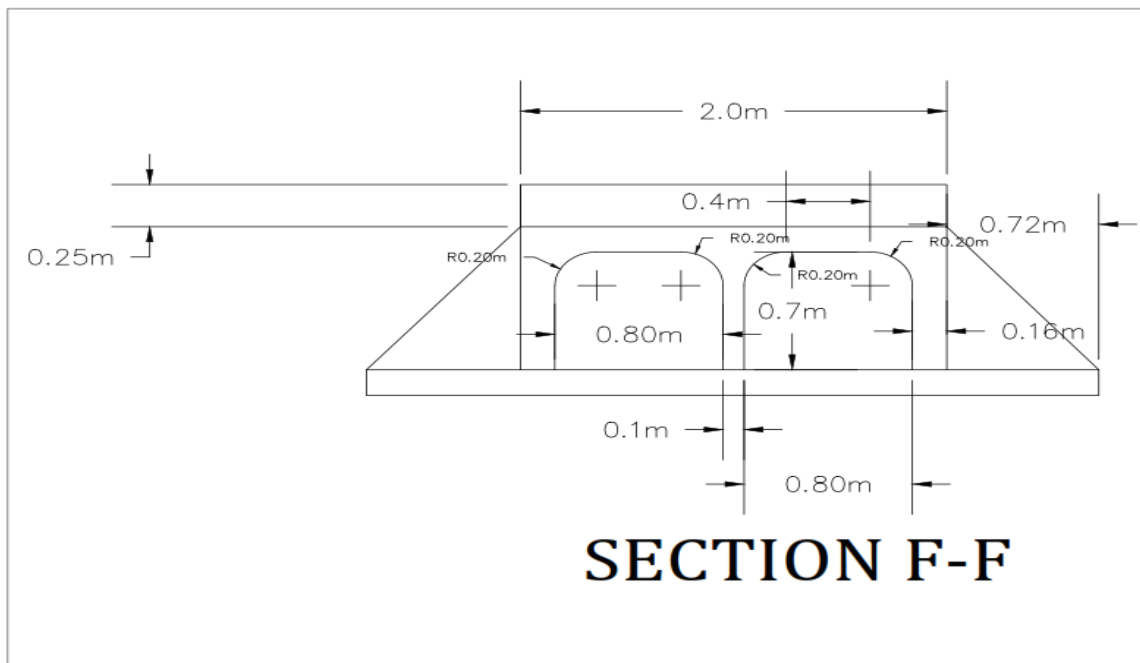
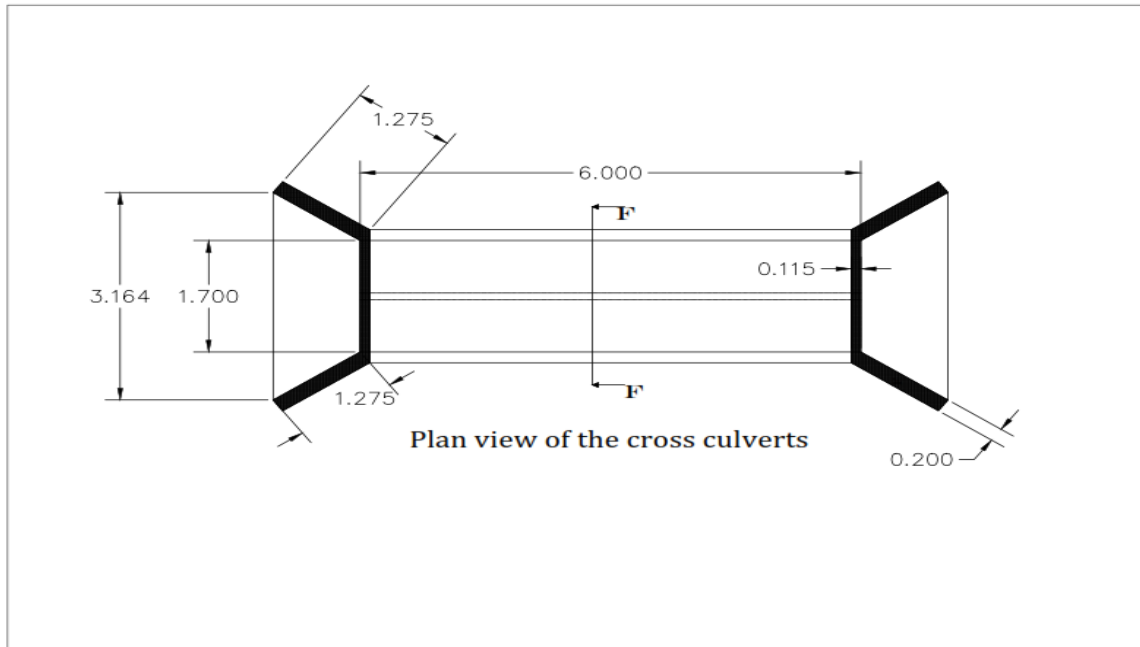


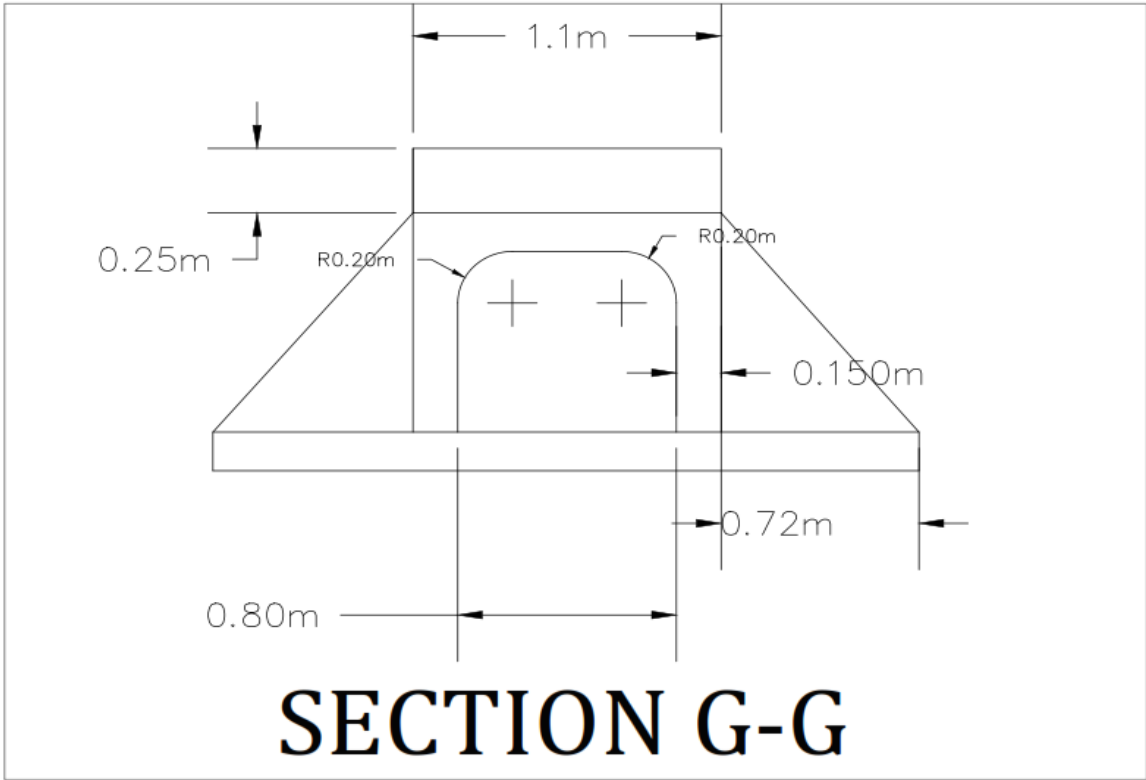
## SECTION C-C

### Notes

1. All dimensions in meters
2. Traffic levels of >200 vpd may justify a carriageway width of 6.0 m
3. Gravel thickness may be increased as directed by the engineer.







## STANDARD FORMS

### List of Standard Forms

- i. Form of Invitation for Tenders
- ii. Form of Tender
- iii. Evaluation Sheet Form
- iv. Qualification Information
- v. Tender Questionnaire
- vi. Confidential Business Questionnaire
- vii. Details of Sub-Contractors

## A. FORM OF INVITATION FOR TENDERS

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

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

\_\_\_\_\_ [address]  
\_\_\_\_\_

Dear Sirs:

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

You have been prequalified to tender for the above project.

We hereby invite you and other prequalified tenderers to submit a tender for the execution and completion of the above Contract.

All tenders must be accompanied by \_\_\_\_\_ number of copies of the same and must be delivered to

\_\_\_\_\_ *Address and location*

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

Please confirm receipt of this letter immediately.

Yours faithfully,

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

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

## B. FORM OF TENDER

TO:

\_\_\_\_\_ [Name of Employer] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Name of Contract]

Dear Sir,

- 1 . In accordance with the Conditions of Contract, Specifications in the Terms of Reference, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above named Works, we, the undersigned offer to carry out **rock fill of failed sub-base, heavy grading, drainage works, & light grading** and complete such Works and remedy any defects therein for the sum of

Kshs \_\_\_\_\_ Amount in figures]

Kenya Shillings \_\_\_\_\_ [Amount in words]

2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Employer's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender until \_\_\_\_\_ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

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

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly  
authorized to sign tenders for and on behalf of

\_\_\_\_\_ [Name of Tenderer] of

\_\_\_\_\_ [Address of Tenderer]

Witness; Name \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ (Amend accordingly if  
provided by Insurance Company)

## C. EVALUATION SHEET

NCKK Evaluation Sheet for Construction Projects			
S/No		MAX. SCORE	SCORE
<b>a.</b>	<b>MANDATORY REQUIREMENTS</b>		
i.	Provide Copy of valid Certified Tax Compliance Certificate	YES/NO	
ii.	Provide current Business Permit/Licenses	YES/NO	
iii.	Provide current Certificate of Incorporation/Business Registration	YES/NO	
iv.	Proof of registration with the National Construction Authority with a valid practicing license and a certificate.	YES/NO	
v.	Physical location of business premises	YES/NO	
vi.	Audited Accounts for the last three (3) Years of audit	YES/NO	
vii.	Bank statement for last 12 months	YES/NO	
vi	Company/Business Profile detailing qualifications -Full Disclosure of Directors/	YES/NO	
	-Partners /Sole Proprietor-(A CR12)		
	- Credit Period 60 Days	YES/NO	
<b>b.</b>	<b>GENERAL REQUIREMENTS</b>		
i.	Financial Capability (As supported by Certified Audited Accounts for the last three (3) Years) of audit.	20	
ii.	Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last 3 years prior to the applications submission deadline.	10	

NCKK Evaluation Sheet for Construction Projects			
S/No		MAX. SCORE	SCORE
iii.	Minimum average annual construction turnover of Kshs 2M [Two million], calculated as total certified	20	
	- KES 6 – 10 Million (20marks)		
	- KES 2.1 – 5 Million (10 marks)		
	- Below KES 2 Million (5 marks)		
iv.	<b>Human Resources:-</b>		
	Give Company Structure indicating clearly the rank and qualifications of the key personnel to be handling this work for NCKK. For a construction project, the structure has to be convincing- with technical personnel as key players.	10	
	<b>Total for general requirements</b>	<b>60</b>	
<b>c.</b>	<b>TECHNICAL REQUIREMENTS</b>		
i.	<b>General experience record:</b>		
a)	Participation as contractor, management contractor or subcontractor, in at least two (2) contracts within the last 5 (five) years, each with a value of at least Kshs. 2M (Two million), that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Scope of Works ( <b>Attach a Proof of completion certificates</b> ).	3	
b)	For the above or other contracts executed during the period stipulated in (a) above, a minimum construction experience in at least one (1) of: Routine maintenance Spot improvement & rehabilitation works.	2	

NCCK Evaluation Sheet for Construction Projects			
S/No		MAX. SCORE	SCORE
d)	<i>Indicate the period in years when your company has been engaging in road projects.</i>	2	
	0 – 12months      0		
	1 – 2years      1		
	Above 2years      2		
ii.	<b>Qualification of key staffs;</b>		
a)	Level of education- Degree/ Dip. Civil Eng. General (Give technical personnel with each being 1 mark)	8	
b)	Attach details of similar works completed within the last three years giving details of clients who may be contacted for more information, amount and status (completed or ongoing).		
c)	General Experience.		
iii.	<b>The bidder must indicate the minimum core plant and equipment considered by the company to be necessary for undertaking the project together with proof of ownership</b>		
	The contractor to give evidence by submitting a log book		
a)	<b>Proof of ownership 1</b>	8	
b)	<b>Proof of ownership 2</b>		
c)	<b>Proof of ownership 3</b>		
d)	<b>Proof of ownership 4</b>		
iv.	<b>Give a methodology and work-plan</b>	10	
a)	Work methodology		
b)	Work plan		
v.	<b>Litigation history:</b>		
	Provide an undertaking of any legal dispute pending in a court of law or before an Arbitrator and past awards (nature and value) against you.		
a)	1. If you have no negative litigation history	2	
b)	2. If you have negative litigation history		



<b>NCKK Evaluation Sheet for Construction Projects</b>			
<b>S/No</b>		<b>MAX. SCORE</b>	<b>SCORE</b>
<b>vi.</b>	<b>Document Conformity/Presented in a required format</b>	<b>5</b>	
	<b>Total</b>	<b>40</b>	
	<b>Total score</b>	<b>100</b>	

### Notes

Bidders must meet all the mandatory requirements to qualify for technical evaluation

To qualify for price evaluation, the bidder must score a minimum of 70 points (70%)

The bidder quoting the lowest price for a specified item having attained 70% technical score shall be recommended for contract award.

Any information provided by the bidder may be verified by the NCKK

## D. QUALIFICATION INFORMATION

a) Individual Tenderers or Individual Members of Joint Ventures

b) Constitution or legal status of tenderer (attach copy or Incorporation Certificate);

Place of registration: \_\_\_\_\_

Principal place of business \_\_\_\_\_

i. Total annual volume of construction work performed in the last five years (**Turn over**)

Year	Volume	
	Currency	Value

ii. Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.- ***Attach completion certificates with stamped by the clients.***

Project name	Name of client and contact person	Type of work performed and year of completion	Value of Contract

- iii. Major items of Contractor's Equipment proposed for carrying out the Works. ***List all information requested below. - Attach log books***

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?)

- iv. Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

v.

Position	Name	Years of	
Project Manager			

- vi. Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. **List below and attach copies- at least 1 year.**

- vii. Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

- viii. Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

- ix. Proposed work program and methodology (work method and schedule) for the whole of the Works

---

## E. TENDER QUESTIONNAIRE

Please fill in block letters.

1. Full names of tenderer;

.....

2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);

.....

3. Telephone number (s) of tenderer;

.....

4. Telex of tenderer;

.....

5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;

.....

\_\_\_\_\_

Signature of Tenderer

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

## F. CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

### ***Part 1 – General***

Business Name .....

Location of business premises; Country/Town.....

Plot No..... Street/Road ..... Postal

Address..... Tel No..... Nature of

Business..... Current Trade Licensee

No..... Expiring date.....

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

KSh .....

Name of your bankers.....

Branch..... ***Part 2 (a) –***

### ***Sole Proprietor***

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details .....

### ***Part 2 (b) – Partnership***

*Give details of partners as follows:*

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1	.....			
2	.....			
3	.....			

## G. DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion.

Failure to comply with this requirement may invalidate the tender.

(1) Portion of Works to be sublet: .....

(i) Full name of Sub-contractor

and address of head office:

.....

(ii) Sub-contractor's experience of similar works  
carried out in the last 3 years with

Contract value:.....

(2) Portion of Works to sublet:.....

(i) Full name of sub-contractor and address of head office:

.....

.....

(ii) Sub-contractor's experience of similar works  
carried out in the last 3 years with contract  
value:

.....

\_\_\_\_\_  
[Signature of Tenderer)

\_\_\_\_\_  
Date

SIGNED FOR FINANCE OFFICER