

Host Sponsor:

Rotary
Club of Kakamega
SERVICE BEYOND SELF



International Sponsor:

ROTARY CLUB OF DAVIS,
SUNRISE, CALIFORNIA



SERVICE BEYOND SELF

TENDER NO. IGWSP/LOT-02/2021

TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A SOLAR
POWERED WATER PUMPING SYSTEM TO EXISTING BOREHOLE AT ST. STEPHEN'S
ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

February 2021

Tender Closing Date & Time: 26th February 2021 at 1200hrs (East African Time)

TABLE OF CONTENTS

SECTION 1: INVITATION FOR TENDERS	3
TENDER SUBMISSION CHECKLIST	4
SECTION II: INSTRUCTION TO TENDERERS	6
SECTION III: APPENDIX TO INSTRUCTIONS TO TENDERERS	21
SECTION IV: CONDITIONS OF CONTRACT (Including erection on site)	22
PART I – GENERAL CONDITIONS	22
PREAMBLE TO GENERAL CONDITIONS	22
PART II – SPECIAL CONDITIONS	29
SECTION V: SUMMARY OF EVALUATION PROCESS	30
SECTION VI: SPECIFICATIONS	30
SECTION VII: BILLS OF QUANTITIES	Error! Bookmark not defined.
SECTION VIII: STANDARD FORMS	33
LETTER OF APPLICATION	61
TENDER QUESTIONNAIRE	62
DECLARATION FORM	63
CONFIDENTIAL BUSINESS QUESTIONNAIRE	64
STATEMENT OF FOREIGN CURRENCY REQUIREMENTS	66
FORM OF TENDER	67
APPENDIX TO FORM OF TENDER	68
MANUFACTURER’S WARRANTY FORM	69
MANUFACTURER’S AUTHORIZATION FORM	70
LETTER OF ACCEPTANCE	71
FORM OF AGREEMENT	72
FORM OF TENDER SECURITY	74
PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)	75
BANK GUARANTEE FOR ADVANCE PAYMENT	76
LETTER OF NOTIFICATION OF AWARD	77

SECTION 1: INVITATION FOR TENDERS

1. The Rotary Club of Kakamega invites Tenders from Interested Companies to Tender for the following Materials as indicated below:

Tender No.	Item Description	Tender Closing, Opening Date & Time
TENDER No. IGWSP/LOT-02/2021	TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A SOLAR POWERED WATER PUMPING SYSTEM TO EXISTING BOREHOLE AT ST. STEPHEN'S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY	26/02/2021 12.00p.m.

2. Interested tenderers may view/obtain/download tender documents at <https://ewb-kenya.org/tenders/> or obtain further information from

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA

E-MAIL: ichuniwaterproject@gmail.com

during normal working hours on Monday to Friday between 0800hrs to 1700hrs (East Africa Time).

3. The tender document downloaded from the website is free of charge. The candidates who download the tender documents **must register their details with ichuniwaterproject@gmail.com** in order to receive any clarifications and/or addenda.
4. There will be a **MANDATORY** site visit on 12th February 2021 at 12:00pm at St. Stephens Ichuni Primary School, Keroka, Kisii County.
5. Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya Shillings shall remain valid for a period of one hundred and twenty (120) days from the closing date of the tender.
6. To be eligible to tender, in addition to the requirements given, the tenderer if previously contracted by Rotary Club of Kakamega or Engineers Without Borders Kenya to offer similar services, **must not** have had any negative evaluation for poor performance and/or delayed delivery of service. In addition, any contract terminated on grounds of integrity and/or fraud or corruption is ineligible to tender.
7. *In addition to Clause 2.11, eligible tenderers must provide the following **mandatory requirements** (preliminary evaluation). Non-submission of any of the documents will lead to disqualification from the tender process.*
 - Copy of certificate of Incorporation/Registration
 - Copy of **Valid** Tax compliance certificate.
 - Copy of CR 12
 - Copy of Certificate of Registration NCA 7 and above *in both Electrical and*

Mechanical Engineering Services

- Tender security of **2% of the bid price** in form of a bank guarantee from a bank registered in Kenya and recognized by the Central Bank of Kenya or a guarantee from an insurance company recognized by Public Procurement Oversight Authority.
 - Duly filled, signed and stamped Confidential Business Questionnaire (Section VIII).
 - Duly filled, signed and stamped Bidder's Declaration and Integrity Pact (Section VIII).
 - Properly bound, paginated and serialized document
8. Interested bidders shall be required to submit their tender documents **one (1) sealed envelopes** clearly labeled **“TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A SOLAR POWERED WATER PUMPING SYSTEM TO EXITING BOREHOLE AT ST. STEPHEN'S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY – Tender Reference No. IGWSP/LOT-02/2021”** with the instructions **“Do not open before 26th February 2021 at 1200hrs (East Africa Time)”** as below:

Completed tender documents are to be enclosed in plain sealed envelopes clearly marked **“TENDER FOR SUPPLY, INSTALLATION, TESTING COMMISSIONING OF A SOLAR POWERED WATER PUMPING SYSTEM TO EXITING BOREHOLE AT ST. STEPHEN'S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY”** and **“Tender Ref. No. IGWSP/LOT-02/2021” with the instructions “Do not Open Before 26th February 2021 at 1000hrs (East Africa Time)”, should be addressed to:**

THE PRESIDENT

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

and be deposited and registered at the accounts clerk office at **St. James Ichuni Secondary School, Keroka, Kisii County** to be received on or before **26th February 2021 at 1200hrs (East Africa Time)**. Late submissions shall automatically be disqualified whatever the circumstances.

9. Tenders will be opened immediately thereafter in the presence of the tenderer and/or their representatives who choose to attend the opening at

St. James Ichuni Secondary School, Keroka, Kisii County

TENDER SUBMISSION CHECKLIST

The following documents shall form part of documents to be uploaded. This is not a comprehensive list. Use the evaluation criteria to submit all the required documents.

No.	Item	Tick Where Provided
1.	Tender Security	
2.	Company or Firm's Registration Certificate	
3.	CR12 issued not more than 3 months from tender closing	
4.	PIN Certificate (With both VAT and Income Obligations)	
5.	Valid Tax Compliance Certificate	
6.	Price Schedule/ BOQ	
7.	Standard Forms (Letter of Application, Form of Tender, Tender Questionnaire, Declaration Form and Confidential Business Questionnaire)	
8.	Power of Attorney Committed by a Magistrate or Commissioner of Oath Indicating the Authorized signatory for the documents of the bidder.	
9.	Submission of catalogues and brochures containing technical data as provided in the technical specifications.	
10.	Submission of Professional Qualification and experience for key staff,	
11.	Manufacturer's Authorization and warranty letter for key equipment	
12.	Confirmation of workshops and service center with relevant tools and equipment whether owned or leased with evidence of valid lease agreements.	
13.	Manufacture's ISO9001:2015 Certificates/KEBS Standardization/Diamond Mark for quality management	
14.	Audited Financial Statements. The audited financial statements Required must be those that are reported within fifteen (15) Calendar months of the date of the tender document or certified six months Bank statements.	
15.	Detailed Mobilization Plan & Detailed Work Plan	
16.	Submission of CVs for the Key Personnel	
17.	Submission of valid NCA registration and valid practicing licence.	
18.	Equipment & Lighting Requirements as per the EWB KENYA Specifications	

19.	Names with full contact as well as physical addresses of previous customers of similar services, together with a letter from each of them confirming completion of the contracts on schedule.	
20.	Environmental Management Policy for manufacturers of key equipment	
21.	Bidders MUST serialize EVERY page of the bid document submitted	

SECTION II: INSTRUCTION TO TENDERERS

Note: The tenderer must comply with the following conditions and instructions and failure to do so is liable to result in rejection of the tender.

1. Definitions

GENERAL

- (b) **“Tenderer”** means any person or persons partnership firm or company submitting a sum or sums in the Bills of Quantities in accordance with the Instructions to Tenderers, Conditions of Contract Parts I and II, Specifications, Drawings and Bills of Quantities for the work contemplated, acting directly or through a legally appointed representative.
- (c) **“Approved tenderer”** means the tenderer who is approved by the Employer.
- (d) Any noun or adjective derived from the word **“tender”** shall be read and construed to mean the corresponding form of the noun or adjective **“bid”**. Any conjugation of the verb “tender” shall be read and construed to mean the corresponding form of the verb “bid.”
- (e) **“Employer”** means **Rotary Club of Kakamega**
- (f) **“Project Manager”** means **Engineers Without Borders Kenya**.

2. Eligibility and Qualification Requirements

- 2.1 This invitation to tender is open to all tenderers who are eligible as stated in the appendix.
- 2.2 The procuring entity’s employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 2.3 To be qualified for award of Contract, the tenderer shall provide evidence satisfactory to the Employer of their eligibility under Sub clause 2.1 above and of their capability and adequacy of resources to effectively carry out the subject Contract. To this end, the tenderer shall be required to update the following information already submitted during prequalification:
 - (a) Details of experience and past performance of the tenderer on the works of a similar nature within the past five years and details of current work on hand and other contractual commitments.
 - (b) The qualifications and experience of key personnel proposed for administration and execution of the contract, both on and off site.
 - (c) Major items of construction plant and equipment proposed for use in carrying out the Contract. Only reliable plant in good working order and suitable for the work required of it shall be shown on this schedule. The tenderer will also indicate on this schedule when each item will be available on the Works. Included also should be a schedule of plant, equipment and material to be imported for the purpose of the Contract, giving details of make, type, origin and CIF value as appropriate.
 - (d) Details of subcontractors to whom it is proposed to sublet any portion of the Contract and for whom authority will be requested for such subletting in accordance with clause 4 of the Conditions of Contract. A draft Program of Works in the form of a bar chart

and Schedule of Payment which shall form part of the Contract if the tender is accepted. Any change in the Program or Schedule shall be subjected to the approval of the Engineer.

- (e) Details of any current litigation or arbitration proceedings in which the Tenderer is involved as one of the parties.

2.4 Joint Ventures

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

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

2.5 To qualify for contract awards, the tenderer shall have the following:

- a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b) Legal capacity to enter into a contract for procurement
- c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d) Shall not be debarred from participating in public procurement.

3. Cost of Tendering

3.1 The tenderer shall bear all costs associated with the preparation and submission of his tender and the Employer will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

4. Site Visit

- 4.1 There will be a **MANDATORY** site visit on 12th February 2021 at 12:00pm at St. Stephens Ichuni Primary School, Keroka, Kisii County
- 4.2 The tenderer is advised to examine the Site and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender

and entering into a contract. The costs of visiting the Site shall be the tenderer's own responsibility.

- 4.3 The tenderer and any of his personnel or agents will be granted permission by the Employer to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Employer from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.

5. Tender Documents

- 5.1 The Tender documents comprise the documents listed here below and should be read together with any Addenda issued in accordance with Clause 7 of these instructions to tenderers.

- a. Form of Invitation for Tenders
- b. Instructions to Tenderers
- c. Form of Tender
- d. Appendix to Form of Tender
- e. Form of Tender Surety
- f. Statement of Foreign Currency Requirements
- g. Form of Performance Security
- h. Form of Agreement
- i. Form of Advance payment Bank Guarantee
- j. Schedules of Supplementary Information
- k. General Conditions of Contract – Part I
- l. Conditions of Particular Application – Part II
- m. Specifications
- n. Bills of Quantities
- o. Drawings
- p. Declaration Form

- 5.2 The tenderer is expected to examine carefully all instructions, conditions, forms, terms, specifications and drawings in the tender documents. Failure to comply with the requirements for tender submission will be at the tenderer's own risk. Pursuant to clause 22 of Instructions to Tenderers, tenders which are not substantially responsive to the requirements of the tender documents will be rejected.

- 5.3 All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "private and confidential"

6. Clarification of Tenders

- 6.1 A tenderer making inquiries relating to the tender documents may notify the Employer in writing or by telex, cable or facsimile at the Employer's mailing address indicated in the Invitation to Tender. The Employer will respond in writing to any request for clarification, which he receives earlier than 7 days prior to the deadline for the submission of tenders. Written copies of the Employer's response (including the query but without identifying the

source of the inquiry) will be sent to all prospective tenderers who have purchased the tender documents.

- 6.2 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 6.3 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

7. Amendment of Tender Documents

- 7.1 At any time prior to the deadline for submission of tenders the Employer may, for any reason, whether at his own initiative or in response to a clarification requested by a prospective tenderer, modify the tender documents by issuing Addenda.
- 7.2 Any Addendum will be notified in writing or by cable, telex or facsimile to all prospective tenderers who have purchased the tender documents and will be binding upon them.
- 7.3 In order to allow prospective tenderers reasonable time in which to take the Addendum into account in preparing their tenders, the Employer may, at his discretion, extend the deadline for the submission of tenders.

8. Language of Tender

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

9. Documents Comprising the Tender

- 9.1 The tender to be prepared by the tenderer shall comprise:
 - a) The form of tender and appendix thereto.
 - b) A tender security.
 - c) The priced Bill of Quantity and Schedule.
 - d) The information on eligibility and qualification.
 - e) Detailed Compliance to The Technical Requirements
 - f) Catalogues and Manufacturers Brochures
 - g) Manufacturers Authorization for all items
 - h) Manufacturer's Warranty for all items
 - i) Financial Capability
 - j) List of Previous Customers
 - k) Any other materials required to be completed and submitted in accordance with the instructions to tenderers.
- 9.2 The Forms, Bills of Quantities and Schedules provided in the tender documents shall be used without exception (subject to extensions of the schedules in the same format and to the provisions of clause 13.2 regarding the alternative forms of Tender Surety).

10 Tender Prices

- 10.1 All the insertions made by the tenderer shall be made in INK and the tenderer shall clearly form the figures. The relevant space in the Form of Tender and Bills of Quantities shall be completed accordingly without interlineations or erasures except those necessary to correct errors made by the tenderer in which case the erasures and interlineations shall be initialed by the person or persons signing the tender.
- 10.2 A price or rate shall be inserted by the tenderer for every item in the Bills of Quantities whether the quantities are stated or not items against which no rate or price is entered by the tenderer will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the Bills of Quantities.
- 10.3 The prices and unit rates in the Bills of Quantities are to be the full [all-inclusive] value of the work described under the items, including all costs and expenses which may be necessary and all general risks, liabilities and obligations set forth or implied in the documents on which the tender is based. All duties and taxes and other levies payable by the Contractor under the Contract or for any other cause prior to the deadline for the submission of tenders, shall be included in the rates and prices and the total tender prices submitted by the Tenderer.
- 10.4 Each price or unit rate inserted in the Bills of Quantities should be a realistic estimate for completing the activity or activities described under that particular item and the tenderer is advised against inserting a price or rate against any item contrary to this instruction.
- 10.5 Every rate entered in the Bills of Quantities, whether or not such rate be associated with a quantity, shall form part of the Contract. The Employer shall have the right to call for any item of work contained in the Bills of Quantities, and such items of work to be paid for at the rate entered by the tenderer and it is the intention of the Employer to take full advantage of unbalanced low rates.
- 10.6 Unless otherwise specified the tenderer must enter the amounts representing 10% of the sub-total of the summary of the Bills of Quantities for Contingencies and Variation of Prices [V.O.P.] payments in the summary sheet and add them to the sub-total to arrive at the tender amount.
- 10.7 The tenderer shall furnish with his tender written confirmation from his suppliers or manufacturers of unit rates for the supply of items listed in the Conditions of Contract clause 47 where appropriate.
- 10.8 The rates and prices quoted by the tenderer are subject to adjustment during the performance of the Contract only in accordance with the provisions of the Conditions of Contract. The tenderer shall complete the schedule of basic rates and shall submit with his tender such other supporting information as required under clause 47 of the Conditions of Contract Part II.

11. Currencies of Tender and Payment

- 11.1 Tenders shall be priced in Kenya Shillings or any other convertible currency.
- 11.2 Tenderers are required to indicate in the Statement of Foreign Currency Requirements, which forms part of the tender, the foreign currency required by them. Such currency should generally be the currency of the country of the tenderer's main office. However, if a

substantial portion of the tenderer's expenditure under the Contract is expected to be in countries other than his country of origin, then he may state a corresponding portion of the contract price in the currency of those other countries. However, the foreign currency element is to be limited to two (2) different currencies and a maximum of 30% (thirty percent) of the Contract Price.

11.3 The rate or rates of exchange used for pricing the tender shall be selling rate or rates of the Central Bank of Kenya ruling on the date closing of tenders.

11.4 Tenderers must enclose with their tenders, a brief justification of the foreign currency requirements stated in their tenders.

12. Tender Validity

12.1 The tender shall remain valid and open for acceptance for a period of One Hundred and Twenty (120) days from the specified date of tender opening or from the extended date of tender opening (in accordance with clause 7.4 here above) whichever is the later.

12.2 In exceptional circumstances prior to expiry of the original tender validity period, the Employer may request the tenderer for a specified extension of the period of validity. The request and the responses thereto shall be made in writing or by cable, telex or facsimile. A tenderer may refuse the request without forfeiting his Tender Surety. A tenderer agreeing to the request will not be required nor permitted to modify his tender, but will be required to extend the validity of his Tender Surety correspondingly.

13. Tender Security

13.1 The tenderer shall furnish, as part of its Tender, a tender security for the amount specified in the Appendix to Instructions to Tenderers.

13.2 The tender security shall be either one or a combination of the following: -

- a) An original Bank Guarantee that is strictly in the form and content as prescribed in the Tender Security Form (Bank Guarantee) in the Tender Document.
- b) For Local bidders, Standby Letters of Credit (LC). All costs, expenses and charges levied by all banks party to the LC shall be prepaid by the Tenderer. The LC must contain all the mandatory conditions of payment to Rotary Club of Kakamega as prescribed in the Tender Security (Letters of Credit) provided in the Tender Document.

13.3 The tender security shall be 2 percent of the tender price.

13.4 The tender security shall be valid for at least thirty (30) days beyond the tender validity period.

13.4 The format of the Surety shall be in accordance with the sample form of Tender Surety included in these tender documents; other formats may be permitted subject to the prior approval of the Employer. The Tender Surety shall be valid for thirty (30) days beyond the tender validity period.

13.5 Any tender not accompanied by an acceptable Tender Surety will be rejected by the Employer

as non-responsive.

13.6 The Tender Sureties of unsuccessful tenderers will be returned as promptly as possible as but not later than fourteen (14) days after concluding the Contract execution and after a Performance Security has been furnished by the successful tenderer. The Tender Surety of the successful tenderer will be returned upon the tenderer executing the Contract and furnishing the required Performance Security.

13.7 The Tender Surety may be forfeited:

- (a) if a tenderer withdraws his tender during the period of tender validity: or
- (b) in the case of a successful tenderer, if he fails
 - (i) to sign the Agreement, or
 - (ii) to furnish the necessary Performance Security
- (c) if a tenderer does not accept the correction of his tender price pursuant to clause 23.

14. No Alternative Offers

14.1 The tenderer shall submit an offer which complies fully with the requirements of the tender documents unless otherwise provided for in the appendix.

14.2 Only one tender may be submitted by each tenderer either by himself or as partner in a joint venture.

14.3 The tenderer shall not attach any conditions of his own to his tender. The tender price must be based on the tender documents. The tenderer is not required to present alternative construction options and he shall use without exception, the Bills of Quantities as provided, with the amendments as notified in tender notices, if any, for the calculation of his tender price.

14.4 Any tenderer who fails to comply with this clause will be disqualified.

15. Pre-Tender Meeting

15.1 If a pre-tender meeting is convened the tenderer's designated representative is invited to attend a pre-tender meeting, which if convened, will take place at the venue and time stated in the Invitation to Tender. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

15.2 The tenderer is requested as far as possible to submit any questions in writing or by cable, to reach the Employer not later than seven days before the meeting. It may not be practicable at the meeting to answer questions received late, but questions and responses will be transmitted in accordance with the following:

- (a) Minutes of the meeting, including the text of the questions raised and the responses given together with any responses prepared after the meeting will be transmitted without delay to all purchasers of the tender documents. Any modification of the tender documents listed in Clause 9 which may become necessary as a result of the pre-tender meeting shall be made by the Employer exclusively through the issue of a tender notice pursuant to Clause 7 and not through the minutes of the pre-tender meeting.

- (b) Non-attendance at the pre-tender meeting will not be cause for disqualification of a bidder.

16. Format and Signing of Bid

- 16.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITT
- 16.2 Bidders shall mark as “CONFIDENTIAL” information in their Bids which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.
- 16.3 The bid documents shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation notarized by a Commissioner of Oath which shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid where entries or amendments have been made shall be signed or initialed by the person signing the Bid.
- 16.4. In case the Bidder is a JV, the Bid shall be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.
- 16.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

17. Preparation of Bids

The tenderer shall prepare two copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person(s) duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person(s) signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person(s) signing the tender.

18. Sealing and Marking of Tenders

The tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall: be addressed to the Procuring entity at the address given in the invitation to tender; bear, tender number and name in the invitation to tender and the words: “DO NOT OPEN BEFORE 17th February 2021 at 1000hrs (East Africa Time)”.

The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

If the outer envelope is not sealed and marked as required by clause 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

19. Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified in the Invitation to Tender no later than, 26th February 2021 at 1200hrs (East Africa Time).

The procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with clause 2.5, in which case all rights and obligations of the procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix.

20. Modification and withdrawal of tenders

- a) The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tender’s is received by the procuring entity prior to the deadline prescribed for the submission of tenders.
- b) The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause 2.15. A withdrawal notice may also be sent by cable, but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- c) No tender may be modified after the deadline for submission of tenders.
- d) No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to clause 2.12.7.
- e) The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- f) The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

21. Opening of Tenders

- g) The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend at 1000hrs (East Africa Time) **on 26th February 2021** and in the location specified in the invitation to tender. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- h) The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring Entity, at its discretion, may consider appropriate, will be announced at the opening.
- i) The procuring entity will prepare minutes of the tender opening which will be submitted to the tenderers that signed the tender opening register and will have made the request.

22. Process to be Confidential

- 20.1. After the public opening of tenders, information relating to the examination, clarification, evaluation and comparisons of tenders and recommendations concerning the award of Contract shall not be disclosed to tenderers or other persons not officially concerned with such process until the award of Contract is announced.
- 20.2 Any effort by a tenderer to influence the Employer in the process of examination, evaluation and comparison of tenders and decisions concerning award of Contract may result in the rejection of the tenderer's tender.

23. Clarification Tenders

- 21.1. To assist in the examination, evaluation and comparison of tenders, the Employer may ask tenderers individually for clarification of their tenders, including breakdown of unit prices. The request for clarification and the response shall be in writing or by cable, facsimile or telex, but no change in the price or substance of the tender shall be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered by the employer during the evaluation of the tenders in accordance with clause 24.
- 21.2. No Tenderer shall contact the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. If the tenderer wishes to bring additional information to the notice of the Employer, he shall do so in writing.

24. Determination of Responsiveness

- 24.1 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender is substantially responsive to the requirements of the tender documents.
- 24.2 For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender documents without material deviation

or reservation. A material deviation or reservation is one which affects in any substantial way the scope, quality, completion timing or administration of the Works to be undertaken by the tenderer under the Contract, or which limits in any substantial way, inconsistent with the tender documents, the Employer's rights or the tenderers obligations under the Contract and the rectification of which would affect unfairly the competitive position of other tenderers who have presented substantially responsive tenders.

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

24.4 A tender determined to be not substantially responsive will be rejected by the Employer and may not subsequently be made responsive by the tenderer by correction of the non-conforming deviation or reservation.

25. Correction of Errors

25.1 There shall be no correction of prices. Bid prices shall be the ones read out during opening and unless specified in the BDS shall be assumed to include all requisite taxes and levies

26. Conversion to Single Currency

26.1 For compensation of tenders, the tender price shall first be broken down into the respective amounts payable in various currencies by using the selling rate or rates of the Central Bank of Kenya ruling on the date on the date of tender closing.

26.2 The Employer will convert the amounts in various currencies in which the tender is payable (excluding provisional sums but including Day works where priced competitively) to Kenya Shillings at the selling rates stated in clause 24.1.

27. Evaluation and Comparison of Tenders

27.1 The Employer will evaluate and compare only tenders determined to be substantially responsive to the requirements of the tender documents in accordance with clause 23.

25.2. In evaluating tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:

- (a) Making any correction for errors pursuant to clause 24.
- (b) Excluding Provisional Sums and provision, if any, for Contingencies in the Bills of Quantities, but including Day works where priced competitively.

27.2 The Employer reserves the right to accept any variation, deviation or alternative offer. Variations, deviations, alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in the accrual of unsolicited benefits to the Employer, shall not be taken into account in tender evaluation.

27.3 Price adjustment provisions in the Conditions of Contract applied over the period of

execution of the Contract shall not be taken into account in tender evaluation.

- 27.4 If the lowest evaluated tender is seriously unbalanced or front loaded in relation to the Employer's estimate of the items of work to be performed under the Contract, the Employer may require the tenderer to produce detailed price analyses for any or all items of the Bills of Quantities, to demonstrate the relationship between those prices, proposed construction methods and schedules. After evaluation of the price analyses, the Employer may require that the amount of the Performance Security set forth in clause 29 be increased at the expense of the successful tenderer to a level sufficient to protect the Employer against financial loss in the event of subsequent default of the successful tenderer under the Contract.
- 27.5 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 15% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to a non-indigenous sub-contractor.
- 27.6 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 27.7 Persons not officially involved in the evaluation of tender shall not attempt in any way to influence the evaluation.

AWARD OF CONTRACT

28. Post – Qualification and Award

- 28.1 In the absence of pre-qualification, the employer will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 28.2 The determination will take into account the tenderer financial, technical and production activities. It will be based on examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, as well as such other information as the employer deems necessary and appropriate.
- 28.3 An affirmative determination will be a pre-requisite for award of the contract to the tenderer. A negative determination will result in rejection of the tenderer's tender, in which the employer will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.
- 28.4 Subject to clause 26.2, the Employer will award the Contract to the tenderer whose tender is determined to be substantially responsive to the tender documents and who has offered the lowest evaluated tender price subject to possessing the capability and resources to effectively carry out the Contract Works.

29. Rejection of all tenders

- 29.1 The Employer reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected tenderers or any obligation to inform the affected

tenderers of the grounds for the Employer's action.

- 27.2. The Employer reserves the right at the time of contract award to increase or decrease the number of projects originally specified in the schedule of projects without any change in unit price or other terms and conditions.

30. Notification of Award and signing of contract

- 30.1 Prior to the expiration of the period of tender validity prescribed by the Employer, the Employer will notify the successful tenderer by cable, telefax or telex and confirmed in writing by registered letter that his tender has been accepted. This letter (hereinafter and in all Contract documents called "Letter of Acceptance") shall name the sum (hereinafter and in all Contract documents called "the Contract Price") which the Employer will pay to the Contractor in consideration of the execution and completion of the Works as prescribed by the Contract.
- 30.2 Upon the furnishing of a Performance Security by the successful tenderer, the unsuccessful tenderers will promptly be notified that their tenders have been unsuccessful.
- 30.3 At the same time the employer notifies the successful tenderer that his tender has been accepted, the employer shall notify the other tenderers that their tenders have been unsuccessful.
- 30.4 Within fourteen [14] days of receipt of the form of Contract Agreement from the Employer, the successful tenderer shall sign the form and return it to the Employer together with the required Performance Security.
- 30.5 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 30.6 A tenderer who gives false information in the tender document about his qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

31. Performance Guarantee

- 31.1 Within twenty-eight [28] days of receipt of the notification of award from the Employer, the successful tenderer shall furnish the Employer with a Performance Security in an amount stated in the Appendix to Instructions to Tenderers.
- 31.2 The Performance Security to be provided by the successful tenderer shall be an unconditional Bank Guarantee issued at the tenderer's option by an established and a reputable Bank approved by the Employer and located in the Republic of Kenya and shall be divided into two elements namely, a performance security payable in foreign currencies and performance security payable in Kenya Shillings. The value of the two securities shall be in the same proportions of foreign and local currencies as requested in the form of foreign currency requirements.
- 31.3 Failure of the successful tenderer to lodge the required Performance Security shall constitute a breach of Contract and sufficient grounds for the annulment of the award and forfeiture of

the Tender Security and any other remedy under the Contract the Employer may award the Contract to the next ranked tenderer.

32. Advance Payment

- 32.1 An advance payment, if approved by the Employer, shall be made under the Contract, if requested by the Contractor, in accordance with the Conditions of Contract. The Advance Payment Guarantee shall be denominated in the proportion and currencies named in the form of foreign currency requirements. For each currency, a separate guarantee shall be issued. The guarantee shall be issued by a bank located in the Republic of Kenya, or a foreign bank through a correspondent bank located in the Republic of Kenya, in either case subject to the approval of the Employer.

33. Corrupt and fraudulent practices

- 33.1 The procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

SECTION III: APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Tenderers *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Appendix, the provisions of the Appendix herein shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1	Eligible Tenderers	<i>Contractors Registered in Kenya with NCA 7 and above in both Electrical and Mechanical Engineering Services</i>
2	Origin of Eligible goods	<i>Any country is eligible</i>
3	Time for Completion of Works	<i>3 months</i>
4	Attendance of site visit	<i>There will be a MANDATORY site visit on 12th February 2021 at 12:00pm at St. Stephens Ichuni Primary School, Keroka, Kisii County</i>
5	Documents Comprising the Tender – List of Previous Customers	<i>The Tenderer shall submit at least five (5) names with full contact as well as physical addresses of previous customers of similar works/services and letters from the Previous customers confirming completion of the contracts on schedule.</i>
6	Documentary evidence of financial capability	<i>Two years audited financial statements required must be those that are reported within Fifteen (15) calendar months of the date of the tender document</i>
7	Catalogues, Brochures, and Drawings	<i>All technical documents and specifications pertaining to the product MUST be provided</i>
8	Warranty	<i>Warranty of one (1) year or Manufacturer's guarantee</i>
9	Tender Currency	<i>For avoidance of doubt, the currency of the tender Shall be in Kenya Shillings or easily convertible currency at the tender opening exchange rates</i>
10	Tender Security	<i>2% of the bid value. The original tender security shall be dropped in the tender box situated in Ground Floor Kawi House South C. before closing date and time as per invitation to tender. A scanned copy of the Tender security shall be submitted electronically with the rest of the bid.</i>

11	Preparation & Submission of Tenders	<i>Tenderers to submit 1(one) original and two (2) copies of the tender.</i> Completed tender documents are to be enclosed in plain sealed envelopes clearly marked “TENDER FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A SOLAR POWERED WATER PUMPING SYSTEM TO EXISTING BOREHOLE AT ST. STEPHEN’S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY” and “Tender Ref. No. IGWSP/LOT-02/2021” with the instructions “Do not Open Before 26th February 2021 at 1200hrs (East Africa Time)”, should be addressed to: THE PRESIDENT Rotary Club of Kakamega P.O Box 2674 - 50100 KAKAMEGA E-MAIL: ichuniwaterproject@gmail.com Registered and deposited at <u>St. James Ichuni Secondary School, Keroka, Kisii County</u>
12	Opening of Tenders	<i>The tenders shall be opened at <u>St. James Ichuni Secondary School, Keroka, Kisii County</u> in the presence of the bidders</i>
13	Performance Security	<i>Performance bond shall be. 10 % of the Total Contract value.</i>

SECTION IV: CONDITIONS OF CONTRACT (Including erection on site)

PART I – GENERAL CONDITIONS

PART I – General Conditions, shall be those forming Part I of the “Conditions of Contract for Electrical and Mechanical Works – Including Erection on Site, Third Edition 1987, re-printed 1988 with Editorial Amendments” prepared by the Federation Internationale des Ingenieurs – conseils (FIDIC). The Conditions are subject to variations and additions set out in Part II hereof entitled “Special Conditions”.

Note

- i. The standard text of the General Conditions of Contract must be retained intact to facilitate its reading and interpretation by tenderers. Any amendments and additions to the General Conditions, specific to a given Contract, should be introduced in the Special Conditions or in the Appendix to Form of Tender.
- ii. The Special Conditions take precedence over the General Conditions of Contract.

PREAMBLE TO GENERAL CONDITIONS

This Preamble must be completed in all cases referring to completed schedules where appropriate. When completed, this Preamble, the General Conditions, Specification, Employer’s and Contractor’s Drawings, Schedules and other documents can constitute a Contract on the basis of the General Conditions in Part II. If this is not what is required, Part II must also be completed.

Sub-Clause 1.1.1 – Commencement Date

The date for commencement of the Works is the issue date of the letter of award of the tender, and acceptance thereof, subject to the conditions precedent to commencement set out in Part II, Special Conditions, having been completed. Sub-sub- clauses ii), iii), iv) and v) of Part I- General Conditions are deleted.

Sub-Clause 1.1.11 – Defects Liability Period

The Defects liability period is twelve calendar months from the date of taking over in accordance with Sub-Clause 29.1

Sub-Clause 1.1.12 – The Employer

Rotary Club of Kakamega

P.O Box 2674 - 50100

KAKAMEGA

E-MAIL: ichuniwaterproject@gmail.com

.

Sub-Clause 1.1.15 – The Engineer

The Engineer is Engineers Without Borders Kenya

Sub-Clause 1.1.35 – Time for Completion

The Time for Completion shall be the time for Completion entered by the Contractor in the Schedule of Delivery and in the Tender.

Sub-Clause 5.1 – Ruling Language

The Ruling Language for this Contract is English and the English language version shall prevail over any other language.

Sub-Clause 5.2 – Day to Day Communications

As per Sub-Clause 5.1 above

Clause 5.3 – Priority of Contract Documents

Delete the documents list 1-5 and substitute:

“The documents forming the Contract shall take precedence in the order in which they are set out in Section 4 – General Specifications herein.

Clause 6.6 – Operation and Maintenance Manuals

Operations and Maintenance Manuals shall be in the English Language.

Sub-Clause 6.7 – Employer’s Use of Contractor’s Drawings

The Contractor’s Drawings and Manuals may be used by Employer for the purpose of completing, operating, maintaining, adjusting and repairing the Works, for interconnecting the Works with other plant and for training of personnel.

Sub-Clause 8.1 – General Obligations

No facilities will be provided by Employer other than a limited amount of water and electrical supply as set out in the Specification.

Sub-Clause 10.1 – Performance Security

Within 28 days of issue of the Letter of Acceptance the Contractor shall at his own expense obtain a Performance Security in the Form of Performance Bond given in the Tender documents from a reputable Bank approved by Employer to be bound with the Contractor to Employer for a sum equivalent to ten per cent (10%) of the Contract Price for the due Performance of the Contract. The Security shall be payable in the currency of the Contract and shall be denominated in the types and proportions of the currencies in which the Contract is payable. Employer may require an additional security if the value of the Contract is increased appreciably. The Contractor shall ensure that the Performance Security Bond is kept valid up to the date of issue of the last Defect Liability Certificate.

Sub-Clause 12.1 – Programme to be furnished

The Programme must be submitted in the form and time as set out in here.

Sub-Clause 14.3 – Electricity, Water, Gas and Other Services

The Contractor shall make his own arrangement to supply water and electricity other services required at his own expense.

Sub-Clause 14.4 – Employer’s Equipment

None of the Employer’s equipment is available for use by the Contractor.

Clause 15.1 – Compliance with Statutes, Regulations

“Without limiting the generality of the foregoing the Contractor shall strictly abide by the Kenyan regulations concerning safety on the site of the Works”.

Clause 17.5 – Import Permits and Licenses

The Contractor shall be responsible and obtain all requirements pertaining to importation of the required goods and of his staff if work permits are required.

Clause 18.1-Engagement of Labor

“The Contractor is encouraged, to the extent practicable and reasonable, to employ staff and labour with the required qualifications and experience from sources within Kenya”.

Sub-Clause 18.3 – Working Hours

The normal working hours at the site are between 7:45 a.m. and 5:00 p.m. on weekdays. The Contractor may arrange to work any other periods he wishes between 7:00 a.m. and 7:00 p.m. to meet the contract programme. Work outside this period and weekend or public holiday working shall only be carried out where specifically approved by the Engineer. Where the Contractor chooses to work in excess of eight hours a day or to work at weekends there shall be no additional cost added to the contract price.

Sub-Clause 25.1 – Time for Completion

Time for Completion means the time for completing of the Works or any section or portion thereof as tendered by the Contractor in the Schedule of Deliveries and included in the Letter of Award. This period shall include up to the end of all Tests on Completion but it may exclude any subsequent period required for minor finishing works, demobilization of the Contractor” site establishment.

Sub-Clause 27.1 – Delay in completion

If the Contractor fails to comply with the Time for Completion in accordance with Clause 29.1, the whole of the works or, if applicable, any Section within the relevant time prescribed by Clause 25.1, then the Contractor shall pay to Employer the relevant sum stated in the Preamble as liquidated damages for such default and not as a penalty (which sum shall be the only monies due from the Contractor for such default) for everyday or part of a day which shall elapse between the relevant Time for Completion and the date stated in a Taking-Over Certificate of the whole of the works or the relevant section, subject to the applicable limit stated in the Preamble. Employer may, without prejudice to any other method of recovery, deduct the amount of such damages shall not relieve the Contractor from his obligation to complete the works, or from any other of his obligations and liabilities under the contract. If, before the Time for Completion of the Works or, if applicable, any section, a Taking-Over Certificate has been issued for any part of the Works or of a Section, the liquidated damages for delay in completion of the remainder of the works or of that Section shall, for any period of delay after the date stated in such Taking Over Certificate, and in the absence of alternative provisions in the Contract, be reduced in the proportion which the value of the part so certified bears to the value of the whole of the Works or Section, as applicable. The provisions of this Sub-Clause shall only apply to the rate of liquidated damages and shall not affect the limit thereof.

Sub-Clause 27.2 – Prolonged Delay

If there is a Prolonged Delay in Completion and the Employer has become entitled to the maximum reduction in Contract price under Sub-Clause 27.1 and Employer terminates the Contract under Sub-Clause 27.2, then the additional amount recoverable from the Contractor by Employer shall be that part of the Contract Price which is attributable to that part of the works which cannot by reason of the Contractor’s failure to put to the intended use.

Sub-Clause 28.1 - Tests on Completion

The tests on Completion shall include the 30-day Reliability Run at 100% load.

Sub-Clause 29.2 – Taking over Certificate

On satisfactory completion of the Tests on Completion, including the Reliability Test period Employer shall issue a Taking over Certificate. This shall show the effective date of Taking Over which shall be the date of Completion of reliability test period. This shall be the date of commencement of the Defects Liability Period.

Sub-Clause 29.3 – Use Before Taking Over

The Employer shall not use any part of the Works prior to the Completion of the Tests on Completion without the permission of the Tenderer. The Employer may use any part of the Works during its Tests to suit the Tests. Such use shall not imply Taking Over unless the Tests on that part of the Works are successful.

Clause 31.2 – Variation Order Procedure

Add the final sentence as follows:

“Where the Contract provides for the payment of the contract Price in more than one currency, and varied work is valued at, or on the basis of, the rates and prices set out in the contract, payment for such varied work shall be made in the currency specified in the Contract for payment of the Contract Price.

Sub-Clause 33.1 – Terms of Payment

In addition to the provisions under Clause 33, the Terms of Payment shall be made as follows:

60% within 60 days of delivery and inspection of all equipment to Site; 30% on Successful Installation and Commissioning; 10% after the defect liability period.

Sub-Clause 33.2 – Method of Application for Payment

The Contractor may make applications for Payment to Employer as set out in the Contract.

Sub-Clause 33.5 – Payment

Second line, delete “28 days” and substitute “60 days”.

Sub-Clause 33.6 – Delayed Payment

There shall be no interest on delayed payment.

Sub-Clause 35.1 – Payment in Foreign Currency

Payment for all Works will be made in the amounts and currency specified in the Contract.

Method of Application

Application by the Contractor for Payment shall be made to the **Project Manager** as set out in the Terms of Payment of the Contract.

Sub-Clause 35.3 – Rates of Exchange

The rates of exchange for the purpose of the Contract are fixed at the mean selling rates of exchange established by the Central Bank of Kenya on the date of opening of Tenders.

Sub-Clause 37.2 – Employer’s Risks

The following amendments are to be made to Sub-Clause 37.2. After “Employer’s Risks are: “insert a new sub heading as follows: “(1) Insofar as they relate to Kenya:” In (b), delete all words after “Civil War” After item (e) and before item (f) insert another new sub heading as follows: “(2) Under all circumstances” At the end of item (g) delete the semi colon and add:

“Provided that the Contractor has disclaimed responsibility in writing within a reasonable time after receipt of such design.” Delete the last paragraph and substitute the following: “(3) (1) all risks (insofar as they occur on Site) which an experienced Contractor: Could not have foreseen, or Could reasonably have foreseen, but Against which he could either not reasonably take measures to prevent loss or damage to physical property or death or personnel injury occurring, or Which he could not reasonably insure against”

Sub-Clause 40.1 – Contractor’s Liability

In the first paragraph of Sub-Clause 40.1 delete the following words: “occurring before the issue of the last Defects Liability Certificate”

Sub-Clause 42.2 – Maximum Liability

The maximum liability of the Contractor to the Employer shall be the Contract Price.

Sub-Clause 43.1

Delete the first paragraph and substitute:

“The Contractor shall, prior to commencement of the Works, insure the Works in the joint names of the Contractor and Employer to their full replacement value thereof plus 10% thereon to allow for any additional costs and professional fees resulting from loss or damage with deductible limits not exceeding those stated in the Preamble.”

Add the following Sub-Clause:

“(c) It shall be the responsibility of the Contractor to notify the insurer of any change in the nature and extent of the works and to ensure the adequacy of the insurance cover at all times in accordance with the provisions of this Clause.”

Add the following sub-clause:

“(d) Such insurance shall provide for compensation to be payable in the types and proportions of currencies needed to cover the loss or damage incurred.”

Sub-Clause 43.3 – Third Party Liability

In the second line after “personal injury” add the words “to any person including any employee of the Employer.”

Add the following paragraph:

“The third party liability insurance should be in the joint names of the Employer and the Contractor with an extension of a cross liability cover so that the insurance shall apply to the Contractor and to the Employer as separate insured. The cover shall include the property of the Employer other than the Works.”

The amount of Insurance against third party liability taken out by the contractor shall not be less than KShs.5,000,000.00 from a reputable and accepted Insurance company.

Sub-Clause 47.1 – Labour, Materials and Transport

The Contract is on a lump sum fixed price basis.

Sub-Clause 48.1 – Customs and Import Duties

This clause is replaced by clauses 53.1 and 53.2.

Sub-Clause 49.2 – Notices to Employer

The address of the Employer for notices is:-

Sub-Clause 50.2 – Arbitration

Delete from lines 4 and 5 the words “Rules of Conciliation and Arbitration of the International Chamber of Commerce” and replace with “Provisions of the Arbitration Act, Chapter 49 of the Laws of Kenya”.

The address of the Client for notices is:-

THE PRESIDENT

**Rotary Club of Kakamega
P.O Box 2674 - 50100**

KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

Through

**The Chief Executive Officer,
ENGINEERS WITHOUT BORDERS KENYA
PUMPING HYDRAULIC BUILDING, RUARAKA
OFF OUTERING ROAD
P.O Box 55104 – 00200 NAIROBI.**

Sub-Clause 51.1 – Applicable Law

The applicable law for this Contract shall be the law of the Republic of Kenya.

Sub-Clause 51.2 – Procedural Law for Arbitration

The procedural rules for arbitration for this Contract shall be the law of the Republic of Kenya.

Sub-Clause 51.3 – Language and Place of Arbitration

The language of arbitration is the English language. The place of arbitration shall be Nairobi, Kenya.

Clause 53.1 – Foreign Taxation

The prices tendered by the Contractor shall include all taxes, duties and other charges imposed outside the Employer's country on the production, manufacture, sale and transport of the Constructional Plant, materials and supplies to be used on or furnished under the Contract, and on the services performed under the Contract.

Clause 53.2 – Local Taxation

The prices tendered by the Contractor for materials imported by him shall include all customs duties, and Value Added Tax and other charges imposed by the Republic of Kenya. Nothing in the contract shall relieve the Contractor from his responsibility to pay any tax that may be levied in the Employer's country on profits made by him in respect of the Contract.

Clause 53.3 – Income Taxes on Staff

The Contractor's staff, personnel and labour will be liable to pay personal income taxes in Kenya in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time in force, and the Contractor shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.

Clause 54.1 – Joint Venture

If the Contractor is a joint venture, all partners of the joint venture shall be jointly and severally liable to the Employer for the execution of the entire Contract in accordance with its terms. The composition or the constitution of the joint venture shall not be altered without the prior consent of the Employer.

Clause 55.1 – Import License

The Contractor will be responsible for obtaining the necessary Import Declaration Form (IDF) required under Kenyan regulations for the import into Kenya of all the Goods being supplied from outside of the country, and for all the administrative work associated therewith.

Clause 55.2 – Temporary Import Bond

An import bond is required for equipment brought into Kenya duty free and which will be returned after the contract completion. The bond is discharged when the equipment is re-exported. The Contractor shall meet the

cost of this bond.

Clause 56.1 – Pre-Shipment Inspection

Kenyan regulations require that all imported goods be inspected prior to shipment to verify quality and quantity.

The names of the Inspection Agencies appointed by the Kenyan authorities to act under this Contract will be notified to the Contractor on the Import License, which is obtained by the Contractor. The pre-shipment inspection authorizes the Contractor to ship the goods.

The Contractor should establish contact and liaise with the Inspection Agencies, unpacking, handling etc. shall be paid for by the Contractor. The Contractor shall give at least 21 days' notice before shipment to the Inspection Agency indicating the place where the goods may be inspected and the expected time of shipment. When requesting pre-shipment inspection, the Contractor shall provide the Inspection Agency with a copy of the pro- forma invoice, Contract and any other document relevant to the execution of the inspection. On Completion of inspection the Inspecting Agency will issue a report of finding which will be either. i) A Clean Report of Findings if the inspection yields a satisfactory result, or ii) A Non – negotiable Report of Findings if the inspection reveals deficiencies. In the case of a Clean Report the Contractor shall provide the Inspection Agency immediately after shipment with a non-negotiable copy of the Bill of Lading or Air Waybill and a copy of the final invoice covering the Goods. When these documents have been received the Clean Report of findings will be issued. The Contractor is warned against the shipment of Goods, which have not been inspected, or goods for which a Non-negotiable Report of Findings has been issued by the Inspection Agency.

The Inspection of goods does not relieve the Contractor of its contractual obligations to the Employer, and items may be rejected by the Engineer if they fail to meet the requirements of the Contract even though they have been cleared by the Inspection Agency for shipment.

Clause 57.1 – Bribery and Corruption

If the Contractor or any of its sub-contractors, agents or and servants shall offer or give or agree to person any bribe, gift, gratuity or commission as an inducement or regard for doing or forbearing to do any action in relation to the Contract or any other Contract with the Employer or for showing or forbearing to show favor or disfavor to any person in relation to the Contract or any other contract with the employer then the Employer may enter upon the Site and expel the contractor therefrom and the provisions of Clause 45 shall apply as if such entry and expulsion had been made pursuant to that Clause.

Clause 58.1 – Advertising

Any advertising mentioning the subject of this Contract must be approved by the Employer prior to publication which approval will not be unreasonably withheld.

Clause 59.1 – Individuals not Personally Liable

No member or officer of the Employer nor any one of the respective staffs or the employees of the Employer shall be in any way personally liable for the acts or obligations of the Employer under the Contract or answerable for any default of omission of the Employer in the observance or performance of any of the acts, matters or things which are herein contained.

Clause 61.1 – Progress Reports and Meetings

The Contractor will submit to **Project Manager** written detailed progress reports on monthly basis, indicating, the stage reached in the delivery and site works.

The Contractor will be required to attend monthly progress meeting at Employer's site office.

Clause 62.1 – Details to be Confidential

The Contractor shall treat the details of the Contract as confidential, save insofar as may be necessary for

the purposes thereof, and shall not publish or disclose the same or any particulars thereof, and shall not publish or disclose the same or any particulars thereof in any trade or technical paper or elsewhere without the previous consent in writing of the employer or the Engineer. If any dispute arises as to the necessity of any publication or disclosure for the purpose of the contract the same shall be referred to the decision of the Employer whose award shall be final.

PART II – SPECIAL CONDITIONS

(The Clauses referred to in Part II – Section A are those where the provision in the General Conditions (Part I) refer to an alternative solution to be stated in Part II. The provisions in the General Conditions will apply unless an alternative solution is given in Part II – Section A. The clauses in this section need therefore not be completed, but must be completed if alternative solutions to the relevant Part I provisions are necessary.)

1.0 Conditions Precedent to Commencement (Sub-clause 1.1.1.)

The following financial and administrative requirements are conditions precedent to commencement:
Submission of performance bond.

2.0 Defects Liability Period (Sub-clause 1.1.11.)

The Defects Liability Period is **Twelve Months**.

3.0 Operation and Maintenance Manuals (Sub-clause 6.6.)

Operation and Maintenance Manuals shall be in **English language**.

4.0 General Obligations (Sub-clause 8.1.)

6.1 The following facilities will be provided by the Employer: **NONE**.

6.2 The facilities will be provided at the following rates: **N/A**

5.0 Performance Security (Sub-clause 10.1)

The Contractor shall obtain a Performance Security of **10% of the contract price**.

6.0 Contractor Equipment (Sub-clause 14.1)

The following items of Contractor's Equipment will be provided free of charge by the Employer for the Contractor's use: **None**.

7.0 Price Variation

Contract price variation **shall not be allowed**.

8.0 Delayed Payment (Sub-clause 33.6.)

There shall be no interest on delayed payment.

9.0 Customs and Import Duties (Sub-clause 48.1.)

The Contractor shall pay for customs, import duties and taxes in consequence of the importation of the Plant.

10.0 Arbitration (Sub-clause 50.2)

The rules of arbitration shall be those contained in the Arbitration Act of the Laws of Kenya.

SECTION V: SUMMARY OF EVALUATION PROCESS

1. PRELIMINARY EVALUATION

The following are the **MANDATORY Requirements** that **SHALL** constitute the evaluation criteria at the Preliminary Evaluation Stage:

- 1) Confirmation that bidder documents/Attachments have been submitted in the Collaboration folder of the SAP SRM System.
- 2) Confirmation that the bidder's prices appear during tender opening. The entered prices in the Items Tab of the SRM Portal must be same as the prices in the Tender form/price schedules and the same prices are read out during opening.(award shall be based on the read out prices)
- 3) Confirmation of submission of Tender Security from a local Bank inform of either; inform of Bank guarantee or Bankers' cheque or Insurance Guarantee (Insurance issuing the guarantee must be part of the Public Procurement Regulatory Authority (PPRA) approved list, which validity shall be at least 150 days from the date of tender opening. Tender security value. Tender security value SHALL be at least 2% (percent) of the tender price.
- 4) The tenderer SHALL attach copies of: Certificate of Incorporation of Business, Copy of E-PIN Certificate with both VAT and Income Tax Obligations.
- 5) Valid Tax Compliance Certificate at the time of tender submission, CR 12 Certificate issued not more than 3 months from the date of Tender closing
- 6) Copy of Business Permit in the County of Operation
- 7) Power of Attorney Notarized by a Magistrate or Commissioner of Oath Indicating the Authorized signatory for the documents of the bidder.
- 8) The tenderer **SHALL** dully fill the Standard Forms (Letter of Application, Form of Tender, Tender Questionnaire, Declaration Form and Confidential Business Questionnaire) in the format provided. Confirmation of tender validity period. Tenders **SHALL** be valid for at least 120 days from the date of tender opening.
- 9) The tenderers SHALL submit drawings and specifications of system configuration, inverter and panel mounting systems and Battery rack.
- 10) The tenderer **SHALL** submit catalogues and brochures containing technical data as provided in the technical specifications for all main equipment - Solar module, Batteries, Inverter/Charger, Energy Meter, LED Lights. Only one catalogue/brochure to be submitted per equipment.
- 11) Submission of Detailed Mobilization Plan & Detailed Construction Schedule. This should be clear and demonstrate/indicate for each activity for a period not exceeding 14 weeks.
- 12) Verification of submission of Professional Qualification and experience for key staff, which key staff shall be the Project Supervisor and two (2) Technicians. At least two staff member with EPRA solar license, one of which must be T3.
- 13) The tenderer **SHALL** provide latest Audited financial reports for the last 15 months.
- 14) The tenderer SHALL submit Manufacturers Authorizations & Warranty form on manufacturer's letterhead signed and stamped for main equipment – Solar module, Batteries, Inverter/Charger, Energy Meter, LED lights.
- 15) Submission of manufacturers contact details including a valid official email address (Gmail or yahoo email address will not be accepted)

- 16) The tenderer **SHALL** provide details of experience and past performance on works of a similar nature within the past five years and details of current work on hand and other contractual commitments. The tenderer to attach at least 3 completion certificates from the owner of the works undertaken. The Applicants should have at least 2 years past experience in relevant works. T3 & T2 registration for respective technicians.
- 17) Confirmation of business Premise, workshops and service center with relevant tools and equipment whether owned or leased with evidence of valid lease agreements.
- 18) Submission of valid EPRA Solar License (Company's Valid EPRA solar license C1 or V1)
- 19) Submission of valid NCA 7 and above – electrical or Mechanical services with solar registration.
- 20) Manufacturer's ISO9001:2015 certification or KEBS certification for local manufacturers for quality management for the key equipment i.e, Solar module, Batteries, Inverter/Charger, Energy Meter, LED lights should be valid.
- 21) Manufacturers ISO14001:2015 or NEMA / energy policy certification on Environmental Management Policy for key equipment - Solar module, Batteries, Inverter/Charger, Energy Meter, LED lights should be valid
- 22) Submission of evidence of an established up to date safety program, policies and work practices. Bidder to provide a written occupational health and safety policy.

NB: Tenders which do not satisfy any of the requirements set out above shall be rejected as per public procurement and disposal Act, 2015 and will not proceed to technical evaluation stage.

TECHNICAL EVALUATION

The following SHALL constitute the evaluation criteria at the Technical Evaluation stage:

1. Full compliance to Technical specifications for Solar modules, Batteries, Inverter/Charger, Energy Meter, LED lights. This is a mandatory fulfillment and a bidder who fails on any of the critical parameters shall be deemed non responsive. Only one brochure / technical specification per equipment should be offered, bids with more than one brochure / technical specifications per equipment will be considered non-responsive.
2. Verification of Professional manufacturer's authorizations and warranties. Email communication shall be send to the proposed manufacturers for confirmation through the provided email address. Bids whose manufacturers don't respond within seven (7) will be considered non-responsive.
3. Verification of Professional Qualification and experience for key staff, which key staff shall be the Project Supervisor, two (2) Technicians. The Project Supervisor shall have at least a degree in Electrical or Mechanical Engineering or Renewable Energy and Registered with EBK as a graduate engineer and with at least five (5) years of experience. The technicians shall have at least a Diploma in Engineering with a minimum of two (2) years of experience. Signed CV's by the technicians and the owner/director and Certified copies of Certificates MUST be submitted. At least two staff member with Valid EPRA solar license, one of which must be T3.
4. Verification of relevant Drawings and Technical Data of system configuration, inverter and panel mounting systems and Battery rack. The Drawings should be legible and the dimensions should be clearly marked.
5. Verification of detailed Mobilization Plan & Detailed Construction Schedule. This should be clear and demonstrate/indicate for each activity for period not exceeding 14 weeks.

6. Verification of previous works undertaken. The tenderer to attach at least 3 completion certificates from the owner of the works undertaken

NB: Tenders which do not satisfy any of the requirements set out above shall be rejected as per public procurement and disposal Act, 2015 and SHALL not proceed to financial evaluation stage.

FINANCIAL EVALUATION

The following constituted the evaluation criteria at the Financial Evaluation stage:-

- i. The Procuring Entity SHALL apply the prevailing mean exchange rate at the time of tender opening for purposes of conversion of tender currencies into one common currency for comparison of unit prices. The source of the prevailing exchange rate shall be the Central Bank of Kenya
- ii. Confirmation that the bidder has quoted his prices Delivered Duty Paid, vat inclusive to site outlined in the Schedule of Requirements.
- iii. Confirmation of and considering BOQ/Price Schedule duly completed and signed.
- iv. Confirmation of tenderer's conformance with Rotary delivery schedule in the tender document.
- v. Compliance with the stated Rotary terms of payments

NB: Tenders which do not satisfy any of the requirements set out above shall be rejected as per public procurement and disposal regulations- 2006 49(2).

SECTION VI – TERMS OF REFERENCE

Site location

St. Stephen's Ichuni Mixed Primary School, Ichuni, Kisii County

1.1 **SCOPE**

The scope of this specification covers the SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF A SOLAR POWERED WATER PUMPING SYSTEM TO EXISTING BOREHOLE AT ST. STEPHEN'S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY.

The solar PV modules will be mounted on a structure which will be constructed as per the bill of quantities. However, all items required for the safe and efficient operation whether explicitly stated or not stated in this document shall be included by the contractor.

It is the responsibility of the bidder to supply and erect all items and all labour that are included and necessary for the completion of the work whether specifically mentioned or not.

PARTICULAR SPECIFICATIONS OF MATERIALS AND WORKS

	SPECIFICATION OF PV MODULES	SPECIFICATION AS SUPPLIED
1.1	Name of Manufacturer, Brand Name, Model, Type	
1.2	Cell type	Polycrystalline
1.3	Solar cells encapsulated in EVA (ethylene-vinyl acetate); anti-reflection coating; Module on the front side protected by tempered, highly translucent glass.	
1.4	Glass-foil laminated in anodized aluminum-frame	
1.5	Weather resistant Junction box with 3 Bypass-diodes on the backside of the modules with protection class min. IP 54	
1.6	Wiring of the modules with pin-and-socket connector according to EN 50521	
1.7	Quantity of cells	≤ 60
1.8	Temperature coefficient PMPP:	$\leq -0.41\%/^{\circ}\text{C}$
1.9	Temperature coefficient Voc:	$\leq -0.32\%/^{\circ}\text{C}$
1.10	Temperature coefficient Isc:	$\leq 0.06\%/^{\circ}\text{C}$
1.11	Operating temperature range:	$-15^{\circ}\text{C} < T < 45^{\circ}\text{C}$
1.12	Module efficiency	at STC-conditions $> 17.0\%$

1.13	Current at maximum power point (A) (maximum)	8.3A	
1.14	Voltage at maximum Power Point (V) (minimum)	29V	
1.13	Positive power sorting		
1.14	10 years product warranty		
1.15	25 years linear performance guarantee (90% up to 10 years and 80% up to 25 years)		
1.16	CE- conformity, DVE GS, TUV quality certified for product		
1.17	Horizontal and vertical assembly possible		
1.18	High Mechanical load (acc. IEC 61215 (5400Pa superimposed load and 2400Pa suction load))		
1.19	Pre-cabled with MC4 Plug –connectors (IP 65)		
1.20	Nominal power at IEC-Conditions (radiation 1000W/m2, Air-Mass 1.5 25°C)		
1.21	Product certification	IEC 61215 (Ed.2)	
1.22	Protection class	II/ IEC 61730	
1.23	Salt mist corrosion test	IEC 61701 (Ed. 2)	
1.24	Documentation: English	Please indicate:	
1.25	Power Tolerance		
1.26	Cell dimension (length x width) in mm		
1.27	Module dimension (length x width x height) in mm		
1.28	Module weight in kg		

2	SPECIFICATION FOR PV DISCONNECT SWITCH		SPECIFICATION AS SUPPLIED
2.1	Name of manufacturer, Brand Name, Model, Type		
2.2	Max voltage	1,000 V DC (Voc)	
2.3	Max Current per string	40A	
2.4	Electrical Protection	Overload & Short Circuit	
2.5	Max. no of strings	At least 5	
2.6	String cable size	>=4 mm sq.	
2.7	Output cable size	>=4 mm sq.	
2.8	Electrical Protection	Short Circuit & Overload protection	
2.9	Enclosure class	At least IP 54	

3	SPECIFICATION OF BOREHOLE PUMP CONTROLLE R	SPECIFICATION AS SUPPLIED
3.1	Name of Manufacturer, Brand Name, Model, Type	
3.2	Type of controller	
3.3	Display	LCD display
3.4	Protection capabilities	dry running, mechanical motor defects, excessive motor running temperature, irregular voltage and current, earth leakage and power factor
3.5	Tripping if a condition of overload, underload (dry run), high temperature, missing phase sequence, overvoltage, under-voltage, low power factor, or current balance is detected	
3.6	Build in sensor to monitor running temperature	
3.7	Warning against overload, underload, high temperature, overvoltage, under-voltage, and harmonic distortion.	
3.8	Learning function that enables the unit to measure and store the phase sequence	
3.9	Remote control capabilities	
3.0	Operating temperature	-20 to + 60 Degree Celsius
3.11	Relative humidity	From 5% to 95%
3.12	Supply voltage	Max 100 -480 VAC, 50 HZ
3.13	Current Consumption	Max 5W
3.14	Remote control capabilities	
3.15	Settable minimum and maximum frequency	
3.16	Display of operating parameters including frequency, voltage, amperage, input power and pump speed	
3.17	Display of historical data including energy generation, maximum power, and operating times	
3.18	Protection against under / over Voltage, over current, system overload and module over temperature.	
3.19	Fault detection with error code display	

PUMP SPECIFICATION

4	PUMP SPECIFICATION	EWB KENYA'S SPECIFICATION	BIDDER TO INDICATE SPECIFICATION AS PER SUPPLIED
4.1	Name of manufacturer, Brand Name, Model, Type		
4.2	Motor	Stainless steel constructed	
4.3	Pump	Made of high degree of corrosion resistance material	
4.4	Motor Speed	≥2900rpm	
4.5	Maximum Liquid Temperature	+30°C	

4.6	Maximum water depth	≥180	
4.7	Motor rating	11kw	
4.8	Flow rate of pump	Min 11m³/h , Maxi 14 m³/h	
4.9	Maximum head height	≥220	
4.10	Motor power	3 Phase	
4.11	Motor efficiency	at STC-conditions > 98.0%	
4.12	Current at maximum loading (A) (maximum)	≥16A	
4.13	Enclosure class	IP58 or IP68	
4.14	Insulation class	Class F	
4.15	Warranty	2 years	

Special Conditions

1. Site Visit

- a) There will be a MANDATORY site visit on 12th February 2021 at 12:00pm at St. Stephens Ichuni Primary School, Keroka, Kisii County.
- b) The tenderer is advised to examine the Site and its surroundings and obtain for himself on his own responsibility, all information that may be necessary for preparing the tender and entering into a contract. The costs of visiting the Site shall be the tenderer's own responsibility.
- c) The Employer shall organize a mandatory pre-tender site. A representative of the Employer will be available to meet the intending tenderers at the Site on the indicated dates. The contractor representative attending the pre-tender site visit should have an introduction letter in company letter head and a national ID.
- d) Tenderers must provide their own transport. The representative will not be available at any other time for site inspection visits.
- e) The tenderer and any of his personnel or agents will be granted permission by the Employer to enter upon premises and lands for the purpose of such inspection, but only upon the express condition that the tenderer, his personnel or agents, will release and indemnify the Employer from and against all liability in respect of, and will be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission, would not have arisen.
- f) Each tenderer shall complete the Certificate of Tenderer's Visit to the Site, only available during the site visit described in (b).

2. Qualification

- a) Solar PV License from Energy Petroleum Regulatory Authority, Kenya, CLASS C1 or V1. Which should be certified as a true copy by the Commissioner of Oaths
- b) Solar water pumping certification by a recognized institution will be an added advantage.

3. Special Conditions of Contract

- a) Contractor must show ability to mobilize pump lowering gear. Evidence should be provided either in form of own machinery or lease agreement for the machinery to be attached as evidence in the bid documents.
- b) The pumps shall be tested at the supplier's premises / workshop and test certificate issued before delivery.
- c) The Technical literature on the Performance of each pump **Must** be Provided.

- d) The Employer will carry out a site survey of the Supplier's premises during tender evaluation to establish the ability of the supplier to execute the contract if awarded the tender.
- e) Each offered Pump sets **Must** Clearly be indicated on the Performance Curves.
- f) The supplier is required to show the following during inspection at his premises:
 - 1No. 4-inch submersible pump opened to view the internal construction.
 - 1No. 300mm long submersible cable of the various sizes quoted
- l) Bidder to provide Engineering Drawings for the Solar support Structure and water kiosk with the tender response.

GENERAL SPECIFICATIONS OF MATERIALS AND WORKS

RECORD DRAWINGS

The contractor is expected to provide detailed drawings of the proposed installation layout.

Diagrams and drawings shall show the completed installation including sizes, runs and arrangements of the installation. The drawings shall be to scale not less than 1:50 and shall include plan views and section.

The drawings shall include all the details which may be useful in the operation, maintenance or subsequent modifications or extensions to the installation.

Three sets of diagrams and drawings shall be provided, all to the approval of the Engineer.

One colored set of line diagrams relating to operating and maintenance instructions shall be framed and, mounted in a suitable room.

REGULATIONS AND STANDARDS

All work executed by the Contractor shall comply with the current edition of the "Regulations" for the Electrical Equipment of Buildings, issued by the Institution of Electrical Engineers, and with the ERC electrical and solar PV regulations.

Where the two sets of regulations appear to conflict, they shall be clarified with the Engineers. All materials used shall comply with relevant Kenya Bureau of Standards Specification.

SETTING OUT WORK

The Contractor at his own expenses; is to set out works and take all measurements and dimensions required for the erection of his materials on site; making any modifications in details as may be found necessary during the progress of the works, submitting any such modifications or alterations in detail to the Engineer before proceeding and must

allow in his Tender for all such modifications and for the provision of any such sketches or drawings related thereto.

POSITIONS OF ELECTRICAL PLANT AND APPARATUS

The routes of cables and approximate positions of switchboards etc, as shown on the schematic drawing shall be assumed to be correct for purpose of Tendering, but exact positions of all electrical Equipment and routes of cables must be agreed on site with the Engineer before any work is carried out.

MCB DISTRIBUTION PANELS AND CONSUMER UNITS

All cases of MCB Panels and consumer units shall be constructed in heavy gauge sheet with hinged covers.

Removable undrilled gland plates shall be provided on the top and bottom of the cases. Miniature circuit breakers shall be enclosed in moulded plastic with the tripping mechanism and arc chambers separated and sealed from the cable terminals.

The operating dolly shall be trip free with a positive movement in both make and break position. Clear indication of the position of the handle shall be incorporated.

The tripping mechanism shall be on inverse characteristic to prevent tripping in temporary overloads and shall not be affected by normal variation in ambient temperature.

A locking plate shall be provided for each size of breaker; A complete list of circuit details on typed cartridge paper glued to stiff cardboards and covered with a sheet of perspex, and held in position with four suitable fixings, shall be fitted to the inner face of the lids of each distribution panel. The appropriate MCB ratings shall be stated on the circuit chart against each circuit in use: Ivory labels shall be secured to the insulation barriers in such a manner as to indicate the number of the circuits shown on the circuit chart.

Insulated barriers shall be fitted between phases, and neutrals in all boards, and to shroud live parts.

Neutral cables shall be connected to the neutral bar in the same sequence as the phase cables are connected to the MCB's. This shall also apply to earth bars when installed.

CABLE GLANDS AND COUPLERS

All conduits terminations to distribution boards and consumer units shall be by use of half thread coupler.

All cable terminations shall be by use of the right size of cable glands as per IEC standards.

ISOLATORS

All isolators whether mounted on machinery, walls or industrial panels shall conform to the requirements of KS 04 – 226 PART: 1: 1985.

All contacts are to be fully shrouded and are to have a breaking capacity on manual operations as required by KS 04 – 182: 1980.

Fuse links for fused switches are to be of high rupturing capacity cartridge type, conforming to KS 04 – 183: 1978.

Isolators shall be load breaking/fault making isolators.

Fused switches and isolators are to have separate metal enclosures. Mechanical interlocks are to be provided between the door and main switch operating mechanism so arranged that the door may not be opened with the switch in the 'ON' position. Similarly; it shall not be possible to close the switch with the door open except that provision to defeat the mechanical interlock and close the switch with the door in the open position for test purposes. The 'ON' and 'OFF' positions of all switches and isolators shall be clearly indicated by a mechanical flag indicator or similar device. In T.P & N fused switch units, bolted neutral links are to be fitted.

CONDUITS AND CONDUIT RUNS

Conduit systems are to be installed so as to allow the loop-in system of wiring:

All conduits shall be black rigid super high impact heavy gauge class 'A', PVC in accordance with KS 04 – 179: 1988 and IEE Regulations. No conduit less than 20mm in diameter shall be used anywhere in this installation.

Conduit shall be installed buried in plaster work and floor screed except when run on wooden or metal surface when they will be installed surface supported with saddles every 600mm. Conduit run in chases shall be firmly held in position by means of substantial pipe hooks driven into wooden plugs.

The Contractors attention is drawn to the necessity of keeping all conduits entirely separate from other piping services such as water and no circuit connections will be permitted between conduits and such pipes.

All conduits systems shall be arranged wherever possible to be self-draining to switch boxes and conduit outlet points for fittings

Conduit connections shall either be by a demountable (screwed up) assembly or adhesive fixed and water tight by solution. The tube and fittings must be clean and free of all grease before applying the adhesive. When connections are made between the conduit and switch boxes, circular or non-screwed boxes, it shall be by use of half thread couplers and care shall be taken that no rough edges of conduit stick out into the boxes.

Runs between draw in boxes are not to have more than two right angle bends or their equivalent. The Contractor may be required to demonstrate to the Engineers that wiring in any particular run is easily withdrawable and the Contractor may, at no extra cost to the contract; be required to install additional draw-in boxes required. If conduit is installed in straight runs in excess of 6000mm, expansion couplings shall be used at intervals of 6000mm.

CONDUIT BOXES AND ACCESSORIES

All conduit outlets and junction boxes are to be either malleable iron and of standard circular pattern of the appropriate type to suit saddles being used or super high impact PVC manufactured to KS 04 – 179 : 1983.

Small circular pattern boxes are to be used with conduits up to and including 25mm outside diameter. Rectangular pattern adaptable boxes are to be used for conduits of 32mm outside diameter and larger. For drawing in of cables in exposed runs of conduit, standard pattern through boxes are to be used:

Boxes are to be not less than 50mm deep and of such dimensions as will enable the largest appropriate number of cables for the conduit sizes to be drawn in without excessive bending.

LABELS

Labels fitted to switches and fuse boards;-

- (i) Shall be Ivorine engraved black on white.
- (ii) Shall be secured by R.H brass screws of same manufacturing throughout.
- (iii) Shall be indicated on switches:-
 - a) Reference number of switch
 - b) Special current rating
 - c) Item of equipment controlled
- (iv) Shall indicate on MCB panels
 - a) Reference number
 - b) Type of board, i.e.; lighting, sockets, etc.
 - c) Size of cable supplying panel
 - d) Where to isolate feeder cable
- (v) Shall be generally not less than 75mm x 50mm.

EARTHING

The Earthing of the installation shall comply with the following requirements;-

- (i) It shall be carried out in accordance with the appropriate sections of the current edition of the Regulations, for the Electrical Equipment of Buildings issued by Institute of Electrical Engineers of Great Britain.
- (ii) At all main distribution panels and main service positions a 25mm x 3mm minimum cross sectional area Copper tape shall be provided and all equipment

including the lead sheath and armoring of cables, distribution boards and metal frames shall be bonded thereto.

- (iii) The earth tape in Sub-clause (ii) shall be connected by means of a copper tape or cable of suitable cross sectional area to an earth electrode which shall be a copper earth rod (see later sub-clause).
- (iv) All tapes to be soft high conductivity copper, untinned except where otherwise specified and where run underground on or through walls, floors, etc., it shall be served with corrosion resisting tape or coated with corrosion compound and braided
- (v) Where the earth electrode is located outside the building a removable test link shall be provided inside the building as near as possible to the point of entry to the tape, for isolating the earth electrode for testing purposes
- (vi) Earthing of sub-main equipment shall be deemed to be satisfactory where the sub-main cables are M.I.C.S. or conduit with separate earth wire, and installation is carried out in accordance with the figures stated in the current edition of the I.E.E Regulations
- (vii) Where an earth rod is specified (see Sub-clause (iii)) it shall be proprietary manufacture, solid hand drawn copper of 15mm diameter driven into the ground to a minimum depth of 3.6m. It shall be made up to 1.2m sections with internal screw and socket joints and fitted with hardened steel tip and driving cap
- (viii) Earth plates will not be permitted
- (ix) Where an earth rod is used the earth resistance shall be tested in the manner described in the current edition of the IEE Regulations, by the Contractor in the presence of the Engineer and the Contractor shall be responsible for the supply of all test equipment
- (x) Where copper tape is fixed to the building structure it shall be by means of purpose made non-ferrous saddles which space the conductor away from the structure a minimum distance of 20mm. Fixings shall be made using purpose made plugs; No fixings requiring holes to be drilled through the tape will be accepted.
- (xi) Joints in copper tape shall be tinned before assembly riveted with a minimum of two copper rivets and seated solid.
- (xii) Where holes are drilled in the earth tape for connection to items of equipment the effective cross sectional area must not be less than required to comply with the IEE regulations.
- (xiii) Bolts, nuts and washers for any fixing to the earth tape must be of non-ferrous material.
- (xiv) Attention is drawn to the need for the earthing metal parts of lighting fittings and for bonding ball joint suspension in lighting fittings.

CABLES AND FLEXIBLE CORDS

All cables used in this Contract shall be manufactured in accordance with the current appropriate Kenya standard Specifications which are as follows:-

P.V.C. Insulated Cables and Flexible Cords	-	Ks 04-192:1988
PVC Insulated Armoured Cables	-	Ks 04-194:1990
Armouring of Electric cables	-	Ks 04-290:1987

The successful Contractor will, at the Engineers discretion be required to submit samples of cables for the Engineers approval; the Engineer reserves the right to call for the cables of an alternative manufacture without any extra cost being incurred.

PVC insulated cables shall be 500/1000 volt grade. No cables smaller than 1.5mm² shall be used unless otherwise specified. The installation and the finish of cables shall be as detailed in later clauses. The colour of cables shall conform to the details stated in the "Cable Braid and insulation Colours" Clause.

ARMoured P.V.C. INSULATED AND SHEATHED CABLES:

Shall be 600/1000 volt grade manufactured to Ks 04-194:1988 and Ks 04-187/188 with copper stranded conductors.

The wire armour of the cable shall be used wholly as an earth continuity conductor and the resistance of the wire armour shall have a resistance not more than twice of the largest current carrying conductor of the cable.

P.V.C./S.W.A./P.V.C. cables shall be terminated using "Telecom" "B" type or approved equal or approved equal glands and a P.V.C. tapered sleeve shall be provided to shroud each gland.

Where cables rise from floor level to switchgear etc., they shall be protected by P.V.C. conduit, to a height of 600mm from finished floor level, whether the cable is run on the surface or recessed into the wall.

CABLE SUPPORTS, MARKERS AND TILES

All PVC/SWA/PVC cables run inside the building shall be fixed in rising ducts or on ceilings by means of die cast cables hooks or clamps, or appropriate size to suit cables, fixed by studs and back nuts to their channel sections.

Alternatively, fixing shall be by BICC claw type cleating system with die-cast cleats and galvanised mild steel back straps or similar approved equal method. For one or two cables run together the cleats shall be fixed a special channel section supports or

backstraps described above which shall in turn be secured to walls or ceilings of ducts by rawbolts.

In excessively damp or corrosive atmospheric conditions special finishes may be required and the Contractor shall apply to the Engineer for further instructions before ordering cleats and channels for such areas.

The above type of hooks and clamps and channels or cleats and blackstraps shall also be used for securing cables in vertical ducts.

Cables supports shall be fixed at 600mm maximum intervals, the supports being supplied and erected under this Contract. Saddles shall not be used for supporting cables nor any other type of fixing other than one of the two methods described above or other system which has received prior approval of the Engineer;

Cables are to be kept clear of all pipe work and the Contractor shall work in close liaison with other services Contractors.

The Contractor shall include for the provision of fixing of approved type coloured slip on cables end markers to indicate permanently the correct phase and neutral colours on all ends.

Provision shall be made for supplying and fixing approved non-corrosive metal cable markers to be attached to the outside of all PVC/SWA/PVC cables at 15mm intervals indicating cable size and distinction.

Where PVC/SWA/PVC cables are outside the building they shall be laid underground 750mm deep with protecting concrete interlocking cover tiles laid over which shall be provided and laid under this Contract.

All necessary excavations and reinstatement of ground including sanding or trenches will be carried out by the Contractor, unless otherwise stated.

PVC INSULATED CABLES

Shall be of non-braided type as CMA reference 6491 x 600/1000/1000 volt grade cables, or equal approved.

PVC cables shall conform to the details of the “Cables and Flexible cords” and “Cable Braid and Insulation Colours” clauses.

FLEXIBLE CORDS

Shall be in accordance with the “Cable and Flexible Cords” clause. No cord shall be less than 24/0.2mm in size unless otherwise specified.

Circular white twin TRS flex shall be used for plain pendant fittings up to 100 watts. For all other types of lighting fittings the flexible cable shall be silicone rubber insulated.

CABLE ENDS AND PHASE COLOURS

All cable ends connected up in MCB panels etc;, shall have the insulation carefully cut back and the ends sealed with Hellerman rubber slip on cable end markers

The markers shall be of appropriate phase colour for switch and all other live feeds to the details of the “Cable Insulation Colours” clause. Black cable with black end markers shall only be used for neutral cables

All cable terminations shall be by use of appropriate size of cable lugs.

2.19 CABLE INSULATION COLOURS

Unless otherwise stated in later clauses the insulation colours shall be in accordance with the following table.

Where other systems are installed the cable colours shall be in accordance with the details stated in the appropriate clause.

<u>SYSTEM</u>	<u>INSULATION COLOUR</u>	<u>CABLE END MARKER</u>
Main and Sub-Main		
a) Phase	Red	Red
b) Neutral	Black	Black
Sub-Circuits Single Phase		
a) Phase	Red	Red
b) Neutral	Black	Black

2.20 SUB-CIRCUIT WIRING

For all lighting and sockets wiring shall be carried out in the “looping in” system and there shall be no joints whatsoever. No lighting circuits shall comprise more than 20 points when protected by 10A MCB. Cables with different cross-section area of copper shall not be used in combination.

Lighting circuits P. V.C. cable 1.5mm² for all lighting circuits indicated on the drawing. Power circuits P.V.C cable (minimum sizes).

(i) 2.5mm² for one, two or three 5Amp sockets wired in parallel.

(ii) 2.5mm² for one 15Amp socket.

(iii) 2.5mm² for maximum of ten switched 13 Amp sockets wired from 30Amp MCB.

The wiring sizes for lighting circuits and sockets are shown on the drawings. In such cases, the sizes shown on the drawings shall prevail over the sizes specified.

Wiring sizes for other appliances shall be shown on the drawing or specified in later clauses of this specification.

SPACE FACTOR

The maximum number of cables that may be accommodated in a given size of conduit or trunking or duct is not to exceed the number in Tables B.5 and B.6 or as stated in Regulation B.91, B.117 and B.118 of the I.E.E Regulations whichever is appropriate.

INSULATION

The insulation resistance to earth and between poles of the whole wiring system, fittings and lumps, shall not be less than the requirements of the latest edition of the I.E.E Regulations. Complete tests shall be made on all circuits by the Contractor before the installations are handed over.

A report of all tests shall be furnished by the Contractor to the Engineer. The Engineer will then check test with his own instruments if necessary.

SOCKETS AND SWITCHED SOCKETS

These shall be flush pattern in steel/pvc box and shall be of the gangs and type specified in the drawings.

They shall be 13- Amp, 3-pin, shuttered, switched and approved equal to KS 04 – 246: 1987

FUSED SPUR BOXES

These shall be flush, D.P switched as in steel/pvc box and of type and make specified in the drawings complete with pilot light and as manufactured by “M. K. Electrical Company Ltd”, or other approved equal. KS 04 – 247: 1988

PUMP OUTLETS

These shall be flush mounted with appropriately sized fused socket as per I E E standards and neon indicator Lamps.

The pump control units shall be as per KS 04 – 247: 1988

CONNECTORS

Shall be specified in the drawings and appropriate rating. These shall be fitted at all conduit box lighting point outlets for jointing of looped P.V.C cables with flexible cables of specified quality.

STEEL CONDUITS AND STEEL TRUNKING

Conduits shall be of heavy gauge class “B” welded to Standard specification KS 04-180:1985. In no case will conduit smaller than 20mm diameter be used on the works. Conduits installed within buildings shall be black enameled finish except where specified otherwise. Where installed externally or in damp conditions they shall be galvanised. Conduit fittings, accessories or equipment used in conjunction with galvanised conduits shall also be galvanised or otherwise as approved by the service engineer.

Metal trunking shall be fabricated from mild steel of not less than 18 swg. All sections of trunking shall be rigidly fixed together and attached to the framework or fabric or the building at intervals of not less than 1.2m. Joint trunking shall not overhang fixing points by more than 0.5m.

All trunking shall be made electrically continuous by means of 25 x 3mm copper links across each joint and where the trunking is galvanised, the links shall be made by galvanised flat iron strips.

All trunking fittings (i.e. Bends, tees, etc) shall leave the main through completely clear of obstructions and continuously open except through walls and floors at which points suitable fire resisting barriers shall be provided as may be necessary. The inner edge of bends and tees shall be chamfered where cables larger than 35mm² are employed.

Where trunking passes through ceilings and walls the cover shall be solidly fixed to 150mm either side of ceilings and floors and 50mm either side of walls.

Screws and bolts securing covers to trunking or sections of covers together shall be arranged so that damage to cables cannot occur either when fixing covers or when installing cables in the trough.

Where trunking is used to connect switchgear or fuseboards, such connections shall be made by trunking fittings manufactured for this purpose and not by multiple conduit couplings.

Where vertical sections of trunking are used which exceed 4.5m in length, staggered tie off points shall be provided at 4.5m intervals to support the weight of cables.

Unless otherwise stated, all trunking systems shall be painted as for conduit.

Where a wiring system incorporates galvanized conduit and trunking, the trunking shall be deemed to be galvanized unless specified otherwise.

The number of cables to be installed in trunking shall be such as to permit easy drawing in without damage to the cables, and shall in no circumstances be such that a space factor of 45% is exceeded.

TESTING ON SITE

The Contractor shall conduct during and at the completion of the installation and, if required, again at the expiration of the maintenance period, tests in accordance with the relevant section of the current edition of the Regulations for the electrical equipment of buildings issued by the I.E.E of Great Britain, the Government Electrical Specification and the Electric Supply Company's By-Laws.

- (a) Tests shall be carried out to prove that all single pole switches are installed in the 'live' conductor.
- (b) Tests shall be carried out to prove that all socket outlets and switched socket outlets are connected to the 'live' conductor in the terminal marked as such, and that each earth pin is effectively bonded to the earth continuity system. Tests shall be carried out to verify the continuity of all conductors of each 'ring' circuit.
- (c) Phase tests shall be carried out on completion of the installation to ensure that correct phase sequence is maintained throughout the installation. Triplicate copies of the results of the above tests shall be provided within 14 days of the witnessed tests and the Contractor will be required to issue to the service engineer the requisite certificate upon completion as required by the regulations referred to above.
- (d) Any faults, defects or omissions or faulty workmanship, incorrectly positioned or installed parts of the installation made apparent by such inspections or tests shall be rectified by the Contractor at his own expense.
- (e) The Contractor shall provide accurate instruments and apparatus and all labour required to carry out the above tests. The instruments and apparatus shall be made available to the services engineer to enable him to carry out such tests as he may require.

The Contractor shall generally attend on other contractors employed on the project and carry out such electrical tests as may be necessary.

The Contractor shall test to the services engineer's approval and as specified elsewhere in this specification or in standards and regulations already referred to, all equipment, plant and apparatus forming part of the works and before connecting to any power or other supply and setting to work.

Where such equipment, etc., forms part of or is connected to a system whether primarily or of an electrical nature or otherwise (e.g. air conditioning system) the Contractor shall attend on and assist in balancing, regulating testing and commissioning, or if primarily an electrical or other system forming part of works, shall balance, regulate, test and commission the system to the service engineer's approval.

SECTION E

TECHNICAL SPECIFICATIONS

Section F. Technical Specifications

GENERAL

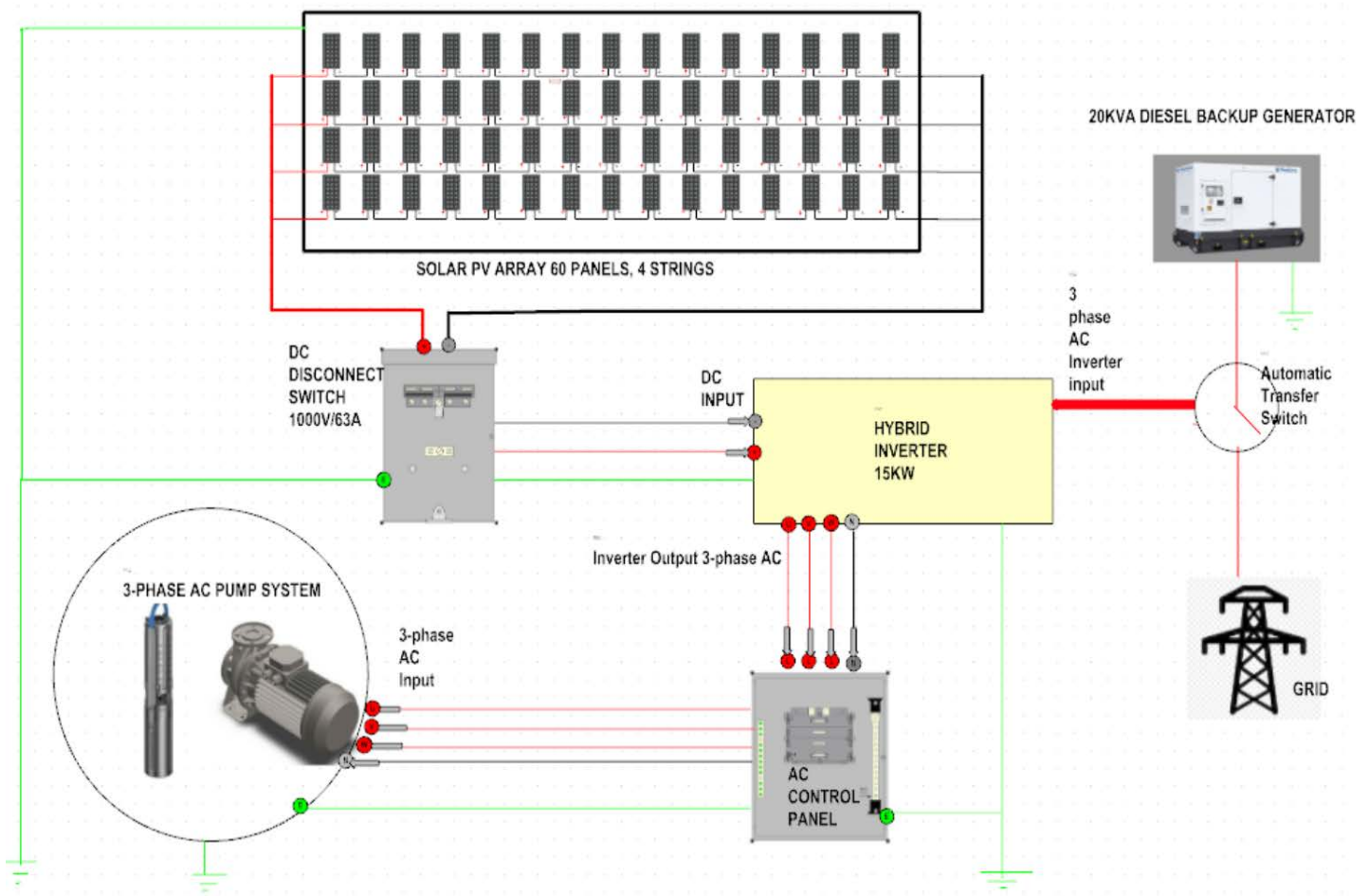
1. These specifications describe the basic requirements for equipment. Tenderers are requested to submit with their offers the detailed specifications **from manufacturers**, drawings, catalogues, etc. for the products they intend to supply. **Downloads from the internet will not be accepted.**
2. Tenderers **MUST** only offer **one set** of detailed specifications per equipment. Failure to comply will render the bid non-responsive.
3. Tenderers must indicate on the specifications sheets whether the equipment offered comply with each specified requirement.
4. All the dimensions and capacities of the equipment to be supplied shall not be less than those required in these specifications. Deviations from the basic requirements, if any, shall be explained in detail in writing with the offer, with supporting data such as calculation sheets, etc. The procuring entity reserves the right to reject the products, if such deviations shall be found critical to the use and operation of the products.
5. The tenderers are requested to present information along with their offers as follows:
 - i) Shortest possible delivery period of each product.
 - ii) Detailed work programme from the time of award to commissioning.
 - iii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.
17. All offered equipment must comply with the relevant Kenyan Standards for such equipment.

SITE LOCATION AND SPECIFICATIONS

(See attached schedule)

TECHNICAL SPECIFICATIONS FOR EQUIPMENT AND ACCESSORIES

Schematic Diagram to illustrate the arrangement of the system components



MOUNTING STRUCTURE

Solar PV Array Mounting Structures

The bidder should note that the solar modules will be Ground Mounted.

The array mounting structure shall be tilted at 15 degrees' angle facing the equator

The bidder to provide mounting structure with the tender document

Cables

Suitably rated cables of not less than:-

6mm² in cross-section to link the solar panels together,

10 mm² three core cable to link solar arrays to the PV Disconnect and to the Inverter

Installation Quality and Guidelines

The modules and arrays shall be firmly fixed onto the mounting structure to avoid rip-off by strong winds. The solar PV modules shall be ground mounted.

The module or array mounting to be corrosion resistant and the bolts and nuts used in mounting the module or array on the structure shall be stainless steel or galvanized.

The sitting of the module or array shall be such that no object or objects will cast any shadows on it at any time of the day between 0800 hours and 1600 hours.

The electrical installation should be carried out to comply with Kenya Wiring Regulations (KS 662) for Electrical Installation in Buildings

USER TRAINING

A person shall be identified from the institution, which shall regulate the system usage and carry out routine maintenance of the systems. This person shall be provided with user training covering the following:

- System performance expectations and limitations
- Purpose of each component of the system
- How to operate and use the systems including safety
- Indicator Lights and their purpose
- How to deal with breakdowns
- Performance monitoring and data recording
- User manuals shall be availed at every institution

BILLS OF QUANTITIES
See attached schedule

BILL OF QUANTITIES FOR SUPPLY, INSTALLATION, TESTING COMMISSIONING OF SOLAR WATER PUMPING POWER SYSTEMS TO EXISTING BOREHOLE AT ST. STEPHEN'S ICHUNI MIXED PRIMARY SCHOOL, KEROKA, KISII COUNTY					
	Site Name: Ichuni				
ITEM	DESCRIPTION	Unit	Qty	Unit Price	Amount KES
A	Preliminaries				
1	Mobilization ,setting up and demobilization along with necessary accessories to and from the site, including site clearance	Sum	1		-
					-
B	Supply,Installation, Testing and Commissioning of Solar PV system for water pumping (Contractor to submit design drawings for approval)				
2	Supply and installation of 11kw submersible Pump complete with all associated fittings, motor, borehole cover, water meter, Pump lowering and installation works allowing for all tools and equipments, Supply and installation of 2" pipes with all associated fittings	Sum	1		
3	15kw Solar PV generator made of ≥ 330 W Crystalline PV modules complete with Y-interlocking connectors and associated accessories	Sum	1		-
4	Supply and Install Solar Pump Controller/Power Inverter matching the selected PV generator and the pump rating - with hybrid and VFD capability (with mains and solar PV input and automatic changeover)	Sum	1		-
5	Solar PV Disconnect Switch	Sum	1		-
6	Lightning Arrestor & Earth Rods	Lot	1		-
					-
C	Civil Work (Contractor to submit civil design drawings for approval)				
7	Design, supply and install panel support structure made of a minimum of 75 x 75 x 3mm SHS columns at a maximum interval of 2 m and a minimum height of 3 m complete with anchor passes	Sum	1		-
8	Allow for casting of solar modules support structures	Sum	1		-

9	Aluminium panels rack complete with all accessories. The modules will be fixed on 60mm x 40mm (minimum) aluminium angle plates using stainless steel bolts of appropriate size and anchored firmly to the ground on concrete fixtures so that the modules are about 3 m above the ground for the low height side and a maximum of 3.5m above the ground for the high height side in case of a 2m length solar panel or any other height on the high height side as long the tilt angle is not more than 15° from the horizontal.	Sum	1		-
10	Fencing of 10M x 10M sq area using concrete poles (minimum height 3m), heavy gauge chainlink and barbed wire with a single leaf steel gate	Sum	1		-
					-
D	Electrical Works & Accessories				
11	Installation Sundries (Splicing Kits,Screws,Looping Boxes etc)	Sum	1		-
12	Float Switch complete with accessories	sum	1		-
13	1.5mm ² x 2 Core Cable - Float Switch (approx 175m)	Sum	1		-
14	Surge Arrestor complete with accessories	Sum	1		-
15	Allow for sufficient earthing of system as per IEC standards	Sum	1		-
16	Allow for cabling complete with all necessary accessories for connection of solar modules and existing power supply to the pump controller. (10mm ² x 2 Solar PV Cable(120m), 10mm ² x 4 PVC flat submersible drop Cable approx 270m, 2 Core 10mm ² approx 270m , well probe sensor, 10mm*4 core U/G cable(20m)	Sum	1		-
17	Lobour	Sum	1		-
18	Contingency	Sum	1		-
19	Testing & commissioning	Sum	1		-
					-
	SUB TOTAL (A,B,C&D)				-
	ADD 16% VAT				-
	Allow permits, licences & fees as may be necessary				
	TOTAL SUM				-

NOTE:

1. In case of discrepancy between unit price and total price, the unit price shall prevail
2. Bidders can quote for all the lots but a bidder can only be awarded one lot.

SECTION VIII: STANDARD FORMS

- Letter of Application
- Tender Questionnaire
- Declaration Form
- Confidential Business Questionnaire
- Statement of Foreign Currency Requirement
- Form of Tender
- Appendix to Form of Tender
- Manufacturer Warranty
- Manufacturer Authorization
- Letter of Acceptance
- Form of Agreement
- Form of Tender Security
- Performance Bank Guarantee (unconditional)
- Bank Guarantee for Advance Payment
- Letter of Notification of Award

LETTER OF APPLICATION

TENDER No.

Date:

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

Ladies and Gentlemen,

1. Having read, examined and understood all of the tender information provided in the tender document, the receipt of which is hereby duly acknowledged, we, the undersigned Candidate, hereby apply for a tender for..... (***Tender Description in full***)
2. We agree to abide by this Tender including all the terms for a **period of..... days (Candidate please indicate validity of your tender)** from the date fixed for tender opening as per the tender Document, it shall remain binding upon us and may be accepted at any time before the expiration of that period.
3. ***We declare that we have read and understood requirements of Clause 17 and 18 on Creation, Submission, modifications and withdrawal of Bids, and shall abide by this requirement and any deviation from this section shall lead to disqualification and Rotary Club of Kakamega is not to blame***
3. This application, together with your written appointment thereof, shall not constitute a contract between us nor commit Rotary Club of Kakamega to any actual tender or amount of contract.
4. We understand that you are not bound to accept any application you may receive.
5. We declare that the statements made and the information provided in our prequalification tender document are complete, true, and correct in every detail.

Yours sincerely,

Name of Candidate_____

Name and Capacity of authorized person signing the Application_____

Signature of authorized person signing the Tender_____Stamp or

Seal of Candidate

NOTES:-

Rotary Club of Kakamega requires a validity period of at least One Twenty (120) days.

TENDER QUESTIONNAIRE

Please fill in block letters.

Full names of tenderer

.....

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

Telephone number (s) of tenderer.....

Telex address of tenderer.....

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

Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex)

.....

.....

Signature of Tenderer

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

DECLARATION FORM

Date _____

To _____

The tenderer i.e. (name and address) _____

_____ declare the following:

Has not been debarred from participating in public procurement.

Has not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement.

Title

Signature

Date

(To be signed by authorized representative and officially stamped)

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: K. pound
.....

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.				

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(s) in (Name of Employer) who has interest in this firm?

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

I certify that the information given above is correct.

.....

(Title)

.....

(Signature)

.....

(Date)

* Attach proof of citizenship

STATEMENT OF FOREIGN CURRENCY REQUIREMENTS

(See Clause 60[5] of the Conditions of Contract)

In the event of our Tender for the execution of _____ (*name of Contract*) being accepted, we would require in accordance with Clause 21 of the Conditions of Contract, which is attached hereto, the following percentage:

(Figures)..... (Words).....

of the Contract Sum, (Less Fluctuations) to be paid in foreign currency.

Currency in which foreign exchange element is required:

.....

Date: The Day of 20.....

Enter 0% (zero percent) if no payment will be made in foreign currency.

Maximum foreign currency requirement shall be _____ (percent) of the Contract Sum, less Fluctuations.

(Signature of Tenderer)

FORM OF TENDER

TO: _____ [Name of Employer] _____ [Date]
_____ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to Supply, Construct, Install and Complete such Works and remedy any defects therein for the sum of Kshs. _____ [Amount in figures] Kenya Shillings _
_____ [Amount in words]
2. We undertake, if our tender is accepted, to commence the Works 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 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 Employer] of
_____ [Address of Employer]

Witness; Name _____

Address _____

Signature _____

Date _____

APPENDIX TO FORM OF TENDER

(This appendix forms part of the tender)

CONDITIONS OF CONTRACT	CLAUSE	AMOUNT
Tender Security (Both Bank and PPOA Approved Insurance and Micro-Finances)		2% of bid price
Amount of Performance Security (Unconditional Bank Guarantee)	10.1	Ten percent of Tender Sum in the form of Unconditional Bank Guarantee
Program to be submitted	14.1	Not later than 28 days after issuance of Order to Commence
Cash flow estimate to be submitted	14.3	Not later than 28 days after issuance of Order to Commence
Minimum amount of Third Party Insurance	23.2	Kshs. 1,000,000.00
Time for completion	43.1	To be found in the Contract
Amount of liquidated damages	47.1	0.05% of the Contract Price per day
Limit of liquidated damages	47.1	10% of Contract Value
Defect Liability period	49.1	12 Months
Percentage of Retention	60.5	10% of Interim Payment Certificate
Limit of Retention Money	60.5	10 % of Contract Price
Minimum amount of interim certificates	60.2	Contract value/Time for completion in months
Time within which payment to be made after Interim Payment Certificate signed by Engineer	60.8	30 days
Time within which payment to be made after Final Payment Certificate signed by Engineer	60.8	30 days
Appointer of Arbitrator	67(3)	The Kenya Chapter of the Chartered Institute of Arbitrators, P.O Box 50163-00200, Nairobi. The hourly fee for this proposed Adjudicator shall be Kshs 20,000 (Kenya Shillings Twenty Thousand).

Notice to Employer and Engineer	68.2	The Employers address is: The President, Rotary Club of Kakamega P.O Box 2674 - 50100 KAKAMEGA E-MAIL: ichuniwaterproject@gmail.com The Engineer's address is: ENGINEERS WITHOUT BORDERS KENYA PUMPING HYDRAULIC BUILDING, RUARAKA OFF OUTERING ROAD P.O Box 55104 – 00200 NAIROBI
--	-------------	--

Signature of Tender.....Date.....

MANUFACTURER'S WARRANTY FORM

To Be Submitted On Manufacturer's Letterhead)

To:

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

RE: MANUFACTURER'S WARRANTY FOR GOODS REQUIRED UNDER TENDER NO
..... TO BE SUPPLIED BY
(Indicate your name or the supplier you have authorized)

WE HEREBY WARRANT THAT:

- a) The goods to be supplied under the contract are new, unused, of the most recent or current specification and incorporate all recent improvements in design and materials unless provided otherwise in the Tender.
- b) The goods in the Tenderer's bid have no defect arising from manufacture, materials or workmanship or from any act or omission of the Tenderer that may develop under normal use of the goods under the conditions obtaining in Kenya.

The Warranty will remain valid for one (1) year after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the contract.

DATED THIS..... DAY OF.....20.....

Signature of duly authorized person for and on behalf of the Manufacturer.

Name and Capacity of duly authorized person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

- 1. Only a competent person in the service of the Manufacturer should sign this letter of authority.**
- 2. Provide full contact details including physical address, e-mail, telephone numbers and the website on the Warranty.**

MANUFACTURER'S AUTHORIZATION FORM

(To Be Submitted On Manufacturer's Letterhead)

Rotary Club of Kakamega
P.O Box 2674 - 50100
KAKAMEGA
E-MAIL: ichuniwaterproject@gmail.com

WHEREAS WE (*Name of the manufacturer*) who are established and reputable manufacturers of (*name and description of the goods*) having factories at(*full address and physical location of factory(ies) where goods to be supplied are manufactured*) do hereby confirm that (*name and address of Supplier*) is authorized by us to transact in the goods required against your Tender (*Insert reference number and name of the Tender*) in respect of the above goods manufactured by us.

WE HEREBY extend our full guarantee and warranty as per the Conditions of Contract for the goods offered for supply by the above firm against the Invitation to Tender.

DATED THIS..... DAY OF..... 20.....

Signature of duly authorized person for and on behalf of the Manufacturer.

Name and Capacity of duly authorized person signing on behalf of the Manufacturer

NOTES TO TENDERERS AND MANUFACTURERS

- ***Only authorized person in the service of the Manufacturer should sign this letter of authority.***
- ***Manufacturers Shall stamp/seal the manufacturer's authorization***

LETTER OF ACCEPTANCE

To: _____[date]

[name of the Contractor]

[address of the Contractor]

Dear Sir,

This is to notify you that your Tender dated _____ for the execution of

[name of the Contract
and identification number, as given in the Tender documents] for the Contract Price of Kshs.

[amount in figures][Kenya Shillings

(amount in words)] in accordance with the Instructions to
Tenderers is hereby accepted.

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

Authorized Signature.....

Name and Title of Signatory.....

Attachment: Agreement

FORM OF AGREEMENT

THIS AGREEMENT, made the _____ day of _____ 20 _____ between _____ of [or whose registered office is situated at] _____

(hereinafter called “the Employer”) of the one part AND

_____ of [or whose registered office is situated at] _____

(hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

_____ (name and identification number of Contract) (hereinafter called “the Works”) located at _____ [Place/location of the Works] and the Employer has accepted the tender submitted by the Contractor for the execution and completion of such Works and the remedying of any defects therein for the Contract Price of Kshs _____ [Amount in figures], Kenya Shillings _____ [Amount in words].

NOW THIS AGREEMENT WITNESSETH as follows:

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.

Letter of Acceptance

Form of Tender

Conditions of Contract Part I

Conditions of Contract Part II and Appendix to Conditions of Contract

Specifications

Drawings

Priced Bills of Quantities

3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.

4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

The common Seal of _____

Was hereunto affixed in the presence of _____

Signed Sealed, and Delivered by the said _____

Binding Signature of Employer _____

Binding Signature of Contractor _____

In the presence of (i) Name _____

Address _____

Signature _____

[ii] Name _____

Address _____

Signature _____

FORM OF TENDER SECURITY

WHEREAS (hereinafter called “the Tenderer”) has submitted his tender dated for the construction of (*name of Contract*)

KNOW ALL PEOPLE by these presents that WE having our registered office at(hereinafter called “the Bank”), are bound unto(hereinafter called “the Employer”) in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

- a) If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers

Or

- b) If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:

- I. Fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
- II. Fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;
- III. Rejects a correction of an arithmetic error in the tender.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

[date]

[signature of the Bank]

[witness]

[seal]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

To: _____ (Name of Employer) _____ (Date)
_____ (Address of Employer)

Dear Sir,

WHEREAS _____ (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ date _____ to execute _____ (hereinafter called "the Works");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

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

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Kshs. _____ (amount of Guarantee in figures) Kenya Shillings _____ (amount of Guarantee in words), and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Kenya Shillings _____ (amount of Guarantee in words) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change, addition or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any change, addition, or modification.

This guarantee shall be valid until the date of issue of the Certificate of Completion.

SIGNATURE AND SEAL OF THE GUARANTOR _____

Name of Bank _____

Address _____

Date _____

(Amend accordingly if provided by Insurance Company)

BANK GUARANTEE FOR ADVANCE PAYMENT

To: _____[*name of Employer*]_____(Date)
_____ [*address of Employer*]

Gentlemen,

Ref: _____ [*name of Contract*]

In accordance with the provisions of the Conditions of Contract of the above-mentioned Contract, We, _____ [*name and Address of Contractor*] (hereinafter called "the Contractor") shall deposit with _____ [*name of Employer*] a bank guarantee to guarantee his proper and faithful performance under the said Contract in an amount of Kshs. _____ [*amount of Guarantee in figures*] Kenya Shillings _____ [*amount of Guarantee in words*].

We, _____ [*bank or financial institution*], as instructed by the Contractor, agree unconditionally and irrevocably to guarantee as primary obligator and not as Surety merely, the payment to _____ [*name of Employer*] on his first demand without whatsoever right of objection on our part and without his first claim to the Contractor, in the amount not exceeding Kshs _____ [*amount of Guarantee in figures*] Kenya Shillings _____ [*amount of Guarantee in words*], such amount to be reduced periodically by the amounts recovered by you from the proceeds of the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between _____ [*name of Employer*] and the Contractor, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

No drawing may be made by you under this guarantee until we have received notice in writing from you that an advance payment of the amount listed above has been paid to the Contractor pursuant to the Contract.

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until _____ (*name of Employer*) receives full payment of the same amount from the Contract.

Yours faithfully,

Signature _____ Seal _____
Name of _____ the _____ Bank _____ or _____ financial _____ institution _____
Address _____
Date _____

Witness: Name: _____
Address: _____
Signature: _____
Date: _____

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

Please acknowledge receipt of this letter of notification signifying your acceptance.

The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.

You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement
Administrative Review Board to review the whole/part of the above mentioned decision on the following
grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: - 1. 2.
etc

SIGNED(Applicant)

Dated on.....day of/...20... FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED

Board Secretary