

DRAFT

REPUBLIC OF KENYA



PARLIAMENTARY SERVICE COMMISSION(PSC)

INVITATION TO TENDER

ADDENDUM

TO

**TENDER NOS. PSC/011/2016-2017, PSC/012/2016-2017,
PSC/013/2016-2017,PSC/014/2016-2017, PSC/015/2016-
2017 AND PSC/16/2016-2017-SUB-CONTRACT WORKS FOR
THE MULTI-STOREY OFFICE BLOCK**

Following the Invitation to Tender for the above mentioned tenders on sub-contract works for the Multi-Storeyed Office Block on **Friday, 10th February 2017** and a mandatory Pre-Bid Meeting held on **Friday, 24th February 2017** from 10.00am, the Parliamentary Service Commission (PSC) wishes to clarify as follows:-

- 1) Interested firms may inspect the Project Drawings for free at the **Procurement office on 10th Floor, Protection House at the junction of Parliament Road and Haile Selassie Avenue, Nairobi.**
- 2) The Minutes of the Pre-Bid Meeting clarifying various matters raised during the meeting have been forwarded to the email accounts of the respective firms that attended and are also available for viewing in the Commission's website; ***www.parliament.go.ke***.
- 3) The tender closing date has been extended for a further period of fourteen (14) days with effect from **Friday 3rd March 2017 to Friday, 17th March 2017 at 11.00am.**

The other terms and conditions of the tender documents remain the same as earlier advertised.

**J. M. NYEGENYE, CBS
CLERK OF THE SENATE/SECRETARY,
PARLIAMENTARY SERVICE COMMISSION.**

PARLIAMENT OF KENYA

PARLIAMENTARY SERVICE COMMISSION

THE MINUTES OF THE PRE-BID MEETING ON SUB-CONTRACTS FOR THE MULTI-STOREYED OFFICE BLOCK HELD ON FRIDAY, 24TH FEBRUARY 2017 AT 10.00AM

PRESENT

1. Dr. Johnson Okello -Ag. Director, Legal Services, Senate -Chairman
2. Engineer P.M. Kioko -Chief Mechanical Engineer -Member
3. Mr. Harrison Owino -Chief ICT Officer -Member
4. Mr. Silvester Ochola -Manager, Health Club -Member
5. Mr. Joseph A. Njagi -Senior Procurement Officer -Secretary

IN ATTENDANCE BY INVITATION

6. Wafula Kuucha -Ministry of Transport and Infrastructure/
Public Works
7. Arch. Ndiritu S.M. -Ministry of Transport and Infrastructure/
Public Works
8. Arch. Andrew Nyongesa -Mutiso Menezes International
9. Eng. Godfrey M. Gikuhi -Mecoy Consultants
10. Brian Simiyu -Mecoy Consultants

TENDERERS AND THEIR REPRESENTATIVES PRESENT

	NAME OF THE REPRESENTATIVE	FIRM
	Tender No. PSC/011/2016-2017-Generator Set and associated works	
1.	E. Andefa	ARM Engineering Company Limited
2.	Benson Maina	Top Choice Surveillance
3.	Timothy Gitonga	Hansa Engineering Limited
4.	Edward Macharia	Homeland Developers
5.	Joshua Kigen	Odd-Mac Engineering Limited
6.	Aligula Kivihya	ARM Engineering Company Limited
7.	Stephen Mungai	Electrowatts Limited
8.	Dennis Obonyo	Master Power Systems Limited
9.	Paul Olela	Car and General (K) Limited
10.	Gitonga Riungu	Glama Electricals
11.	William Kihonge	Volcanic Plumbers
12.	Daniel Isiye	Nivitech Technical Services Limited
13.	Rose Nginga	Achelis Material Handling Limited
14.	Benson Gakere	Topchoice surveillance limited
15.	George Kyengo	Topchoice surveillance limited

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	NAME OF THE REPRESENTATIVE	FIRM
16.	Justus Kagai	Hyperteck Electrical Services Limited
17.	James Gatimu	Ryce East Africa Limited
18.	Jeconiah Musili	Delta Energy Systems
19.	George Kemboi	Powerpoint Systems E.A. Limited
20.	Naomi Nthambi	Contemporary Electricals International Limited
21.	Paul Amanyua	Central Electricals International Limited
22.	Francis Ikinu	Bell Atlantic Communication Limited
23.	Moss Lawi	Geospace Equipment Limited
	Tender No. PSC/012/2016-2017 -Building Management System	
1)	Kellen Wanjira	Biometrics Technology Limited
2)	Patrick Odera	Biometrics Technology Limited
3)	Jackie Madowo	Amiran
4)	John Kibathi	Del Properties Limited
5)	Jesse A. Muraya	Pong Agencies
6)	Albert Muthee	International Energy Technik
7)	Krishna Mohan	Master Powers
8)	James Kioli	Commcarrier Satellite Services Limited
9)	Joel Obooka	Commcarrier Satellite Services Limited
10)	Christopher Mwenda	MC & T EA Limited
11)	Edwin Miregwa	Forecast Electronic Solutions Limited
12)	Naomi Nthambi	Contemporary Electricals Enterprises Ltd
13)	George Muriuki	Integrated Fire & Safety Solutions
14)	Ruth Wangari	Teledata Technologies
15)	Peter Ngida	Amiran Communication Limited
	Tender No. PSC/013/2016-2017-Audi-Visual/Multimedia and Conference Management System	
1)	Kellen Wanjira	Biometrics Technology Limited
2)	Patrick Odera	Biometrics Technology Limited
3)	Benson Maina	Topchoice surveillance
4)	Timothy ndia	Avtech systems limited
5)	Lars videkan	Shure Inc. (Ave)
6)	Joel Kyalo	Shure Inc. (Ave)
7)	Nixon Okoth	Seacrest Technologies
8)	Timothy Kosuri	Audio visual engineering
9)	Victor Nyotu	Audio visual engineering
10)	Jackie Achieng	Amiran
11)	Ian Mwangi	Specicom Technologies
12)	Vincent Muthii	Specicom Technologies
13)	David Mburu	Pong Agencies
14)	Simon Chemorey	Pillar Audio
15)	Elijah Nturi	Communication and Analytical Engineering
16)	Tom Ekajja	Broadcast Solutions Limited
17)	Geoff Kithowe	Hardsoft Systems
18)	Sebastian Muasa	Hardsoft systems
19)	Joel Obooka	Commcarrier
20)	Shadrack Adubwa	Ronfam Enterprises
21)	James Kioli	Comcarrier
22)	Joan Namoyi	Sight and Sound Limited
23)	Ruth Mokaya	Sight and Sound Limited
24)	Kennedy Murimi	Soulco Kenya

	NAME OF THE REPRESENTATIVE	FIRM
25)	Omar Abdalla	Audio visual engineering
26)	Ruth Wangari	Teledata Technologies Limited
27)	Paul Amanya	Central electricals
28)	Polycarp Osike	Smoothtel & Data Solutions
29)	Francis Ikinu	Bell Atlantic Communications Limited
30)	Juliah Chege	Premier Photo studio Limited
31)	Willie Ooko	Jaswant Singh
32)	Steve Areba	Broadcast Solutions International Limited
33)	Tom Akajja	Onset Systems
34)	Naomi Nthambi	Contemporary Electrical Enterprises
35)	Shailesh Patel	Telmaco Greece & Global Procurement Services
36)	Benedict M.	AIDC
Tender No. PSC/014/2016-2017-Building Maintenance Unit System		
1.	Alois Nderi	Triple nine Associates
2.	Gitonga Jediel Riungu	Glama Electricals
3.	William.Kihonge	Volcanic Plumbers
4.	Benedict M.	AIDC
5.	Francis Ikinu	Bell Atlantic Communications
6.	Mary Mwangi	Bell Associates Limited
7.	Niraj Vithalani	Bell Associates Limited
8.	Paul Amanya	Central Electricals International Limited
Tender No. PSC/015/2016-2017-Sauna, Stem bath and Gymnasium Equipment		
1)	Alex Wachira	Industrialized Specialist System
2)	Abed Wafula	Zizu Limited
3)	Beatrice Musyimi	Robson Harris & Company Advocates
4)	Benedict M.	AIDC
5)	Niraj Vithalani	Bell Associates Limited
6)	Mary Mwangi	Bell Associates Limited
7)	Martin Ndegwa Mwangi	Fitness Solutions Limited
8)	Christopher Mwenda	MC & T EA Limited
9)	Samuel.Njoroge	China Jiangxi Limited
10)	Rahim Samji	Zizu Limited
Tender No. PSC/016/2016-2017-interior fit out		
1.	Isaac K. Mburu	Flooring and Interiors
2.	Wahome Gitonga	Flooring and Interiors
3.	Mary Ngugi	Leonard Construction
4.	Ian Mutugi	Specicom Technologies
5.	Vincent Muthii	Specicom Technologies
6.	Sammy Kamau	Charwins Limited
7.	Simon Chemorei	Pillar Audio visual
8.	Fina Wu	Interior Fit Out
9.	Victoria Nduku	Interior Fit Out
10.	George Mwangi	Samima Investments
11.	Mark Wachira	Flooring & interiors
12.	Christopher Mwenda	MC & T EA Limited
13.	Samuel Njoroge	China Jiangxi Limited
14.	Andrew Meso	Quontour Group Limited
15.	Charles Mulwa Musili	Fakasu Engineering & Construction Company Limited

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The Meeting was called to order at 10.15am.

The Chairman welcomed the tenderers and their representatives and thanked them for availing themselves for the pre-bid meeting.

The Committee members from the Parliamentary Service Commission (PSC) and the Consultant's technical team were introduced to the tenderers present.

MINUTE NO.01/PRE-BID/24/02/2016-2017-BACKGROUND INFORMATION

The Meeting noted as follows:-

a) The Parliamentary Service Commission (PSC) advertised for the following tenders for sub-contract works on 10th February 2017:-

	Tender No.	Tender description
1.	PSC/011/ 2016-2017	Supply, Delivery, Installation, Testing and commissioning of generator set and associated works
2.	PSC/012/ 2016-2017	Supply, Delivery, Installation, Testing and Commissioning of a Building Management System
3.	PSC/013/ 2016-2017	Supply, Delivery, Installation, Testing and Commissioning of a audio visual/multimedia and conference management systems installations
4.	PSC/014/ 2016-2017	Supply, Delivery, Installation, Testing and Commissioning of a Building Maintenance Unit System installations
5.	PSC/015/ 2016-2017	Supply, Delivery, Installation, Testing and Commissioning of a sauna, steam bath and gymnasium equipment installations
6.	PSC/016/ 2016-2017	Proposed interior fit-out for multi-storey office block

b) The purpose of the pre-bid meeting was to offer clarification with regard to procurement matters that were not clear in the Tender Document in order to assist the interested bidders to have a common understanding when preparing their bid documents.

c) The pre-bid meeting was a mandatory requirement of these advertised tenders and the Tenderers present were required to sign the attendance registers as a confirmation that they were in attendance. The attendance register for each tender would be circulated during the meeting for signing by the bidders present.

MINUTE NO.02/PRE-BID/24/02/2016-2017-MODALITIES OF THE MEETING

The Meeting adopted the following procedure for seeking clarification and providing responses:-

- a) Each tender to be handled separately from the other subsequent tender in order of tender numbers. All clarifications related to a certain tender would be taken and then responded to after all the issues were finalized on that particular tender.
- b) Tenderers to ask questions related to procurement matters and not on design or specification issues.
- c) Any tenderer would be given an opportunity to clarify on the specific matter related to the tender they have an interest in.

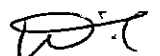
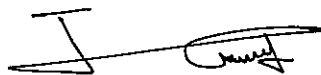
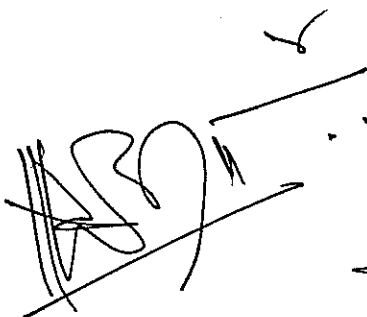
MINUTE NO.03/PRE-BID/24/02/2016-2017-TENDER NO. PSC/011/2016-2017-GENERATOR SET

Question 1: Bill No.5 on 1250 KVA prime rated generator auxillary/external fuel tank provided that the preferred tank shape be a cylindrical tank. Was this practical under the circumstances since the requirements would pose a challenge during fabrication and is not ideal for storage of diesel?

Answer: Cylindrical tank was the preferred storage tank but bidders can provide the alternative offers that meet the Client's specifications.

Question 2: On page k-16 item (e) and page K-17 item 3.1-on cabling to Continental House where the two clauses seem to be in conflict.

Answer: There is no conflict. The existing 350KVA generator serving continental house with its auxiliary fuel tank will be decommissioned as provided in page K/17 item 3.1. The cabling provided on page K/16 will run from the new synchronization panel on page K/14 to continental house.



Question 3: Between BS (British Standard) and EN (European Standard) which is the correct standard that should be used?

Answer: Tenderers to use what was provided in the specification, and as also stated on page E/2 of the Tender document.

MINUTE NO.04/PRE-BID/24/02/2016-2017-TENDER NO. PSC/012/2016-2017-BUILDING MANAGEMENT SYSTEM

Question 1: Whether the AutoCAD drawings would be provided?

Answer: The drawings are available for inspection by interested tenderers at the Consultant's office as specified in the Tender document.

Question 2: Under Schedule G- the input and output points were missing?

Answer : The schedules have been uploaded in the Commission's website and can be accessed by the interested tenderers.

Question 3: Will the Building Management System (BMS) have an independent network or run on the existing network?

Answer : The system would have its own network. There is also a Data network being installed by others, to which the BMS system can interface to.

MINUTE NO.05/PRE-BID/24/02/2016-2017-TENDER NO. PSC/013/2016-2017-AUDI VISUAL/MULTIMEDIA AND CONFERENCE MANAGEMENT SYSTEM INSTALLATIONS

Question 1: How many language selectors for the interpreters were required?

Answer: The specifications to be read in conjunction with the bills of quantities as provided for in the tender document.

Question 2: Between VGA and HDMI, which video input would be used?

Answer: Multiple supports for Component, Composite Video, VGA, HDMI, USB, Stereo Audio required as specified. ,

Question 3: The tender document has specified 'Bosch' as the preferred brand. Does this close any other type of brand to be supplied?

Answer: Bosch or it is 'approved equivalent' are acceptable as indicated in the tender and as also stipulated in clause 1.2 Section E of the Technical Tender document.

Question 4: What's the right screen size/public display system?

Answer: The tenderers should read the specifications together with the bills of quantities of the tender document which indicate the specific sizes.

Question 5: What's the number of brackets that are required?

Answer: The correct number of brackets is 58No. not 18No. as indicated in the tender document.

Question 6: The length of the cable seems to be less than the requirements?

Answer: The Drawings that are available for inspection by the bidders provide guidance on the design.

Question 7: The distribution system which is a key requirement was missing?

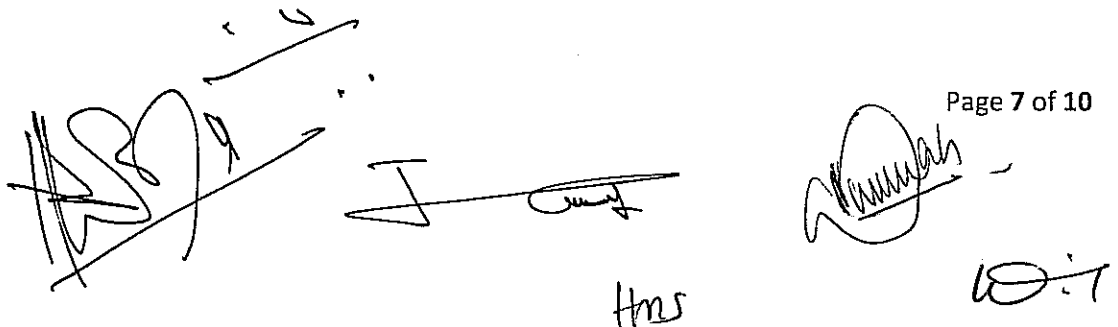
Answer: The drawings provided indicate the requirements for the distribution system.

Question 8: The furniture provision under this tender was missing?

Answer: The furniture requirements were being catered for separately by the tender on proposed interior fit out.

Question 9: Who is the Accounting officer for this project?

Answer: The Accounting Officer is the head of the Procuring Entity and for this particular project is the Clerk of the Senate/Secretary, PSC as indicated in the Tender notice.



Page 7 of 10

Handwritten signatures and initials are present at the bottom of the page, including a large signature on the left, a signature in the middle with 'hms' written below it, and a signature on the right with '10:7' written below it.

Question 10: Is this tender being re-advertised and why?

Answer: The tender is being re-advertised because in the previous tender, all tenderers were non-responsive to the requirement that were stipulated.

Question 11: How much is the budget for this tender?

Answer: The Public Procurement and Asset Disposal Act, 2015 does not provide for disclosure of the budget availability to the public at the tendering stages.

Question 12: Will the financial offer in Euros be accepted?

Answer: Not acceptable as the specified currency in the Tender Document is Kenya Shillings.

Question 13: Will a site visit be organized?

Answer: The Commission will not organize a site visit but bidders may make their own arrangements to undertake a site visit within normal working hours. The main building is still under construction.

A site visit for the generator sub-contract tender would be carried out after the meeting.

Question 14: What kind of registration is required for European companies that are equal to NCA?

Answer: The Kenyan Government only recognizes National Construction Authority as the regulator in the building industry so any foreign company that is interested in bidding should partner or be in a joint venture with a Local Kenyan Company.

Question 15: The list of insurance companies that issue bid bonds?

Answer: The list of insurance companies that are approved to issue bid bonds is available in the Public Procurement Regulatory Authority's (PPRA) website.

Question 16: The term, 'approved equivalent' mentioned in the bill of materials. Does this term include/refer to all products that meet specifications?

Answer: The term allows for any other brand so long as it meets or exceeds the set specifications of the preferred brand and is approved by the Procuring Entity's Project Manager.

Question 17: The contracts completed in the last five years, which is the required/accepted range for their budget (minimum/maximum)

Answer. The tender does not limit the bidder from providing information on any relevant projects executed.

MINUTE NO.06/PRE-BID/24/02/2016-2017- TENDER NO. PSC/016/2016-2017- PROPOSED INTERIOR FIT-OUT

Question 1: Whether the project amounts indicated under the tender evaluation criteria corresponds with the threshold of NCA Class 5 category?

Answer: Interested bidders to visit the Commission's website in order to view an addendum that clarified on this specific issue.

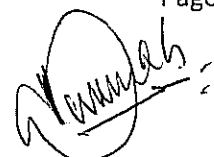
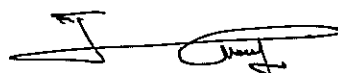
MINUTE NO.07/PRE-BID/24/02/2016-2017- PSC GENERAL CLARIFICATIONS

Clarification 1: NCA Categorization.

The NCA category required is indicated accordingly for the various services subcontract tenders.

Clarification 2: Addendum on proposed interior fit out to multi-storey office block

A detailed addendum on Appendix to Instruction to bidders and Appendix to conditions of contract would be uploaded in the Commission's Website.



Clarification 3: Contracting parties

All these tenders were sub-contract works and the contract would be signed between the main contractor and the successful bidders not with the Parliamentary Service Commission (PSC).

Clarification 4: Extension of tender closing dates

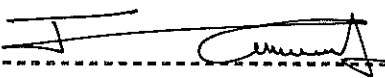
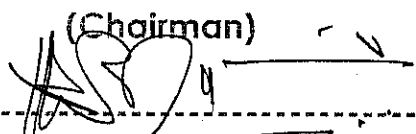
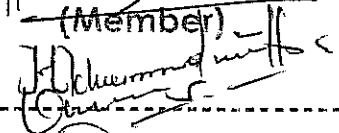
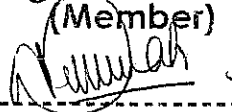
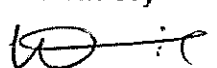
Bidders are required to seek for clarification at least seven (7) days before the closing date of the tender and the Procuring entity to respond three (3) days before the closing date.

The Commission would consider and communicate through an addendum the extension of the tender closing deadlines based on the magnitude of the issues raised by the tenderers.

MINUTE NO.08/PRE-BID/24/02/2016-2017- ANY OTHER BUSINESS

The Chairman informed the tenderers and representatives present that the Minutes of this meeting would be prepared and circulated to all the bidders via an email on Monday, 27th February 2017 and subsequently in the Commission's website. The Chairman emphasized the need to sign and provide correct details in the attendance register circulated for the Commission to be able to formally communicate with the bidders.

There being no other business, the meeting ended at 12.05pm.

- 1. Dr. Johnson Okello  Date 27/02/2017
(Chairman)
- 2. Engineer P.M. Kioko  Date 27/02/2017
(Member)
- 3. Mr. Harrison Owino  Date
(Member)
- 4. Mr. Silvester Ochola  Date 27/02/2017
(Member)
- 5. Mr. Joseph A. Njagi  Date 27/02/2017
(Secretary)

ADDENDUM TO BID DOCUMENT FOR PROPOSED INTERIOR FITOUT
FOR MULTI-STOREY OFFICE BLOCK FOR PARLIAMENTARY SERVICE
COMMISSION

SIGNATURE PAGE (Page 2)

This page shall be wholly disregarded

SPECIAL NOTES (Page 3)

Replace all "Contractor" to "Bidders".

Item 2 to read: Should the Bidders be in doubt about the precise meaning of any item or figure, for any reason whatsoever, he must inform the Secretary to Parliamentary Service Commission at once in order that the correct meaning may be decided before the date of submission of the tenders.

APPENDIX TO INSTRUCTIONS TO BIDDERS

An Appendix to Instructions to Bidders is hereby introduced as per the attached document, and will be inserted after page 22 of the bid document. All bidders to note the contents of this Appendix as it shall form the basis for evaluation

APPENDIX TO CONDITIONS OF CONTRACT (Page 48-50)

The whole of this section to be replaced with the attached corrected Document to align the bid document with the ongoing contract.

SECTION IV – APPENDIX TO CONDITIONS OF CONTRACT

THE CONTRACT

THIS SHALL BE A SUB CONTRACT BETWEEN THE WINNING BID AND THE MAIN CONTRACTOR AS PART OF SERVICES FOR ERECTION OF MULTI STOREY OFFICE BLOCK FOR THE KENYA NATIONAL ASSEMBLY

THE EMPLOYER IS

Name: PARLIAMENTARY SERVICE COMMISSION

Address: P. O BOX 41842 - 00100 NAIROBI

Name of Authorized Representative: CLERK TO SENATE/ SECRETARY TO PARLIAMENTARY SERVICE COMMISSION

Telephone: 2221291

Facsimile: +254020336589

The Project Manager is

Name: WORKS SECRETARY, MINISTRY OF PUBLIC WORKS.

Address: P. O BOX 30743 NAIROBI.

Telephone: 020 2723101

Facsimile: 2716737

The name (and identification number) of the Sub Contract is PROPOSED INTERIOR FIT OUT FOR THE PROPOSED MULTI STOREY OFFICE BLOCK FOR KENYA NATIONAL ASSEMBLY W.P. ITEM NO. D 29 NB/NB 901 JOB NO. 7753C

The Works consist of INTERIOR FIT OUT TO THE MULTI STOREY OFFICE BLOCK ACCORDING TO DESIGN AND SPECIFICATIONS

The Start Date shall be AGREED WITH THE PROJECT MANAGER AND THE MAIN CONTRACTOR.

The Completion period for the works shall be _____ WEEKS FROM DATE OF POSSESSION. (WORKS PROGRAMMING WILL FOLLOW THE PROGRAM FOR THE MAIN WORKS)

The following documents also form part of the Contract:
AS LISTED IN CLAUSE 2.3 OF CONDITIONS OF CONTRACT.

The Sub Contractor shall submit a revised program for the Works within 7 days of delivery of the Letter of Acceptance.

The Site Possession Date shall be **AGREED WITH THE PROJECT MANAGER AND THE MAIN CONTRACTOR.**

The Site is located along Harambee Avenue, within Nairobi city centre and is defined by drawings Nos. L(00)100 to L(01) 35

The Defects Liability period is 180 days and will run concurrently with defects liability period for the Main Contract.

Other Contractors, utilities etc., to be engaged by the Employer on the Site
Include those for the execution of;

1. As per the main contract

The minimum insurance covers to be executed with the Main Contractor shall be;

1. The minimum cover for insurance of the Works and of Plant and Materials in respect of the Contractor's faulty design is:
2. The minimum cover for loss or damage to Equipment
3. The minimum for insurance of other property
4. The minimum cover for personal injury or death insurance
 - For the Contractor's employees is GPA
 - And for other people is GPA

The following events shall also be Compensation Events:

1. **AS PER THE MAIN CONTRACT**The period between Program updates is 7 days.

The amount to be withheld for late submission of an updated Program is **WHOLE CERTIFICATE**

The proportion of payments retained is 10% percent.

The Limit of Retention is 5% percent.

The Price Adjustment Clause **SHALL** apply

The liquidated damages for the whole of the Works is Kshs. 1,000,000.00(per week or part thereof) as per the Main Contract

The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Price-----5%----- percent (%)

The Completion Period for the Works is _____[Weeks](Sub Contractor to insert period)

The rate of exchange for calculation of foreign currency payments is NOT APPLICABLE

The schedule of basic rates used in pricing by the Contractor is as attached [*Contractor to attach*].PRICE INCREASE WILL BE BASED ON JBC INDECES

Advance Payment SHALL NOT BE granted.

Prices for V.A.T. should be given as a percentage at the GRAND SUMMARY PAGE

Copies of tender documents: only one copy will be required.

ALL OTHER ASPECTS SHALL BE INTERPRETED AS PER THE MAIN CONTRACT.

APPENDIX TO INSTRUCTIONS TO BIDDERS

EVALUATION PROCESS / EVALUATION CRITERIA

STAGE 1: PRELIMINARY EVALUATION - MANDATORY REQUIREMENTS

No.	Parameters / Requirements	Complied/ Not Complied
M1	Mandatory site visit form signed and stamped by authorized personnel	
M2	Must be licensed by the NCA in the relevant Works category – Registration with NCA (CATEGORY 1 ONLY)	
M3	A copy of valid certificate of Registration/ Incorporation	
M4	Current CR12	
M5	A copy of current/valid tax compliance certificate issued by the Kenya revenue authority including vat/pin certificate	
M6	Valid business / trade permit	
M7	Must fill the price schedule in the format provided	
M8	Must fill the form of tender in the format provided	
M9	Must submit duly filled ad signed confidential business questionnaire in the format provided	
M10	Must give evidence of performing similar works in the last five years for at least five (5) reputable clients (copies of contract and completion certificate with their values)	
M11	Must provide qualification and experience of at least three (3) key members of staff who will manage the assignment	
M12	Must submit Audited Accounts for the last two (2) financial years	
M13	Interested bidders will be required to provide a Tender Security / Bid Bond of Kshs. 5,000,000.00 from institutions approved by Public Procurement Regulatory Authority (ppra)	
M14	Turnover of over Kshs 500,000,000.00 per annum for the last 5 years	
M15	Liquid assets equivalent to 2 times the contract sum for the works evidenced by bank statements and letters of credit.	

Note: Tenders will proceed to the technical evaluation stage (two) only if they are in compliance with stage one, preliminary Evaluation

STAGE 2: TECHNICAL EVALUATION

NO.	CRITERIA	MAX POINTS
1	<p>Neatness of documents as per Tender Format i.e.</p> <ul style="list-style-type: none"> i) Proper binding and paginating of all documents without any breaks ii) Clarity of information iii) Proper labelling of contents iv) Proper referencing of contents v) Relevance of attached documents in conformity with the requested information in tender document <p><i>(5 marks broken down into 1 mark for each parameter)</i></p>	5
2	<p>Experience as Main Contractor in the similar construction field of at least 5 years.</p> <ul style="list-style-type: none"> i) Above ten years – 5 marks ii) Above five years – 3 marks iii) Less than five years but not below 1 year – 2 marks iv) Extra mark for 5yrs experience in office fitting and renovation works – 5 marks v) Evidence of steel, aluminium fabrication, glass manufacture and tile technology – 5 marks 	15
3	<p>A statement of work methods (Methodology). Include charts, pictures, drawings and brief description in your illustrations</p> <p><i>(marks for each concept on safety, method, execution, material testing and day work units)</i></p> <p><i>(5 extra marks for sequence and matching BOQ)</i></p>	10
4	<p>Qualified technical staff in the company relevant to the building construction industry who will actively be involved in the proposed project. Provide employment/ appointment letters, contract of the key personnel including length of service and termination dates, CV, Academic and professional certificates and evidence of registration with relevant professional bodies and telephone contacts.</p> <ul style="list-style-type: none"> i) Building or Civil or Engineer or Quantity Surveyor – 5 marks ii) Diploma in Building or Civil or Quantity Surveyor – 2 marks iii) Project Manager with degree – 5 marks; Diploma - 2 marks <p><i>(Bidders can only qualify in i or ii and iii to get maximum 10 marks)</i></p>	10

5	<p>Number of years of gainful employment of key staff</p> <ol style="list-style-type: none"> 1. Project Manager <ol style="list-style-type: none"> i) 8 years and above 8 years – 6 marks ii) Below 8 years– 3marks 2. Project Engineer <ol style="list-style-type: none"> i) 5 years and above 5 years – 5 marks ii) Less than 5 years – 2 marks 3. General Foreman <ol style="list-style-type: none"> i) 5 years and above 3 years – 4 marks ii) Less than 5 years – 1 marks 4. Safety officer <ol style="list-style-type: none"> i) 5 years and above – 2 marks ii) Less than 5 years – 1 marks 5. Office Fitout Foreman <ol style="list-style-type: none"> iii) 5 years and above – 3marks iv) Less than 5 years – 1 marks 	20
6	<p>Accomplishments (completed contracts): (previous & current projects) details of similar building projects undertaken successfully within the last 5 years with evidenced of 3 letters of reference from clients , certificates of occupation and completion certificates for the respective projects.(For a project to qualify it must be at least 70% complete. For projects that are not completed, letters of reference from respective Architects and Clients must be provided.</p> <ol style="list-style-type: none"> i) Above 5 projects -----5 marks ii) Two to Five projects -----3 marks iii) 1 project -----1 marks (5 extra marks for 2 similar projects done) 	10
7	<p>Schedules of contractors equipment, tools and transport (attach proof or evidence of ownership)</p> <ol style="list-style-type: none"> i) Key equipment/tools and transport – 6 marks ii) Transport (vehicle) – 4 marks iii) No means of transport and equipment – 0 marks 	10
8	Quality assurance policy, philosophy, certification in ISO standards OHS/QMS/membership in regulatory bodies	5
9	Audited financial report (last 2 years) – 10 marks	10
10	Proof of availability of working office with functionalities (attach proof of location/ physical address; utility bills, rent, lease valid agreements etc)	5
	TOTAL	100

Note: the total marks are 100%. The pass mark is 75%. Only those bidders who obtain the mandatory cut off point shall be considered for the financial evaluation.

STAGE 3: FINANCIAL EVALUATION

- i) The financial ranking of the bids will in the first instance take into consideration the ranking from lowest to highest bidder.
- ii) Bidders will be evaluated against the overall estimate and percentage deviations from the estimate will be reported to assist in recommendation
- iii) In case of discrepancy between the unit price and the total price, the unit price shall prevail
- iv) Errors will be calculated and the effect of the error on the overall bid shall be noted, and the effect on the bid amount reported.
- v) The final ranking of the bids will take into consideration the financial reputation, ability to proceed with work during delayed payments and the ability to deliver as per the quotation without much litigation and complaints
- vi) The bidder with the best evaluated proposal (both technical and financial proposals) will be recommended for award of the contract