



**RFX NO. 1000000903**

**TENDER FOR LABOUR & TRANSPORT  
CONTRACTORS**

**FEBRUARY, 2023**

All tenderers are advised to read carefully this tender document in its entirety before making any bid

THE RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION,  
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Tender document for works (e-procurement open tender system)

## **ABBREVIATIONS**

AO	Accounting officer
FY	Fiscal year
ICT	Information, Communications Technology
ITT	Instructions to Tenderers
JV	Joint Venture
REREC	Rural Electrification and Renewable Energy Corporation
NCB	National competitive tender
PE	Procuring Entity
PPADA	Public Procurement and Asset Disposal Act, 2015
PPRA	Public Procurement Regulatory Authority
R	Responsive
NR	Not-Responsive
RFQ	Request for Quotation
STD	Standard Tender Documents
TDS	Tender data Sheet
TEC	Tender Evaluation Committee
TOR	Terms of reference
L&T	Labour & Transport

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## DEFINITION OF TERMS

In this tender, unless the context or express provision otherwise requires: -

- a) *Any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.*
- b) *“Date of Tender Document” shall be the **start date** specified on the REREC tendering portal.*
- c) *“Day” means calendar day and “month” means calendar month.*
- d) *“KEBS” wherever appearing means the Kenya Bureau of Standards or its successor(s) and assign(s) where the context so admits.*
- e) *“KENAS” wherever appearing means the Kenya National Accreditation Service or its successor(s) and assign(s) where the context so admits*
- f) *“REREC” Wherever appearing means The Rural Electrification and Renewable Energy Corporation*
- g) *“PPRA” wherever appearing means The Public Procurement Regulatory Authority or its successor(s) and assign(s) where the context so admits.*
- h) *Reference to “the tender” or the “Tender Document” includes its appendices and documents mentioned hereunder and any reference to this tender or to any other document includes a reference to the other document as varied supplemented and/or replaced in any manner from time to time.*
- i) *“The Procuring Entity” means The Rural Electrification and Renewable Energy Corporation or its successor(s) and assign(s) where the context so admits (hereinafter abbreviated as REREC).*
- j) *“The Tenderer” means the person(s) submitting its Tender for the works in response to the Invitation to Tender.*
- k) *Where there are two or more persons included in the expression the “Tenderer”, any act or default or omission by the Tenderer shall be deemed to be an act, default or omission by any one or more of such persons.*
  - l) *Words importing the masculine gender only, include the feminine gender*
  - m) *Words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “Tenderer” the covenants, agreements and obligations expressed to be made or performed by the Tenderer shall be deemed to be made or performed by such persons jointly and severally.*
- n) *REREC’s “authorized person” shall mean its CEO who is designated by the PPAD Act 2015 to exercise such power, authority or discretion as is required under the tender and any contract arising therefrom, or such other REREC staff delegated with such authority.*
- o) *Citizen contractors-means a person/firm wholly owned and controlled by person(s) who are citizens of Kenya.*
- p) *Local contractors- a firm shall be qualified as a local contractor if it is registered in Kenya.*
- q) *“DDP” refers to Delivered Duty Paid*

## INVITATION TO TENDER

### **RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION CONTRACT NAME AND DESCRIPTION: TENDER FOR LABOR AND TRANSPORT CONTRACTORS FOR THE YEAR 2023-2025; RFX No. 100000903**

1. The *Rural Electrification and Renewable Energy Corporation* invites tenders for Labor and Transport Contractors for the year 2023-2025.
2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers. *Companies owned by Youths, Women and Persons with Disability are encouraged to participate.* Tenderers will be allowed to tender for more than one lot.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **8.00am - 12.45pm to 1.45pm-4.00pm Monday to Friday** in *Rural Electrification and Renewable Energy Corporation* Offices situated in Kawi Complex, Block C, Ground floor.
4. A complete set of tender documents may be viewed and downloaded by interested tenderers free of charge electronically from the Website [www.rerec.co.ke](http://www.rerec.co.ke) under tender documents or through the e-procurement portal using <https://suppliers.rea.co.ke:44300/irj/portal> Tenderers who are not yet registered with REREC must register their companies in order to participate in the tender using link below that can be found from the website [www.rerec.co.ke](http://www.rerec.co.ke) Procurement-Supplier registration: [https://suppliers.rea.co.ke:44200/supportal\(bD11biZjPTUwMCZkPW1pbg==\)/bspw/application.do#VIEW\\_ANCHOR-ROS\\_TOP](https://suppliers.rea.co.ke:44200/supportal(bD11biZjPTUwMCZkPW1pbg==)/bspw/application.do#VIEW_ANCHOR-ROS_TOP)
5. Tender documents may be viewed and downloaded for free from the website [www.rerec.co.ke](http://www.rerec.co.ke) Tenderers who download the tender document must forward their particulars immediately to [tenders@rerec.co.ke](mailto:tenders@rerec.co.ke) to facilitate any further clarification or addendum.
6. Tenders shall be quoted in Kenya Shillings and shall include all taxes. Tenders shall remain valid for 196 days from the date of opening of tenders.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders must be delivered to *Rural Electrification and Renewable Energy Corporation* electronically through <https://suppliers.rea.co.ke:44300/irj/portal> on or before **29th March, 2023**. Only Electronic Tenders will be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and times specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
10. Any addendum to this tender shall be uploaded to the Corporation's website [www.rerec.co.ke](http://www.rerec.co.ke) under tender documents.
11. Late tenders will be rejected.
12. The addresses referred to above are:

#### **Address for obtaining further information on tender documents**

For hand Courier, Original Bid security delivered to the tender Box (Kawi Complex, Block C, Ground floor, Off Popo Road,). Contact Manager, Supply chain management, telephone number: 0709193000 and e-mail address: [tenders@rerec.co.ke](mailto:tenders@rerec.co.ke)

**Address for Submission of Tenders: Online Through** <https://suppliers.rea.co.ke:44300/irj/portal>

**Address for Opening of Tenders.** Kawi Complex, Block C, Ground floor, **Online system**

**Name:** Peter K. Mbugua; **Designation:** Chief Executive Officer **Date:** 14.02.2023

TENDER SUBMISSION CHECKLIST

**Bidders are advised to clearly label their documents while uploading on the portal.**

No.	Item	Tick Where Provided
1.	Declaration Form	
2.	Duly completed Tender Form	
3.	Copy of Company or Firm's Registration Certificate	
4.	Copy of PIN Certificate	
5.	Copy of Valid Tax Compliance Certificate	
6.	Confidential Business Questionnaire (CBQ)	
7.	National Construction Authority (NCA) registration Certificate and a valid Tenderer's Practicing License for the electrical category	
8.	Certified copy of Business permit /Council trade license including evidence of physical office.	
9.	Certified copy of Firm's valid EPRA Registration certificate	
10.	Submission of original verified list of completed works done within the last five (5) years and indicating the voltage & length of power lines in each of the projects(the list of executed works must be verified by REREC's Construction Manager or Regional Managers, for KPLC jobs must be verified by county D&C/ O&M in charge in the Counties where the works were done.	
11.	Certificate of Confirmation of Directors and Shareholding (CR.12) for registered companies and if not a registered company registration of business name for those trading as a sole proprietor or a registration of partnership deed registered under the Kenyan law or equivalent certification for foreign tenderers.	
12.	Priced Bill of Quantities (signed and stamped by bidder) – Provision of all required unit rates for services	
13.	2 years Audited Financial Statements. The audited financial statements required must be those that are reported within eighteen (18) calendar months of the date of the tender document. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The Bank issuing the statements should certify the copies. The certification should be original). Bidders should also attached a certified copy of ICPAK valid practicing license ICPAK.	
14.	Evidence of ownership of equipment and tools. (Give a list and type of relevant construction tools and equipment owned by the company evidenced by ownership documents.	
15.	Submission of evidence of an established safety program, policies and work Practices	
16.	A list of Names and ranks of employees together with their assigned	



	responsibilities together with certified copies of Curriculum Vitae and certified copies of certificates for all the Management/ Key Technical personnel (certified by an Advocate or commissioner for oaths) all attached copies of certificates and CVs must be supported.	
17.	Commitment to carry out quality construction works. Bidders must commit to carry out quality works by filling attached form.	
18.	Commitment to Code of Ethics	
19.	Any other document required in this tender document	

**\*NOTES TO TENDERERS**

1. Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan Registered Tenderers must provide a valid Tax Compliance Certificate.
2. All Tenderers must provide the Personal Identification Number Certificate (PIN Certificate).
3. Bidders who have valid contracts as a result of RFX no. 1000000496 should not apply for this tender.

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# PART 1 - TENDERING PROCEDURES

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# SECTION I: INSTRUCTIONS TO TENDERERS

## A General Provisions

### 1. **Scope of Tender**

- 1.1 Rural Electrification and Renewable Energy Corporation as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The name, identification, and number of lots (contracts) of this Tender Document are **specified in the TDS**.

### 2. **Fraud and Corruption**

- 2.1 Rural Electrification and Renewable Energy Corporation requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 2.2 Rural Electrification and Renewable Energy Corporation requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 2.3 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, Rural Electrification and Renewable Energy Corporation shall indicate in the **Data Sheet** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 2.4 Unfair Competitive Advantage - Fairness and transparency in the tender process require that the Firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender being tendered for. Rural Electrification and Renewable Energy Corporation shall indicate in the **TDS** firms (if any) that provided consulting services for the contract being tendered for. Rural Electrification and Renewable Energy Corporation shall check whether the owners or controllers of the Tenderer are same as those that provided consulting services. Rural Electrification and Renewable Energy Corporation shall, upon request, make available to any tenderer information that would give such firm unfair competitive advantage over competing firms.

### 3. **Eligible Tenderers**

- 3.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 3.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. Public employees and their close relatives (*spouses, children, brothers, sisters and uncles and aunts*) are not eligible to participate in the tender. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to

conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. The maximum number of JV members shall be specified in the **TDS**.

- 3.2 Public Officers of Rural Electrification and Renewable Energy Corporation, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 3.3 A Tenderer shall not have a conflict of interest. Any tenderer found to have a conflict of interest shall be disqualified. A tenderer may be considered to have a conflict of interest for the purpose of this tendering process, if the tenderer:
- a) Directly or indirectly controls, is controlled by or is under common control with another tenderer; or
  - b) Receives or has received any direct or indirect subsidy from another tenderer; or
  - c) Has the same legal representative as another tenderer; or
  - d) Has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of Rural Electrification and Renewable Energy Corporation regarding this tendering process; or
  - e) Any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender; or
  - f) any of its affiliates has been hired (or is proposed to be hired) by Rural Electrification and Renewable Energy Corporation as Engineer for the Contract implementation; or
  - g) Would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the contract specified in this Tender Document or
  - h) Has a close business or family relationship with a professional staff of Rural Electrification and Renewable Energy Corporation who:
    - i) are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract; or
    - ii) Would be involved in the implementation or supervision of such Contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to Rural Electrification and Renewable Energy Corporation throughout the tendering process and execution of the Contract.
- 3.4 A tenderer shall not be involved in corrupt, coercive, obstructive, collusive or fraudulent practice. A tenderer that is proven to have been involved any of these practices shall be automatically disqualified.
- 3.5 A Tenderer (either individually or as a JV member) shall not participate in more than one Tender, except for permitted alternative tenders. This includes participation as a subcontractor in other Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved. A firm that is not a tenderer or a JV member may participate as a subcontractor in more than one tender. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender.
- 3.6 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.8. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of

the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed subcontractors or sub-consultants for any part of the Contract including related Services.

- 3.7 Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).
- 3.8 Tenderers that are state-owned enterprises or institutions may be eligible to compete and be awarded a Contract(s) only if they are accredited by PPRA to be (i) a legal public entity of the state Government and/or public administration, (ii) financially autonomous and not receiving any significant subsidies or budget support from any public entity or Government, and (iii) operating under commercial law and vested with legal rights and liabilities similar to any commercial enterprise to enable it compete with firms in the private sector on an equal basis.
- 3.9 A Firms and individuals may be ineligible if their countries of origin (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country. A tenderer shall provide such documentary evidence of eligibility satisfactory to Rural Electrification and Renewable Energy Corporation, as Rural Electrification and Renewable Energy Corporation shall reasonably request.
- 3.10 Foreign tenderers are required to source at least forty (40%) percent of their contract inputs (in supplies, subcontracts and labor) from national suppliers and contractors. To this end, a foreign tenderer shall provide in its tender documentary evidence that this requirement is met. Foreign tenderers not meeting this criterion will be automatically disqualified. Information required to enable Rural Electrification and Renewable Energy Corporation determine if this condition is met shall be provided in for this purpose is be provided in *“SECTION III - EVALUATION AND QUALIFICATION CRITERIA, Item 9”*.
- 3.11 Pursuant to the eligibility requirements of ITT 4.10, a tender is considered a foreign tenderer, if the tenderer is not registered in Kenya or if the tenderer is registered in Kenya and has less than 51 percent ownership by Kenyan Citizens. JVs are considered as foreign tenderers if the individual member firms are not registered in Kenya or if are registered in Kenya and have less than 51 percent ownership by Kenyan citizens. The JV shall not subcontract to foreign firms more than 10 percent of the contract price, excluding provisional sums.
- 3.12 The National Construction Authority Act of Kenya requires that all local and foreign contractors be registered with the National Construction Authority and be issued with a Registration Certificate before they can undertake any construction works in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before such award and signature of contract. Application for registration with National Construction Authority may be accessed from the website [www.nca.go.ke](http://www.nca.go.ke).
- 3.13 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Competition Act, 2010. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.cak.go.ke](http://www.cak.go.ke)

- 3.14 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

#### **4. Eligible Goods, Equipment, and Services**

- 4.1 Goods, equipment and services to be supplied under the Contract may have their origin in any country that is not eligible under ITT 3.9. At Rural Electrification and Renewable Energy Corporation's request, Tenderers may be required to provide evidence of the origin of Goods, equipment and services.
- 4.2 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

#### **5. Tenderer's Responsibilities**

- 5.1 The tenderer shall bear all costs associated with the preparation and submission of his/her tender, and Rural Electrification and Renewable Energy Corporation will in no case be responsible or liable for those costs.
- 5.2 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the tenderer's own expense.
- 5.3 The Tenderer and any of its personnel or agents will be granted permission by Rural Electrification and Renewable Energy Corporation to enter upon its premises and lands for the purpose of such visit. The Tenderer shall indemnify Rural Electrification and Renewable Energy Corporation against all liability arising from death or personal injury, loss of or damage to property, and any other losses and expenses incurred as a result of the inspection.
- 5.4 The tenderer shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including charts, as necessary or required.

#### **B. Contents of Tender Documents**

#### **6. Sections of Tender Document**

- 6.1 The tender document consists of Parts 1, 2, and 3, which includes all the sections specified below, and which should be read in conjunction with any Addenda issued in accordance with ITT 8.

##### **PART 1 Tendering Procedures**

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV - Tendering Forms

##### **PART 2 Works Requirements**

- i) Section V - Schedules of Services
- ii) Section VI - Work Area Clusters
- iii) Section VII - Bills of Quantities

##### **PART 3 Conditions of Contract and Contract Forms**

- i) Section VIII - General Conditions of Contract (GCC)
- ii) Section IX - Special Conditions of Contract (SC)
- iii) Section X - Contract Forms

6.2 The Invitation to Tender Document (ITT) issued by Rural Electrification and Renewable Energy Corporation is not part of the Contract documents.

6.3 Unless obtained directly from Rural Electrification and Renewable Energy Corporation, Rural Electrification and Renewable Energy Corporation is not responsible for the completeness of the Tender document, responses to requests for clarification, the minutes of the pre-Tender meeting (if any), or Addenda to the Tender document in accordance with ITT 8. In case of any contradiction, documents obtained directly from Rural Electrification and Renewable Energy Corporation shall prevail.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document and to furnish with its Tender all information and documentation as is required by the Tender document.

## **7. Site Visit (not applicable under this tender)**

7.1 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the Required Services and its surroundings and obtain all information that may be necessary for preparing the Tender and entering into a contract for the Services. The costs of visiting the Site shall be at the Tenderer's own expense.

## **8. Pre-Tender Meeting**

8.1 Rural Electrification and Renewable Energy Corporation shall specify in the **TDS** if a pre-tender meeting will be held, when and where. Rural Electrification and Renewable Energy Corporation shall also specify in the **TDS** if a pre-arranged pretender site visit will be held and when. The Tenderer's designated representative is invited to attend a pre-arranged pretender visit of the site of the works. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.2 The Tenderer is requested to submit any questions in writing, to reach Rural Electrification and Renewable Energy Corporation, not later than the period specified in the **TDS** before the meeting.

8.3 Minutes of the pre-Tender meeting and the pre-arranged pretender site visit of the site of the works, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents in accordance with ITT 6.3. Minutes shall not identify the source of the questions asked.

8.4 Rural Electrification and Renewable Energy Corporation shall also promptly publish anonymized (*no names*) Minutes of the pre-Tender meeting and the pre-arranged pretender visit of the site of the works at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-tender meeting and the pre-arranged pretender site visit, shall be made by Rural Electrification and Renewable Energy Corporation exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Nonattendance at the pre-Tender meeting will not be a cause for disqualification of a Tenderer.

## **9. Clarification and amendments of Tender Documents**

9.1 A Tenderer requiring any clarification of the Tender Document shall contact Rural

Electrification and Renewable Energy Corporation in writing at Rural Electrification and Renewable Energy Corporation's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting and the pre-arranged pretender visit of the site of the works if provided for in accordance with ITT 8.4. Rural Electrification and Renewable Energy Corporation will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. Rural Electrification and Renewable Energy Corporation shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 6.3, including a description of the inquiry but without identifying its source. If specified in the **TDS**, Rural Electrification and Renewable Energy Corporation shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, Rural Electrification and Renewable Energy Corporation shall amend the Tender Documents appropriately following the procedure under ITT 8.4.

## **10. Amendment of Tendering Document**

10.1 At any time prior to the deadline for submission of Tenders, Rural Electrification and Renewable Energy Corporation may amend the Tendering document by issuing addenda.

10.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from Rural Electrification and Renewable Energy Corporation in accordance with ITT

6.3. Rural Electrification and Renewable Energy Corporation shall also promptly publish the addendum on Rural Electrification and Renewable Energy Corporation's web page in accordance with ITT 8.4.

10.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, Rural Electrification and Renewable Energy Corporation shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 25.2 below.

## **C. Preparation of Tenders**

### **11. Cost of Tendering**

11.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and Rural Electrification and Renewable Energy Corporation shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

### **12. Language of Tender**

12.1 The Tender, as well as all correspondence and documents relating to the tender exchanged by the tenderer and Rural Electrification and Renewable Energy Corporation, shall be written in the English Language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate and notarized translation of the relevant passages into the English Language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

### **13. Documents Comprising the Tender**

13.1 The Tender shall comprise the following:

- a) Form of Tender prepared in accordance with ITT 14;
- b) Schedules including priced Bill of Quantities, completed in accordance with ITT 14 and ITT 16;



- c) Alternative Tender, if permissible, in accordance with ITT 15;
- d) Authorization: written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 22.3;
- e) Qualifications: documentary evidence in accordance with ITT 19 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- f) Conformity: a technical proposal in accordance with ITT 18;
- g) Any other document required in the **TDS**.

13.2 In addition to the requirements under ITT 11.1, Tenders submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful Tender shall be signed by all members and submitted with the Tender together with a copy of the proposed Agreement. The Tenderer shall chronologically serialize pages of all tender documents submitted.

**13.3** The Tenderer shall furnish in the Form of Tender information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender.

#### **14. Form of Tender and Schedules**

14.1 The Form of Tender and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 20.3. All blank spaces shall be filled in with the information requested.

#### **15. Alternative Tenders**

15.1 Unless otherwise specified in the **TDS**, alternative Tenders shall not be considered.

15.2 When alternative times for completion are explicitly invited, a statement to that effect will be included in the **TDS**, and the method of evaluating different alternative times for completion will be described in Section III, Evaluation and Qualification Criteria.

15.3 Except as provided under ITT 13.4 below, Tenderers wishing to offer technical alternatives to the requirements of the Tender Documents must first price Rural Electrification and Renewable Energy Corporation's design as described in the Tender Documents and shall further provide all information necessary for a complete evaluation of the alternative by Rural Electrification and Renewable Energy Corporation, including drawings, design calculations, technical specifications, breakdown of prices, and proposed construction methodology and other relevant details. Only the technical alternatives, if any, of the Tenderer with the Winning Tender conforming to the basic technical requirements shall be considered by Rural Electrification and Renewable Energy Corporation. When specified in the **TDS**, Tenderers are permitted to submit alternative technical solutions for specified parts of the Works, and such parts will be identified in the **TDS**, as will the method for their evaluating, and described in Section VII, Works' Requirements.

#### **16. Tender Prices and Discounts**

16.1 The prices and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Bill of Quantities shall conform to the requirements specified below.

16.2 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items against which no rate or price is entered by the Tenderer shall be deemed covered by the rates for other items in the Bill of Quantities and will not be paid for separately.

by Rural Electrification and Renewable Energy Corporation . An item not listed in the priced Bill of Quantities shall be assumed to be not included in the Tender, and provided that the Tender is determined substantially responsive notwithstanding this omission, the average price of the item quoted by substantially responsive Tenderers will be added to the Tender price and the equivalent total cost of the Tender so determined will be used for price comparison.

16.3 The price to be quoted in the Form of Tender, in accordance with ITT 14.1, shall be the total price of the Tender, including any discounts offered.

16.4 The Tenderer shall quote any discounts and the methodology for their application in the Form of Tender, in accordance with ITT 14.1.

16.5 It will be specified in the **TDS** if the rates and prices quoted by the Tenderer are or are not subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract, except in cases where the contract is subject to fluctuations and adjustments, not fixed price. In such a case, the Tenderer shall furnish the indices and weightings for the price adjustment formulae in the Schedule of Adjustment Data and Rural Electrification and Renewable Energy Corporation may require the Tenderer to justify its proposed indices and weightings.

16.6 Where tenders are being invited for individual lots (contracts) or for any combination of lots (packages), tenderers wishing to offer discounts for the award of more than one Contract shall specify in their Tender the price reductions applicable to each package, or alternatively, to individual Contracts within the package. Discounts shall be submitted in accordance with ITT 16.4, provided the Tenders for all lots (contracts) are opened at the same time.

16.7 All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date 30 days prior to the deadline for submission of Tenders, shall be included in the rates and prices and the total Tender Price submitted by the Tenderer.

## **17. Currencies of Tender and Payment**

17.1 Tenderers shall quote entirely in Kenya Shillings. The unit rates and the prices shall be quoted by the Tenderer in the Bill of Quantities, entirely in Kenya shillings. A Tenderer expecting to incur expenditures in other currencies for inputs to the Works supplied from outside Kenya shall device own ways of getting foreign currency to meet those expenditures.

## **18. Documents Comprising the Technical Proposal**

18.1 The Tenderer shall furnish a technical proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV, Tender Forms, in sufficient detail to demonstrate the adequacy of the Tenderer's proposal to meet the work's requirements and the completion time.

## **19. Documents Establishing the Eligibility and Qualifications of the Tenderer**

19.1 Tenderers shall complete the Form of Tender, included in Section IV, Tender Forms, to establish Tenderer's eligibility in accordance with ITT 4.

19.2 In accordance with Section III, Evaluation and Qualification Criteria, to establish its qualifications to perform the Contract the Tenderer shall provide the information requested in the corresponding information sheets included in Section IV, Tender Forms.

19.3 A margin of preference will not be allowed. Preference and reservations will be allowed, individually or in joint ventures. Applying for eligibility for Preference and reservations shall

supply all information required to satisfy the criteria for eligibility specified in accordance with ITT 33.1.

- 19.4 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by Rural Electrification and Renewable Energy Corporation, a contractor or group of contractors qualifies for a margin of preference. Further the information will enable Rural Electrification and Renewable Energy Corporation identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between tenderers, and thereby help to prevent any corrupt influence in relation to the procurement process or contract management.
- 19.5 The purpose of the information described in ITT 19.4 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by Rural Electrification and Renewable Energy Corporation as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 19.6 The Tenderer shall provide further documentary proof, information or authorizations that Rural Electrification and Renewable Energy Corporation may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 19.7 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to Rural Electrification and Renewable Energy Corporation. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to Rural Electrification and Renewable Energy Corporation .
- 19.8 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if Rural Electrification and Renewable Energy Corporation is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 19.9 If information submitted by a tenderer pursuant to these requirements, or obtained by Rural Electrification and Renewable Energy Corporation (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) if the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
  - ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
  - iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 19.10 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of Rural Electrification

and Renewable Energy Corporation that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **20. Period of Validity of Tenders**

20.1 Tenders shall remain valid for the Tender Validity period specified in the **TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline (as prescribed by Rural Electrification and Renewable Energy Corporation in accordance with ITT 24). A Tender valid for a shorter period shall be rejected by Rural Electrification and Renewable Energy Corporation as non-responsive.

20.2 In exceptional circumstances, prior to the expiration of the Tender validity period, Rural Electrification and Renewable Energy Corporation may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 21.1, it shall also be extended for thirty (30) days beyond the deadline of the extended validity period. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 20.3.

20.3 If the award is delayed by a period exceeding the number of days to be specified in the **TDS** days beyond the expiry of the initial tender validity period, the Contract price shall be determined as follows:

- a) in the case of **fixed price** contracts, the Contract price shall be the tender price adjusted by the factor specified in the **TDS**;
- b) in the case of **adjustable price** contracts, no adjustment shall be made; or in any case, tenderevaluation shall be based on the tender price without taking into consideration the applicable correction from those indicated above.

## **21. Tender Security**

21.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender Security as specified in the **TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified in the **TDS**. A Tender-Securing Declaration shall use the form included in Section IV, Tender Forms.

21.2 If a Tender Security is specified pursuant to ITT 19.1, the Tender Security shall be a demand guarantee in any of the following forms at the Tenderer's option:

- a) an unconditional Bank Guarantee issued by reputable commercial bank); or
- b) an irrevocable letter of credit;
- c) a Banker's cheque issued by a reputable commercial bank; or
- d) another security specified **in the TDS**,

21.3 If an unconditional bank guarantee is issued by a bank located outside Kenya, the issuing bank shall have a correspondent bank located in Kenya to make it enforceable. The Tender Security shall be valid for thirty (30) days beyond the original validity period of the Tender, or beyond any period of extension if requested under ITT 20.2.

21.4 If a Tender Security or Tender-Securing Declaration is specified pursuant to ITT 19.1, any Tender not accompanied by a substantially responsive Tender Security or Tender-Securing Declaration shall be rejected by Rural Electrification and Renewable Energy Corporation as non-responsive.

21.5 If a Tender Security is specified pursuant to ITT 21.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing

the Contract and furnishing the Performance Security and any other documents required in the **TDS**. Rural Electrification and Renewable Energy Corporation shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined nonresponsive or a bidder declines to extend tender validity period.

21.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security, and any other documents required in the **TDS**.

21.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- e) if a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer on the Form of Tender, or any extension thereto provided by the Tenderer; or
- f) if the successful Tenderer fails to:
  - i) sign the Contract in accordance with ITT 50; or
  - ii) furnish a Performance Security and if required in the **TDS**, and any other documents required in the **TDS**.

21.8 Where tender securing declaration is executed, Rural Electrification and Renewable Energy Corporation shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

21.9 The Tender Security or the Tender-Securing Declaration of a JV shall be in the name of the JV that submits the Tender. If the JV has not been legally constituted into a legally enforceable JV at the time of tendering, the Tender Security or the Tender-Securing Declaration shall be in the names of all future members as named in the letter of intent referred to in ITT 4.1 and ITT 11.2.

21.10 A tenderer shall not issue a tender security to guarantee itself.

## **22. Format and Signing of Tender**

22.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 13 and clearly mark it "ORIGINAL." Alternative Tenders, if permitted in accordance with ITT 15, shall be clearly marked "ALTERNATIVE." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS** and clearly mark them "COPY." In the event of any discrepancy between the original and the copies, the original shall prevail.

22.2 Tenderers shall mark as "CONFIDENTIAL" all information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

22.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

22.4 In case the Tenderer is a JV, the Tender shall be signed by an authorized representative of the JV on behalf of the JV, and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives. Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing

the Tender.

## **D. Submission and Opening of Tenders**

### **23. Sealing and Marking of Tenders**

23.1 Depending on the sizes or quantities or weight of the tender documents, a tenderer may use an envelope, package or container. The Tenderer shall deliver the Tender in a single sealed envelope, or in a single sealed package, or in a single sealed container bearing the name and Reference number of the Tender, addressed to Rural Electrification and Renewable Energy Corporation and a warning not to open before the time and date for Tender opening date. Within the single envelope, package or container, the Tenderer shall place the following separate, sealed envelopes:

- a) in an envelope or package or container marked “ORIGINAL”, all documents comprising the Tender, as described in ITT 11; and
- b) in an envelope or package or container marked “COPIES”, all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT 15, and if relevant:
  - i) in an envelope or package or container marked “ORIGINAL – ALTERNATIVE TENDER”, the alternative Tender; and
  - ii) in the envelope or package or container marked “COPIES- ALTERNATIVE TENDER”, all required copies of the alternative Tender.

The inner envelopes or packages or containers shall:

- a) bear the name and address of Rural Electrification and Renewable Energy Corporation .
- b) bear the name and address of the Tenderer; and
- c) bear the name and Reference number of the Tender.

23.2 If an envelope or package or container is not sealed and marked as required, Rural Electrification and Renewable Energy Corporation will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that are misplaced or opened prematurely will not be accepted.

### **24. Deadline for Submission of Tenders**

24.1 Tenders must be received by Rural Electrification and Renewable Energy Corporation at the address specified in the **TDS** and no later than the date and time also specified in the **TDS**. When so specified in the **TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified in the **TDS**.

24.2 Rural Electrification and Renewable Energy Corporation may, at its discretion, extend the deadline for the submission of Tenders by amending the Tender Documents in accordance with ITT 8, in which case all rights and obligations of Rural Electrification and Renewable Energy Corporation and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **25. Late Tenders**

25.1 Rural Electrification and Renewable Energy Corporation shall not consider any Tender that arrives after the deadline for submission of tenders, in accordance with ITT 24. Any Tender received by Rural Electrification and Renewable Energy Corporation after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

## **26. Withdrawal, Substitution, and Modification of Tenders**

26.1A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITT 22.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) prepared and submitted in accordance with ITT 22 and ITT 23 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” “MODIFICATION;” “and
- b) Received by Rural Electrification and Renewable Energy Corporation prior to the deadline prescribed for submission of Tenders, in accordance with ITT 24.

26.2 Tenders requested to be withdrawn in accordance with ITT 26.1 shall be returned unopened to the Tenderers.

26.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

## **27. Tender Opening**

27.1 Except in the cases specified in ITT 23 and ITT 26.2, Rural Electrification and Renewable Energy Corporation shall publicly open and read out all Tenders received by the deadline, at the date, time and place specified in the **TDS**, in the presence of Tenderers' designated representatives who chooses to attend. Any specific electronic Tender opening procedures required if electronic Tendering is permitted in accordance with ITT 24.1, shall be as specified in the **TDS**.

27.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelopes with the corresponding Tender shall not be opened, but returned to the Tenderer. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

27.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

27.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

27.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Price, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender- Securing Declaration, if required; and any other details as Rural Electrification and Renewable Energy Corporation may consider appropriate.

27.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further for evaluation. The Form of Tender and pages of the Bills of Quantities are to be initialed by the members of the tender opening committee attending

the opening. The number of representatives of Rural Electrification and Renewable Energy Corporation to sign shall be specified in the **TDS**.

27.7 At the Tender Opening, Rural Electrification and Renewable Energy Corporation shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 25.1).

**27.8 Rural Electrification and Renewable Energy Corporation shall prepare minutes of the Tender Opening that shall include, as a minimum:**

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts;
- c) any alternative Tenders;
- d) The presence or absence of a Tender Security, if one was required.
- e) Number of pages of each tender document submitted.

27.9 The Tenderers' representatives who are present shall be requested to sign the minutes. The omission of a Tenderer's signature on the minutes shall not invalidate the contents and effect of the minutes. A copy of the tender opening register shall be distributed to all Tenderers upon request.

## **E. Evaluation and Comparison of Tenders**

### **28. Confidentiality**

28.1 Information relating to the evaluation of Tenders and recommendation of contract award shall not be disclosed to Tenderers or any other persons not officially concerned with the Tender process until information on Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 46.

28.2 Any effort by a Tenderer to influence Rural Electrification and Renewable Energy Corporation in the evaluation of the Tenders or Contract award decisions may result in the rejection of its tender.

**28.3 Notwithstanding ITT 28.2, from the time of tender opening to the time of contract award, if a tenderer wishes to contact Rural Electrification and Renewable Energy Corporation on any matter related to the tendering process, it shall do so in writing.**

### **29. Clarification of Tenders**

29.1 To assist in the examination, evaluation, and comparison of the tenders, and qualification of the tenderers, Rural Electrification and Renewable Energy Corporation may, at its discretion, ask any tenderer for a clarification of its tender, given a reasonable time for a response. Any clarification submitted by a tenderer that is not in response to a request by Rural Electrification and Renewable Energy Corporation shall not be considered. Rural Electrification and Renewable Energy Corporation's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by Rural Electrification and Renewable Energy Corporation in the evaluation of the tenders, in accordance with ITT 33.

29.2 If a tenderer does not provide clarifications of its tender by the date and time set in Rural Electrification and Renewable Energy Corporation's request for clarification, its Tender may be rejected.

### **30. Deviations, Reservations, and Omissions**

30.1 During the evaluation of tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tender document;



- b) “Reservation” is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tender document; and
- c) “Omission” is the failure to submit part or all of the information or documentation required in the Tender document.

### **31. Determination of Responsiveness**

31.1 Rural Electrification and Renewable Energy Corporation’s determination of a Tender's responsiveness is to be based on the contents of the tender itself, as defined in ITT 13.

**31.2** A substantially responsive Tender is one that meets the requirements of the Tender document without material deviation, **reservation, or omission. A material deviation, reservation, or omission is one that, if accepted, would:**

- a) affect in any substantial way the scope, quality, or performance of the Works specified in the Contract; or
- b) limit in any substantial way, inconsistent with the tender document, Rural Electrification and Renewable Energy Corporation 's rights or the tenderer's obligations under the proposed contract; or
- c) if rectified, would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

31.3 Rural Electrification and Renewable Energy Corporation shall examine the technical aspects of the tender submitted in accordance with ITT 18, to confirm that all requirements of Section VII, Works' Requirements have been met without any material deviation, reservation or omission.

31.4 If a tender is not substantially responsive to the requirements of the tender document, it shall be rejected by Rural Electrification and Renewable Energy Corporation and may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

### **32. Non-material Non-conformities**

32.1 Provided that a tender is substantially responsive, Rural Electrification and Renewable Energy Corporation may waive any non-conformities in the tender.

32.2 Provided that a Tender is substantially responsive, Rural Electrification and Renewable Energy Corporation may request that the tenderer submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial non-conformities in the tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the tender. Failure of the tenderer to comply with the request may result in the rejection of its tender.

**32.3** Provided that a tender is substantially responsive, Rural Electrification and Renewable Energy Corporation shall rectify quantifiable nonmaterial non-conformities related to the Tender Price. To this effect, the Tender Price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component in the manner specified in the TDS.

### **33. Arithmetical Errors**

33.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

33.2 Provided that the Tender is substantially responsive, Rural Electrification and Renewable Energy Corporation shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) if there is a discrepancy between words and figures, the amount in words shall prevail

33.3 Tenderers shall be notified of any error detected in their bid during the notification of a ward.

#### **34. Currency provisions**

34.1 Tenders will be priced in Kenya Shillings only. Tenderers quoting in currencies other than in Kenyashillings will be determined non-responsive and rejected.

#### **35. Margin of Preference and Reservations**

35.1 No margin of preference shall be allowed on contracts for small works.

35.2 Where it is intended to reserve the contract to specific groups under Small and Medium Enterprises, or enterprise of women, youth and/or persons living with disability, who are appropriately registered as such by the authority to be specified in the **TDS**, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses/firms belonging to those specified groups are the only ones eligible to tender. Otherwise if no so stated, the invitation will be open to all tenderers.

#### **36. Nominated Subcontractors**

36.1 Unless otherwise stated in the **TDS**, Rural Electrification and Renewable Energy Corporation does not intend to execute any specific elements of the Works by subcontractors selected in advance by Rural Electrification and Renewable Energy Corporation.

36.2 Tenderers may propose subcontracting up to the percentage of total value of contracts or the volume of works as specified in the **TDS**. Subcontractors proposed by the Tenderer shall be fully qualified for their parts of the Works.

36.3 The subcontractor's qualifications shall not be used by the Tenderer to qualify for the Works unless their specialized parts of the Works were previously designated by Rural Electrification and Renewable Energy Corporation in the **TDS** as can be met by subcontractors referred to hereafter as 'Specialized Subcontractors', in which case, the qualifications of the Specialized Subcontractors proposed by the Tenderer may be added to the qualifications of the Tenderer.

#### **37. Evaluation of Tenders**

37.1 Rural Electrification and Renewable Energy Corporation shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies Rural Electrification and Renewable Energy Corporation shall determine the Best Evaluated Tender in accordance with ITT 40.

37.2 To evaluate a Tender, Rural Electrification and Renewable Energy Corporation shall consider the following:

- a) price adjustment due to discounts offered in accordance with ITT 16;
- b) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with ITT 39;
- c) price adjustment due to quantifiable non-material non-conformities in accordance with ITT 30.3; and
- d) Any additional evaluation factors specified **in the TDS** and Section III, Evaluation and Qualification Criteria.

37.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be considered in Tender evaluation.

**37.4** In the case of multiple contracts or lots, Tenderers shall be allowed to tender for one or more lots and the methodology to determine the lowest evaluated cost of the lot (contract) combinations, including any discounts offered in the **Form of Tender, is specified in Section III, Evaluation and Qualification Criteria.**

### **38. Comparison of Tenders**

38.1 Rural Electrification and Renewable Energy Corporation shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 38.2 to determine the Tender that has the lowest evaluated cost.

### **39. Abnormally Low Tenders**

39.1 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender Price or that genuine competition between Tenderers is compromised.

39.2 In the event of identification of a potentially Abnormally Low Tender, Rural Electrification and Renewable Energy Corporation shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

39.3 After evaluation of the price analyses, in the event that Rural Electrification and Renewable Energy Corporation determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, Rural Electrification and Renewable Energy Corporation shall reject the Tender.

### **40. Abnormally High Tenders**

40.1 An abnormally high price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that Rural Electrification and Renewable Energy Corporation is concerned that it (Rural Electrification and Renewable Energy Corporation) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

40.2 In case of an abnormally high tender price, Rural Electrification and Renewable Energy Corporation shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. Rural Electrification and Renewable Energy Corporation may also seek written clarification from the tenderer on the reason for the high tender price. Rural Electrification and Renewable Energy Corporation shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, REREC may accept or not accept the tender depending on Rural Electrification and Renewable Energy Corporation's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, Rural Electrification and Renewable Energy Corporation shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

**40.3** If Rural Electrification and Renewable Energy Corporation determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), Rural Electrification and Renewable Energy Corporation shall reject all Tenders and shall institute or cause competent Government Agencies to institute an investigation on the cause of the compromise, before retendering.

#### **41. Unbalanced and/or Front-Loaded Tenders**

41.1 If in Rural Electrification and Renewable Energy Corporation's opinion, the Tender that is evaluated as the lowest evaluated price is seriously unbalanced and/or front loaded, Rural Electrification and Renewable Energy Corporation may require the Tenderer to provide written clarifications. Clarifications may include detailed price analyses to demonstrate the consistency of the tender prices with the scope of works, proposed methodology, schedule and any other requirements of the Tender document.

41.2 After the evaluation of the information and detailed price analyses presented by the Tenderer, Rural Electrification and Renewable Energy Corporation may as appropriate:

- a) accept the Tender; or
- b) require that the total amount of the Performance Security be increased at the expense of the Tenderer to a level not exceeding a 30% of the Contract Price; or
- c) agree on a payment mode that eliminates the inherent risk of Rural Electrification and Renewable Energy Corporation paying too much for undelivered works; or
- d) reject the Tender,

#### **42. Qualifications of the Tenderer**

42.1 Rural Electrification and Renewable Energy Corporation shall determine to its satisfaction whether the eligible Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender, meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

42.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 19. The determination shall not take into consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors if permitted in the Tender document), or any other firm(s) different from the Tenderer.

42.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event Rural Electrification and Renewable Energy Corporation shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated price to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

42.4 An Abnormally Low Tender is one where the Tender price, in combination with other elements of the Tender, appears so low that it raises material concerns as to the capability of the Tenderer in regards to the Tenderer's ability to perform the Contract for the offered Tender

Price.

42.5 In the event of identification of a potentially Abnormally Low Tender, Rural Electrification and Renewable Energy Corporation shall seek written clarifications from the Tenderer, including detailed price analyses of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the Tender document.

42.6 After evaluation of the price analyses, if Rural Electrification and Renewable Energy Corporation determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, Rural Electrification and Renewable Energy Corporation shall reject the Tender.

#### **43. Best Evaluated Tender**

43.1 Having compared the evaluated prices of Tenders, Rural Electrification and Renewable Energy Corporation shall determine the Best Evaluated Tender. The Best Evaluated Tender is the Tender of the Tenderer that meets the Qualification Criteria and whose Tender has been determined to be:

- a) Most responsive to the Tender document; and
- b) the lowest evaluated price in the lot.

#### **44. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders.**

44.1 Rural Electrification and Renewable Energy Corporation reserves the right to accept or reject any Tender and to annul the Tender process and reject all Tenders at any time prior to Contract Award, without thereby incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

### **F. Award of Contract**

#### **45. Award Criteria**

45.1 Subject to ITT 41, REREC shall award the Contract to the successful Tenderer. This is the Tenderer whose Tender has been determined to be the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the Tendering Document; and
- b) The lowest evaluated cost

#### **46. Notice of Intention to enter into a Contract**

46.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period Rural Electrification and Renewable Energy Corporation shall issue a Notification of Intention to Enter into a Contract / Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) the name and address of the Tenderer submitting the successful tender;
- b) the Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in (c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

## **47. Standstill Period**

47.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

47.2 Where a Standstill Period applies, it shall commence when Rural Electrification and Renewable Energy Corporation has transmitted to each Tenderer the Notification of Intention to Enter **into a Contract with the successful Tenderer.**

## **48. Debriefing by Rural Electrification and Renewable Energy Corporation**

48.1 On receipt of Rural Electrification and Renewable Energy Corporation's Notification of Intention to Enter into a Contract referred to in ITT 46, an unsuccessful tenderer may make a written request to Rural Electrification and Renewable Energy Corporation for a debriefing on specific issues or concerns regarding their tender. Rural Electrification and Renewable Energy Corporation shall provide the debriefing within five days of receipt of the request.

48.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending **such a debriefing meeting.**

## **49. Letter of Award**

49.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, Rural Electrification and Renewable Energy Corporation shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

## **50. Signing of Contract**

50.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, Rural Electrification and Renewable Energy Corporation shall send the successful Tenderer the Contract Agreement.

50.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to Rural Electrification and Renewable Energy Corporation.

50.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period

## **51. Appointment of Adjudicator**

51.1 Rural Electrification and Renewable Energy Corporation proposes the person named in the **TDS** to be appointed as Adjudicator under the Contract, at the hourly fee specified in the **TDS**, plus reimbursable expenses. If the Tenderer disagrees with this proposal, the Tenderer should so state in his Tender. If, in the Letter of Acceptance, Rural Electrification and Renewable Energy Corporation does not agree on the appointment of the Adjudicator, Rural Electrification and Renewable Energy Corporation will request the Appointing Authority designated in the Special Conditions of Contract (SCC) pursuant to Clause 23.1 of the General Conditions of Contract (GCC), to appoint the Adjudicator.

## **52. Performance Security**

52.1 Within twenty-one (21) days of the receipt of the Letter of Acceptance from Rural Electrification and Renewable Energy Corporation, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 40.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to Rural Electrification and Renewable Energy Corporation. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless Rural Electrification and Renewable Energy Corporation has agreed in writing that a correspondent bank is not required.

52.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS**, or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event Rural Electrification and Renewable Energy Corporation may award the Contract to the Tenderer offering the next Best Evaluated Tender.

52.3 Performance security shall not be required for contracts estimated to cost less than Kenya shillings five million shillings.

### **53. Publication of Procurement Contract**

53.1 Within fourteen days after signing the contract, Rural Electrification and Renewable Energy Corporation shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of Rural Electrification and Renewable Energy Corporation ;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

### **54. Procurement Related Complaints and Administrative Review**

54.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

54.2 A request for administrative review shall be made in the form provided under contract forms.

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions herein shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A</b>	<b>General</b>
ITT 1.1	The name of the Contract is <b>Tender for Labor &amp; Transport Contractors 2023-2025</b> The reference number of the Tender is <b>RFX NO. 100000903</b>
ITT 2.3	There is no information on competing firms.
ITT 2.4	The firms that provided consulting services for the contract being tendered for are: <b>None</b>
ITT 3.1	Maximum number of members in a Joint Venture (JV) are <b>none</b> . Adopt definition of ‘relative’ as provided for under <b>section 59 (2) (b)</b> of the PublicProcurement and Asset Disposal Act, 2015. <ul style="list-style-type: none"> <li>• <i>Only local limited liability companies with a valid EPRA certificate are eligible to apply.</i></li> </ul>
ITT 3.7	<ol style="list-style-type: none"> <li>1) A list of debarred firms and individuals is available on the PPRA’s website: <a href="http://www.ppra.go.ke">www.ppra.go.ke</a></li> <li>2) Tenderers with any record of <b>unethical practice</b> or <b>unsatisfactory or default in performance</b> shall NOT be considered for evaluation, award or otherwise. For avoidance of doubt, this shall include any tenderer with unresolved case(s) in its conduct or performance obligations for more than two (2) months in any contract</li> </ol>
ITT 3.13	Joint Venture Firms which may prevent, distort or lessen competition to seek approval from Competitions Authority before award of tender. Not applicable
<b>B</b>	<b>Contents of Tender Document</b>
ITT 8.1	The pre-tender conference <b>will be not held</b>
ITT 8.2	Any questions in writing, shall reach REREC not later than Seven (7) days prior to tender closing date and shall be requested through the e-mail addresses on the coverage of this tender document.
ITT 9.1	REREC shall publish its response at the website and on their E-Procurement Portal through an addendum for general queries or email for specific queries.  For Clarification of Tender purposes only, REREC’s address is: Manager, Supply Chain Management Rural Electrification and Renewable Energy Corporation, Ground Floor, Kawi House, Block C P.O Box 34585 - 00100 Nairobi. Kenya Telephone: +254 709 193000  Electronic mail address: <a href="mailto:tenders@rerec.co.ke">tenders@rerec.co.ke</a>
<b>C</b>	<b>Preparation of Tenders</b>
ITT 13.1(h)	The tenderer shall submit the following additional documents in its tender <i>as per the qualification criteria with and including the documents listed in the Check List</i>



<b>ITT Reference</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
ITT 15.1	Alternative tenders <i>shall not be</i> considered.
ITT 15.2	Alternative times for completion shall <i>be as specified in Section III Evaluation and Qualification Criteria</i> ).
ITT 15.3	Alternative technical solutions shall not be permitted
ITT 20.3	Price variation on the basis of extending tender validity period is Not applicable
ITT 21.2	The Tender validity period shall be <b><i>One Hundred and ninety six (196)</i></b> days. A Tender valid for shorter period shall be rejected.
ITT 21.1	Tender security is not applicable to this tender
<b>D</b>	<b>Submission and Opening of Tenders</b>
ITT 24.1	All tenders shall be submitted through the REREC SAP SRM online tendering portal in PDF format (maximum of Four attachments – bidders are discouraged from attaching several individual attachments)
ITT 27.1	Public opening will be done through the REREC tendering portal at the procurement office on the ground floor, Kawi House, South C as specified in the REREC Tendering Portal.
ITT 27.6	There shall be tender opening minutes and electronic report generated electronically from REREC online tendering portal and the minimum number of representatives of REREC to sign is Three (3).
<b>E.</b>	<b>Evaluation and Comparison of Tenders</b>
ITT 36.1	REREC <i>does not intend</i> to execute certain specific parts of the Works by subcontractors selected in advance by REREC
ITT 36.2	Contractor's may propose subcontracting: Maximum percentage of subcontracting permitted is: 20 % <i>of the total contract amount</i> . Tenderers planning to subcontract more than 10% of total volume of work shall specify, in the Form of Tender, the activity (ies) or parts of the Works to be subcontracted along with complete details of the subcontractors and their qualification and experience. Specialized subcontractors shall be so qualified in their respective specialties and are subject to evaluations as detailed in the evaluation qualification criteria. <i>(Not applicable under this tender)</i>
ITT 37.2	(a) The currency of the tender shall be <b>Kenya Shillings</b> (b) <i>Additional requirements apply. These are detailed in the evaluation criteria in Section III, Evaluation and Qualification Criteria.</i>
<b>F. ITT 45</b>	<b>Award of Contract</b>  Rural Electrification and Renewable Energy Corporation shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender in respective lot for a period of three (3) Years from the date of contract signing.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 45.3	The contract duration shall be for <b>three (3) years</b> from the date of contract signing and shall be eligible for extension once only.
ITT 52.1	The successful bidder shall furnish a three year six months performance bond to cover the tender contract period and defect liability period being the sum of Ksh 500,000.00 ( Five Hundred thousand Kshs.)
ITT 54.1	<p>The procedures for making a Procurement-related Complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website <a href="mailto:info@ppra.go.ke">info@ppra.go.ke</a> or <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a></p> <p><b>For the attention:</b> <i>Manager, Supply Chain Management</i></p> <p><b>REREC:</b> <i>Rural Electrification and Renewable Energy Corporation</i></p> <p><b>Email address:</b> <a href="mailto:tenders@rerec.co.ke">tenders@rerec.co.ke</a></p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> <li>(i) the terms of the Tendering Documents; and</li> <li>(ii) REREC’s decision to award the contract.</li> </ul>

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 3.0 General Provisions

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For construction turnover or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract - Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT

14.3. Any error in determining the exchange rates in the Tender may be corrected by Rural Electrification and Renewable Energy Corporation.

This section contains the criteria that the REREC shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms.

### Evaluation and contract award Criteria

Rural Electrification and Renewable Energy Corporation shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria,

(ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### Preliminary examination for Determination of Responsiveness

Rural Electrification and Renewable Energy Corporation will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part 2 – REREC’s “Works Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are front loaded. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

### 3.1. Part I - Preliminary Examination Criteria.

These are mandatory requirements. This shall include confirmation of the following: -

- 3.1.1 Bidder documents/Attachments have been submitted in the Collaboration folder of the SAP SRM System. Bidders shall not attach their documents at any other Tab of the Portal. Attachments placed elsewhere in the portal shall be declared non-responsive and the attachments shall not be evaluated.

**(maximum of number of attachment allowed are Four attachments – bidders are discouraged from attaching several individual attachments)**

- 3.1.2 *Submission of the following duly completed and signed forms:*

- (a) *Form of Tender*
- (b) *Certificate of Independent Tender Determination*
- (c) *Self-Declaration Forms as hereunder:*
  - *Confidential Business Questionnaire*
  - *Form SD1*
  - *Form SD2*
- (d) *Declaration and Commitment to the Code of Ethics*
- (e) *Form EL1 1.1 – Tenderer Information Sheet*

3.1.3 *Submission and considering the following: -*

- a) *Company or Firm's Registration Certificate (Limited Companies Only)*
- b) *PIN Certificate.*
- c) *Valid Tax Compliance Certificate.*
- d) *CR12 Form (dated within 3 months before date of tender opening) obtained from the Registrar of Companies showing the Directorship and their respective shareholding of the firm. This shall be certified by an Advocate or commissioner for oaths*
- e) *All company directors national identification card (ID) copies*
- f) *Valid/Current Business Permit or trade license*
- g) *Evidence of ownership of power line construction Tools and Equipment*
- h) *Verified list of works done in the last 5 years ; Form EXP 4.1*
- i) *Duly filled commitment to carry out quality works form Qlty-4.3*
- j) *Established safety program and work policies*
- k) *An up to date organogram/organizational chart for the company*

3.1.4 *Power of Attorney authorizing the signatory of the Tender to commit the Tenderer in accordance with the Tender requirements. Proof of authorization shall be furnished in the form of power of attorney which shall accompany the tender if the signatory to the tender is not a director of the company (provide name and attach proof of citizenship of the signatory to the tender).*

3.1.5 *The tenderer must be registered with National Construction Authority (NCA) with a valid Practicing license Electrical works – NCA 8 and above*

3.1.6 *Valid EPRA Electrical certificate for the participating firm.*

3.1.7 *Submission of a Priced Bill of Quantities, signed and stamped by bidder in its sanctity form.*

3.1.8 *Submission of lots to quoted on section vi - lot work area/regions*

3.1.9 *Duly filled personnel experience Forms; PER 1 & PER 2, with full contact, certified academic certificates, as well as detailed Curriculum Vitae (CV) for the three main persons:*

- *Key Technical person*
- *Project Manager*
- *Safety officer*

**NB:** *Academic certificates must be certified by an Advocate or commissioner for oaths..*

3.1.10 *Submission of the audited financial Statements are those that are reported within eighteen (18) calendar months of the date of the tender document together with a copy of the Auditors/Audit Firm **valid ICPAK practicing license**. (For companies or firms that are registered or incorporated within the last one calendar year of the Date of the Tender Document, they should submit certified copies of bank statements covering a period of at least six months prior to the date of the tender document. The Bank issuing the statements should certify the copies. The certification should be original). Confirmation that bidder submitted **FIN form 3.3 and 3.4***

3.1.11 *Record of **unethical, unsatisfactory or default** in performance obligations in any contract shall be considered. This shall include any Tenderer with **unresolved case(s) or default** in its performance obligations for more than two (2) months in any contract.*

3.1.12 *Confirmation that the firms participating the tender do not have same or cross-cutting directorship. All firms with same directors will be rejected at this stage.*

Tenders will proceed to the Technical Stage only if they qualify in compliance with Part 1 above, **Preliminary Evaluation.**

**Part II - Technical Examination Criteria**

In determining qualification requirements, REREC shall apply the following among other criteria as listed in the Qualification Form Summary:

**History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last five (5) years). The required information shall be furnished in the appropriate form.

**Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (a) above if all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

**Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last ten (10) years). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

**Detailed Technical Evaluation**

Detailed evaluation shall be carried out according to items 3.3.1 – 3.3.7 of detailed evaluation table below. NB: Bidders who score 75 marks and above in the Technical evaluation stage will be eligible for financial evaluation only if they qualify in compliance with Parts I and II i.e. Preliminary and Technical stages which will include visit to confirm location of the cited tools, equipment, offices and yard.

**3.2 Technical Evaluation Part I**

**Verification of the following from the issuers website**

No.	Certificate Name	Certificate Number	Expiry Date
1	Certified copy of Firm’s valid EPRA electrical registration certificate		
2	EPRA Electrical technician License number		
3	National Construction Authority registration certificate		
4	Valid tenderer’s Practicing License for the category relevant to power line construction		

**3.3 Technical Evaluation Part II**

Detailed evaluation shall be carried out according to items 3.3.1 – 3.3.9 of detailed evaluation table below. NB: Bidders who score **75 marks** and above in the Technical evaluation stage will be eligible for financial evaluation only if they qualify in compliance with Parts I and II i.e. Preliminary and Technical stages.

<b>No.</b>	<b>Criteria</b>	<b>REREC Requirement &amp; Scores</b>	<b>Bidder's Response Marks</b>
3.3.1	<p>Experience as a contractor in the construction of power lines: -            Successful construction and completion of power lines (Target length is 20Kms)            1mark each Kilometer constructed</p> <p>(NB: Bidder to attach relevant evidence of duly filled and signed FORM EXP 4.1 forms and certified completion certificates)</p>	Maximum marks are 20.	
3.3.2	<p>Experience as a contractor in power line construction            Successful construction and completion            (Target number of projects is 10No.)            2Marks for each project done.            (NB: Bidder to attach relevant evidence of duly filled and signed FORM EXP 4.1 forms and certified completion certificates)</p>	Maximum marks are 20.	
3.3.3	<p>Qualification of Team Leader/Project Manager in the company relevant to the construction industry who will actively be involved in the proposed project. Evidence of registration with relevant professional bodies. (Provide detailed CV accompanied by relevant certified academic and professional certificates. Telephone contacts must be provided)</p>	<p>a) Degree &amp; above -5 Marks            b) Higher Diploma - 4Marks            c) Diploma- 3 Marks</p> <p>Else Zero Marks</p>	
3.3.4	<p>Experience of the Team Leader (Project Manager) who will actively be involved in the proposed project. (This has to be captured in the CV that is accompanying the relevant certified academic and professional certificates)</p>	<p>a) Over 5 years -10 Marks            b) Over 3 years - 8 Marks            c) Over 1 year - 5 Marks</p> <p>Else Zero Marks</p>	

No.	Criteria	REREC Requirement & Scores	Bidder's Response Marks									
3.3.5	Qualification of the Safety Officer who will actively be involved in the proposed project. Evidence of registration with relevant professional bodies. (Provide detailed CV accompanied by relevant certified academic and professional certificates. Telephone contacts must be provided.	a) Diploma & above -5 Marks b) Certificate - 3 Marks  Else Zero marks										
3.3.6	Experience of the Safety Officer who will actively be involved in the proposed project. (This has to be captured in the CV that is accompanying the relevant certified academic and professional certificates)	a) Over 5 years - 5 Marks b) Over 3 years - 3 Marks c) Over 1 year 2 Marks  Else Zero Marks										
3.3.7	Qualification of the Two (2) Key Technical person who will actively be involved in the proposed project. Evidence of registration with relevant professional bodies. (Provide detailed CV accompanied by relevant certified academic and professional certificates. Telephone contacts must be provided)	a) Degree & above - 5 Marks b) Diploma - 3 Marks c) Certificate & above- 2 Marks  Else Zero Marks										
	Experience of the Two (2) Key Technical person who will actively be involved in the proposed project. (This has to be captured in the CV that is accompanying the relevant certified academic and professional certificates)	a) Over 5 years - 10 Marks b) Over 3 years - 7 Marks c) Over 1 year - 5 Marks  Else Zero Marks										
3.3.8	Means of Transport. A list and type of relevant means of transport of materials evidenced by ownership documents. Provide documentary evidence of those that are leased or hired, in form of signed contracts or lease agreements.	<table border="1" data-bbox="810 1541 1270 1780"> <thead> <tr> <th data-bbox="810 1541 983 1576">Vehicle</th> <th data-bbox="983 1541 1134 1576">Owned</th> <th data-bbox="1134 1541 1270 1576">Leased</th> </tr> </thead> <tbody> <tr> <td data-bbox="810 1576 983 1738">HIAB or 10ton Truck and above</td> <td data-bbox="983 1576 1134 1738">10Mks</td> <td data-bbox="1134 1576 1270 1738">8Mks</td> </tr> <tr> <td data-bbox="810 1738 983 1780">Pickup</td> <td data-bbox="983 1738 1134 1780">5Mks</td> <td data-bbox="1134 1738 1270 1780">3Mks</td> </tr> </tbody> </table>	Vehicle	Owned	Leased	HIAB or 10ton Truck and above	10Mks	8Mks	Pickup	5Mks	3Mks	
Vehicle	Owned	Leased										
HIAB or 10ton Truck and above	10Mks	8Mks										
Pickup	5Mks	3Mks										
3.3.9	Other Tools and equipment. Give a list and type of relevant construction tools and equipment owned by the company evidenced by ownership documents. Provide documentary evidence of those that are leased or hired.	a) <b>Owned= marks are 5</b> b) Leased =marks are 3 Else = Zero										
<b>TOTAL MARKS</b>		<b>100rks</b>										

### **3.4 Part III - Financial Examination Criteria**

Evaluation of the following financial information against Tender Requirements and Specifications:

3.4.1 This will include the following: -

- a) Confirmation of and considering that the Bill of Quantities is duly completed and signed and is in **original REREC format** and not mutilated or typewritten.*
- b) Detailed financial review of the priced Bill of Quantities.*
- c) Conducting a financial comparison based on the analysis of the Bidder's priced quantity.*
- d) Confirming that the bidder has quoted in Kenya Shillings.*
- e) Confirming that the bidder has provided unit rates for all services*
- f) Confirming that the bidder has provided unit rates only for listed items and in the appropriate columns*
- g) Confirming that the submitted rates are not abnormally low*
- h) Confirming that the submitted rates are not abnormally high*

3.4.2 The award of contract shall be as per the criteria outlined in the **TDS**.



4 QUALIFICATION FORMS SUMMARY

1	2	3	4	5
Item No.	Qualification Subject	Qualification Requirement	<i>Document To be Completed by Tenderer</i>	<i>For REREC's Use (Qualification met or NotMet)</i>
1	Nationality	Nationality in accordance with ITT 3.6	Forms ELI – 1.1 and 1.2, with attachments	
2	Tax Obligations for Kenyan Tenderers	Has produced a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority in accordance with ITT 3.14.	Form of Tender	
3	Conflict of Interest	No conflicts of interest in accordance with ITT 3.3	Form of Tender	
4	PPRA Eligibility	Not having been declared ineligible by the PPRA as described in ITT 3.8	Form of Tender	
5	State- owned Enterprise	Meets conditions of ITT 3.7	Forms ELI – 1.1 and 1.2, with attachments	
6	Goods, equipment and services to be supplied under the contract	To have their origin in any country that is not determined ineligible under ITT 4.1	Forms ELI – 1.1 and 1.2, with attachments	
7	History of Non-Performing Contracts	Non-performance of a contract did not occur as a result of contractor default since 1 <sup>st</sup> January [2018].	Form CON-2	
8	Suspension Based on Execution of Tender/Proposal Securing Declaration by Rural Electrification and Renewable Energy Corporation	Not under suspension based on-execution of a Tender/Proposal Securing Declaration pursuant to ITT 19.9	Form of Tender	
9	Pending Litigation	Tender's financial position and prospective long-term profitability still sound according to criteria established in 3.1 and assuming that all pending litigation will NOT be resolved against the Tenderer.	Form CON – 2	
10	Litigation History	No consistent history of court/arbitral award decisions against the Tenderer since 1 <sup>st</sup> January [2018]	Form CON – 2	

11	Financial Capabilities	<p>(i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Kenya Shillings [<i>Value of this Contract</i>] equivalent for the subject contract(s) net of the Tenderer's other commitments.</p> <p>(ii) The Tenderers shall also demonstrate, to the satisfaction of Rural Electrification and Renewable Energy Corporation, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.</p> <p>(iii) The audited balance sheets or, if not required by the laws of the Tenderer's country, other financial statements acceptable to Rural Electrification and Renewable Energy Corporation, for the last [<i>three</i>] years shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability.</p>	Form FIN – 3.1, with attachments	
12	Power Line Construction Experience	Experience under construction contracts in the role of power line construction contractor for at least the last [ <i>five</i> ] years, starting 1st January, 2018.	Form EXP – 4.1	
13	Specific Construction & Contract Management Experience ( <i>Relevant to Powerline Construction</i> )	<p>A minimum number of [<i>five</i>] similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between 1st January [2018] and tender submission deadline i.e. 5 (number) contracts, each of minimum value Kenya shillings 5,000,000.00 equivalent.</p> <p>The similarity of the contracts shall be based on the following: <i>Scope of Works including excavations, Reinforcement concrete works, Masonry works, Roofing works, Finishes, openings, External civil works, and for the specialized subcontractors; specialized electrical installations and internal plumbing and drainage works</i></p>	Form EXP 4.2(a)	

## QUALIFICATION FORMS

### 1. FORMEQU: EQUIPMENT

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

#### **EQU: EQUIPMENT I; MOTOR VEHICLE – HIAB/10 TONNE AND ABOVE**

Attach Logbook copy/Agreement

Item of equipment			
Motor Vehicle/Equipment information	Make	Model	Registration No.
	Capacity	Year of manufacture	
Current status	Current location		
	Details of current commitments		
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured		

**Fill the form below if motor vehicle/equipment above is not owned by the Tenderer.**

Owner	Name of owner		
	Address of owner		
	Telephone	Contact name and title	
Agreements	Details of rental / lease / manufacture agreements specific to the project		

**EQU: EQUIPMENT I; MOTOR VEHICLE – PICK UP**

Attach Logbook copy/Agreement

Item of equipment			
Motor Vehicle information	Make	Model	Registration No.
	Capacity	Year of manufacture	
Current status	Current location		
	Details of current commitments		
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured		

Fill the form below if motor vehicle above is not owned by the Tenderer.

Owner	Name of owner		
	Address of owner		
	Telephone	Contact name and title	
Agreements	Details of rental / lease / manufacture agreements specific to the project		

## EQU: EQUIPMENT II; OTHER TOOLS AND EQUIPMENT

The Tenderer must demonstrate availability/ownership of the tools listed hereafter:

<b>Tools and Equipment Type</b>	<b>Minimum No. Required</b>	<b>Mandatory</b>	<b><i>For REREC's Use (Provided or Not provided)</i></b>
Pick up	1	Provide Proof	
Hiab/10tonnes trucks and above	1	Provide Proof	
Axes	1	YES	
Auger bits	Assorted	YES	
Come along clamps	Assorted	YES	
Climbing irons for Wooden and Concrete Poles	Assorted	YES	
D shackles	4	YES	
Tensioning ratchet for LV conductors	2	YES	
Draw Vices – Large	4	YES	
Earth Scoops	4	YES	
Earth harness	1	YES	
First aid kit	1	YES	
Ladders – erection –	1	YES	
Link sticks	1	YES	
Sling 2 ton	2	YES	
Shovels	2	YES	
Sisal ropes	4	YES	
Safety belts	5 Pairs	YES	
Safety gloves	5 Pairs	YES	
Safety helmets	5	YES	
Safety boots	5Pairs	YES	
Spirit Level	2	YES	
Warning Notices	2	YES	
Wire Cutters 24’’	2	YES	
Wire twisters	1	YES	
3 ton Chain blocks	1	YES	
Live line tester	1	YES	
Earth Megger	1	YES	
Digital Clamp on Meter	1	YES	

**Attach evidence of ownership such as contracts, purchase receipts or any proof of acquisition.**

## 2 FORM PER -1

### Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate. Detailed CVs for each personnel should be provided

### Contractor' Representative and Key Personnel

<b>1.</b>	<b>Title of position: Team Leader/Project Manger</b>	
	Name of candidate:	
	Duration of appointment:	
	Time commitment: for this position:	
	Academic Qualification (s)	
<b>2.</b>	<b>Title of position: Safety Officer</b>	
	Name of candidate:	
	Duration of appointment:	
	Time commitment: for this position:	
	Academic Qualification (s)	
<b>3.</b>	<b>Title of position: Technician I</b>	
	Name of candidate:	
	Duration of appointment:	
	Time commitment: for this position:	
	Academic Qualification (s)	
<b>4.</b>	<b>Title of position: Technician II</b>	
	Name of candidate:	
	Duration of appointment:	
	Time commitment: for this position:	
	Academic Qualification (s)	

**FORM PER-2:**

Resume and Declaration - Contractor's Representative and Key Personnel.

*Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to power line construction.*

<b>Name of Tenderer</b>
-------------------------

<b>Position [#1]: Project Manager</b>		
<b>Personnel information</b>	<b>Name:</b>	<b>Date of birth:</b>
	<b>Address:</b>	<b>E-mail:</b>
	<b>Professional qualifications:</b>	
	<b>Academic qualifications:</b>	
	<b>Language proficiency:</b>	
<b>Details</b>	<b>Address of the Tenderer :</b>	
	<b>Telephone:</b>	<b>Contact (manager / personnel officer):</b>
	<b>Fax:</b>	
	<b>Job title:</b>	<b>Years with present Tenderer:</b>

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to Power line Construction.

<b>Project</b>	<b>Role</b>	<b>Duration of involvement</b>	<b>Relevant experience</b>
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[Describe the experience relevant to this position]</i>

*Bidders are required to attach CVs and relevant academic/professional certificates*

**Declaration**

I, the undersigned ..... (Insert name of Project Manager/Team Leader), certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

<b>Commitment</b>	<b>Details</b>
Commitment to duration of contract: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	
Time commitment: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Project Manager/Team Leader \_\_\_\_\_

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

Date: ...../...../..... (day month year):

Signature of authorized representative of The Tenderer:

Tenders Name: \_\_\_\_\_

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

Date: (day month year): \_\_\_\_\_



**FORM PER-2: CONT'D**

<b>Name of Tenderer</b>
-------------------------

Position [#2]: <b>Safety Officer</b>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:	
Details	Address of the Tenderer :	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Tenderer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to Power line Construction.

<b>Project</b>	<b>Role</b>	<b>Duration of involvement</b>	<b>Relevant experience</b>
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[Describe the experience relevant to this position]</i>

*Bidders are required to attach CVs and relevant academic/professional certificates*

**Declaration**

I, the undersigned ..... (Insert name of Safety Officer), certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	
Time commitment: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Safety Officer \_\_\_\_\_

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

Date: ...../...../..... (day month year):

Signature of authorized representative of The Tenderer:

Tenders Name: \_\_\_\_\_

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

Date: (day month year): \_\_\_\_\_

**FORM PER-2: CONT'D**

<b>Name of Tenderer</b>
-------------------------

Position [#2]: <b>Technician I</b>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:	
Details	Address of the Tenderer :	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Tenderer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to Power line Construction.

<b>Project</b>	<b>Role</b>	<b>Duration of involvement</b>	<b>Relevant experience</b>
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[Describe the experience relevant to this position]</i>

*Bidders are required to attach CVs and relevant academic/professional certificates*

**Declaration**

I, the undersigned ..... **(Insert name of Technician I)**, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

<b>Commitment</b>	<b>Details</b>
Commitment to duration of contract: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	
Time commitment: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Technician I \_\_\_\_\_

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

Date: ...../...../..... (day month year):

Signature of authorized representative of The Tenderer:

Tenders Name: \_\_\_\_\_

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

Date: (day month year): \_\_\_\_\_

**FORM PER-2: CONT'D**

<b>Name of Tenderer</b>
-------------------------

Position [#2]: <b>Technician II</b>		
Personnel information	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency:	
Details	Address of the Tenderer :	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present Tenderer:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to Power line Construction.

<b>Project</b>	<b>Role</b>	<b>Duration of involvement</b>	<b>Relevant experience</b>
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[Describe the experience relevant to this position]</i>

*Bidders are required to attach CVs and relevant academic/professional certificates*

**Declaration**

I, the undersigned ..... **(Insert name of Technician II)**, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	
Time commitment: <i>[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract]</i>	

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Technician II \_\_\_\_\_

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

Date: ...../...../..... (day month year):

Signature of authorized representative of The Tenderer:

Tenders Name: \_\_\_\_\_

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

Date: (day month year): \_\_\_\_\_

### 3. TENDERER'S QUALIFICATION WITHOUT PRE-QUALIFICATION

To establish its qualifications to perform the contract in accordance with Section III, Evaluation and Qualification Criteria the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

#### 4.1 FORM ELI -1.1

##### Tenderer Information Form

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

ITT No. and title: \_\_\_\_\_

<b>Tenderer's name:</b>
In case of Joint Venture (JV), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 3.6 In case of JV, letter of intent to form JV or JV agreement, in accordance with ITT 3.5 <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 3.8, documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Tenderer is not under the supervision of Rural Electrification and Renewable Energy Corporation
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

## 4.2 FORM ELI -1.2

### Tenderer's JV Information Form

(to be completed for each member of Tenderer's JV) (N/A)

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

ITT No. and title: \_\_\_\_\_

Tenderer's JV name:
JV member's name:
JV member's country of registration:
JV member's year of constitution:
JV member's legal address in country of constitution:
JV member's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITT 3.6. <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and that they are not under the supervision of Rural Electrification and Renewable Energy Corporation , in accordance with ITT 3.8.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



### 4.3 FORM CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_ N/A \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Non-Performed Contracts in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January 2018 specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January 2018 specified in Section III, Evaluation and Qualification Criteria, requirement 2.1			
Year	Non- performed portion of contract (Amount and Percentage)	Contract Identification no.	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
		Contract Identification: ..... Procuring Entity: ..... ..... ..... Reason(s) for nonperformance: ... ..... .....	
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
No pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3.			
Pending litigation in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.			

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Procuring Entity: _____ Address of Procuring Entity: _____  Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____ Contract Identification: Address of Procuring Entity: Matter in dispute: Party who initiated the dispute: Status of dispute:	

Litigation History in accordance with Section III, Evaluation and Qualification Criteria

- No Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4.
- Litigation History in accordance with Section III, Evaluation and Qualification Criteria, Sub-Factor 2.4 as indicated below.

Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
	<i>[insert percentage]</i>	Contract Identification no.: ..... ..... Name of Procuring Entity..... ..... Address of Procuring Entity: ..... ..... Matter in dispute: ..... ..... Party who initiated the dispute: ..... Reason(s) for Litigation and award decision..... ..... ..... ..... .....	<i>[insert amount]</i>

**4.4 FORM FIN – 3.1:**

Financial Situation and Performance

Tenderer’s Name: \_\_\_\_\_

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

JV Member’s Name \_\_\_\_\_ N/A \_\_\_\_\_ ITT No. and title: \_\_\_\_

**4.4.1. Financial Data**

Type of Financial information in _____ (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\*Refer to ITT 15 for the exchange rate

#### 4.4.2 Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya Shilling equivalent)
1		
2		
3		

#### 4.4.3 Financial documents

The Tenderer and its parties shall provide copies of financial statements for 2 years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - (b) be independently audited or certified in accordance with local legislation.
  - (c) be complete, including all notes to the financial statements.
  - (d) correspond to accounting periods already completed and audited.
- 
- Attached are copies of financial statements<sup>1</sup> for the 2 years required above; and complying with the requirements

**4.5 FORM FIN – 3.2:**

**Average Annual Construction Turnover**

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_ N/A \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

<b>Annual turnover data (construction only)</b>			
<b>Year</b>	<b>Amount Currency</b>	<b>Exchange rate</b>	<b>Kenya Shilling equivalent</b>
Average Annual Construction Turnover *			

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

**4.6 FORM FIN – 3.3:**

**Financial Resources**

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section III, Evaluation and Qualification Criteria

**Financial Resources**

<b>No.</b>	<b>Source of financing</b>	<b>Amount (Kenya Shilling equivalent)</b>
1		
2		
3		

**4.7 FORM FIN – 3.4:**

**Current Contract Commitments / Works in Progress**

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

<b>Current Contract Commitments (on-going works)</b>				
	<b>Name of Procuring Entity Contact Address, Tel,</b>	<b>Value of Outstanding Work Current Kenya Shilling month Equivalent</b>	<b>Estimated Completion Date</b>	<b>Average Monthly Invoicing Over Last Six Months [Kenya Shilling /month]</b>
1	<b>Name:</b>  <b>Address:</b> <b>Tel:</b>			
2	<b>Name:</b>  <b>Address:</b> <b>Tel:</b>			
3	<b>Name:</b>  <b>Address:</b> <b>Tel:</b>			
4	<b>Name:</b>  <b>Address:</b> <b>Tel:</b>			
5	<b>Name:</b>  <b>Address:</b> <b>Tel:</b>			

**4.8 FORM EXP - 4.1**

**SPECIFIC/POWER LINE CONSTRUCTION EXPERIENCE.**

This form must be verified and signed by the REREC Construction Manager/Regional Manager or KPLC D&C/O&M in Charge

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_ N/A \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Brief description of Powerline Construction Services offered in the past five years:

---



---

Experience of the company in power line construction:

<i>No.</i>	<i>Project Name</i>	<i>Ref. No.</i>	<i>Voltage Levels involved</i>	<i>Scope (kms of line, No. of Transformers)</i>	<i>Contract Amount inKshs.</i>	<i>Commencement Date</i>	<i>Completion Date</i>
1							
2							
3							
4							
5							



<i>No.</i>	<i>Project Name</i>	<i>Ref. No.</i>	<i>Voltage Levels involved</i>	<i>Scope (kms of line, No. of Transformers)</i>	<i>Contract Amount inKshs.</i>	<i>Commencement Date</i>	<i>Completion Date</i>
6							
7							
8							
9							
10							

**Verified By:**

Name ..... S/No..... Designation.....

REREC/KPLC Stamp..... Date.....

**NOTE:**

1. *Bidders must attach supporting document such as completion certificates, contracts and Purchase orders*
2. *Attach scanned original form(s), only scanned originals shall be accepted.*
3. *Bidders may attach a separate sheet if the declared number of projects cannot fit in the above table.*

**4.9 FORM EXP - 4.2(a)**

Specific Construction and Contract Management Experience

Tenderer's Name: \_\_\_\_\_

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

JV Member's Name \_\_\_\_\_ ITT No. and title: \_\_\_\_

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				<b>Kenya Shilling</b>
If member in a JV or sub-contractor, specify participation in total Contract amount				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				

**4.10 FORM EXP - 4.2 (a) (cont.)**

**Specific Construction and Contract Management Experience (cont.)**

<b>Similar Contract No.</b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

**4.11 FORM EXP - 4.2(b)**

**Construction Experience in Key Activities (Not applicable under this tender)**

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tenderer's JV Member Name: NA

Sub-contractor's Name<sup>2</sup> (as per ITT 34): ITT No. and title: \_\_\_\_\_

All Sub-contractors for key activities must complete the information in this form as per ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

1. Key Activity No One: \_\_\_\_\_

<b>Information</b>				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount				<b>Kenya Shilling</b>
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:				
Address: Telephone/fax number E-mail:				
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:				

OTHER FORMS

**1. FORM OF TENDER**

***INSTRUCTIONS TO TENDERERS***

- i) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) All italicized text is to help Tenderer in preparing this form.*
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELFDECLARATION OF THE TENDERER attached to this Form of Tender.*
- iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
  - Tenderer's Eligibility- Confidential Business Questionnaire*
  - Certificate of Independent Tender Determination*
  - Self-Declaration of the Tenderer*

**Date of this Tender submission:** .....

**Request for Tender No.:** .....

**Name and description of Tender** .....  
.....

**Alternative No.:** .....

**To:** *Rural Electrification and Renewable Energy Corporation  
P.O Box 34585-00100  
Nairobi.*

Dear Sirs,

- 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 construct and complete the Works and remedy any defects therein for the sum of Kenya Shillings *[[Amount in figures]* .....

Kenya Shillings *[amount in words]*.....  
.....

The above amount includes foreign currency amount (s) of *[state figure or a percentage and currency]* *[figures]*.....

The percentage or amount quoted above does not include provisional sums, and only allows not more than two foreign currencies.

- 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 Special Conditions of Contract.

3. We agree to adhere by this tender for a period of 196 days, and it shall remain binding upon us and may be accepted at any time before expiration of this period.
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. We further understand that you are not bound to accept the lowest or any tender you may receive.
5. We, the undersigned, further declare that:
  - i) No reservations: We have examined and have no reservations to the tender document, including Addenda issued in accordance with ITT 28;
  - ii) Eligibility: We meet the eligibility requirements and have no conflict of interest in accordance with ITT 3 and 4;
  - iii) Tender-Securing Declaration: We have not been suspended nor declared ineligible by Rural Electrification and Renewable Energy Corporation based on execution of a Tender-Securing or Proposal-Securing Declaration in Rural Electrification and Renewable Energy Corporation 's Country in accordance with ITT 19.8;
  - iv) Conformity: We offer to execute in conformity with the tendering documents and in accordance with the implementation and completion specified in the construction schedule, the following Works: *[insert a brief description of the Works]*;
  - v) Tender Price: The total price of our Tender, excluding any discounts offered in item 1 above is: \_\_\_\_\_
  - vi) Option 1, in case of one lot: Total price is: Kshs..... *figures and in words Kshs.* .....  
.....  
*indicating the various amounts and the respective currencies*]; Or
  - vii) Discounts: The discounts offered and the methodology for their application are:
  - viii) The discounts offered are: ..... *[Specify in detail each discount offered.]*
  - ix) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts]*;
  - x) Tender Validity Period: Our Tender shall be valid for the period specified in TDS 18.1 (as amended, if applicable) from the date fixed for the Tender submission deadline specified in TDS 22.1 (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
  - xi) Performance Security: If our Tender is accepted, we commit to obtain a Performance Security in accordance with the Tendering document;
  - xii) One Tender Per Tenderer: We are not submitting any other Tender(s) as an individual Tender, and we are not participating in any other Tender(s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 3.4, other than alternative Tenders submitted in accordance with ITT 13.3;
  - xiii) Suspension and Debarment: We, along with any of our subcontractors, suppliers, Project Manager, manufacturers, or service providers for any part of the contract, are

not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.

xiv) State-owned enterprise or institution: [select the appropriate option and delete the other]

- We are not a state-owned enterprise or institution**
- We are a state-owned enterprise or institution but meet the requirements of ITT 3.8;**

xv) Commissions, gratuities, fees: We have paid, or will pay the following commissions, gratuities, or fees with respect to the tender process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

xvi) Binding Contract: We understand that this Tender, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;

xvii) Not Bound to Accept: We understand that you are not bound to accept the lowest evaluated cost Tender, the Most Advantageous Tender or any other Tender that you may receive;

xviii) Fraud and Corruption: We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption;

xix) Collusive practices: We hereby certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below.

xx) We undertake to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from [www.ppra.go.ke](http://www.ppra.go.ke) during the procurement process and the execution of any resulting contract.

xxi) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

- a) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
- b) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
- c) Self-Declaration of the Tenderer – to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- d) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “**Appendix 1- Fraud and Corruption**” attached to the Form of Tender.

**Name of the Tenderer:** .....

**Name of the person duly authorized to sign the Tender on behalf of the Tenderer:**  
.....

**Title of the person signing the Tender:**.....

**Signature of the person named above:** .....

**Date signed** ...../...../.....

***Notes***

**\*\* *Person signing the Tender shall have the power of attorney given by the Tenderer to be attached with the Tender.***



**A. TENDERER'S ELIGIBILITY- CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

(a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of Rural Electrification and Renewable Energy Corporation	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country ..... 2. City / Town ..... 3. Location ..... 4. Building ..... 5. Floor ..... 6. Postal Address ..... 7. Plot No. .... 8. Name and email of contact person. ..... .....
6	Current Trade License Registration Number and Expiring date	Number:..... Date of Expiry.....
7	Name, country and full address ( <i>postal and physical addresses, email, and telephonenumber</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stockexchange, give name and full address ( <i>postal and physical addresses, email, andtelephone number</i> ) of state which stock exchange	

**General and Specific Details**

b) **Sole Proprietor**, provide the following details.

Name in full \_\_\_\_\_ Age \_\_\_\_\_ Nationality \_\_\_\_\_

Country of Origin \_\_\_\_\_ Citizenship \_\_\_\_\_

c) **Partnership**, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company\_\_\_\_\_

ii) State the nominal and issued capital of the Company\_\_\_\_\_

iii) Nominal Kenya Shillings (Equivalent) .....  
 Issued Kenya Shillings Equivalent).....

iv) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

(e) **DISCLOSURE OF INTEREST-** Interest of the Firm in Rural Electrification and Renewable Energy Corporation.

i) Are there any person/persons in (*Rural Electrification and Renewable Energy Corporation*) who has/have an interest or relationship in this firm?  
 Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in Rural Electrification and Renewable Energy Corporation</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of Rural Electrification and Renewable Energy Corporation regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of Rural Electrification and Renewable Energy Corporation who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of Rural Electrification and Renewable Energy Corporation who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to Rural Electrification and Renewable Energy Corporation throughout the tendering process and execution of the Contract.		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name.....

Title or Designation.....

Signature..... Date.....

**B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the Rural Electrification and Renewable Energy Corporation for: \_\_\_\_\_

[Name and number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following [YES/NO], as applicable:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;  
-----
  - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;-----
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically

authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. the terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*[Name, title and signature of authorized agent of Tenderer and Date].*

**C. SELF - DECLARATION FORMS**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of do hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No. .... for ..... (*insert tender title/description*) for ..... (*insert name of Rural Electrification and Renewable Energy Corporation*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)  
( )

Bidder Official Stamp

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, ..... of P. O. Box .....  
being a resident of ..... in the Republic of do hereby make  
a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of Tender No. for ..... (*insert tender title/description*) for ..... (*insert procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Rural Electrification and Renewable Energy Corporation .
4. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (name of procuring entity)
5. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
6. THAT the aforesaid bidder does not have any conflict of interest or pecuniary interest with any other tenderer participating in this tender
7. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....  
(Title) (Signature) (Date)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I .....(person) on behalf of (*Name of the Business/Company/Firm*) ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory.....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name .....

Sign..... Date.....



## D. APPENDIX 1- FRAUD AND CORRUPTION

*(Appendix 1 shall not be modified)*

### 1. Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### 2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents (whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior: -

- 1) a person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- 2) A person referred to under subsection (1) who contravenes the provisions of that subsection commits an offence;
- 3) Without limiting the generality of the subsection (1) and (2), the person shall be: -
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- 4) The voiding of a contract by Rural Electrification and Renewable Energy Corporation under subsection (7) does not limit any legal remedy Rural Electrification and Renewable Energy Corporation may have;
- 5) An employee or agent of Rural Electrification and Renewable Energy Corporation or a member of the Board or committee of Rural Electrification and Renewable Energy Corporation who has a conflict of interest with respect to a procurement: -
  - a) shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) shall not be a subcontractor for the bidder to whom was awarded contract, or a member of the group of bidders to whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.

- 6) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to Rural Electrification and Renewable Energy Corporation ;
- 7) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

In compliance with Kenya's laws, regulations and policies mentioned above, Rural Electrification and Renewable Energy Corporation :

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) “obstructive practice” is:
    - deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3 e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of Rural Electrification and Renewable Energy Corporation or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive Rural Electrification and Renewable Energy Corporation of the benefits of free and open competition.

- c) Rejects a proposal for award<sup>1</sup> of a contract if PPRA determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or recommend to appropriate authority (ies) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup> all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

---

<sup>1</sup>For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup> Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by Rural Electrification and Renewable Energy Corporation to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.



**FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee] (Not applicable under this tender)**

TENDER GUARANTEE No.: \_\_\_\_\_

1. Whereas ..... [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated ..... [*Date of submission of tender*] for the.....[*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (herein after called “the Guarantor”), are bound unto ..... [*Rural Electrification and Renewable Energy Corporation* ] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.  
Sealed with the Common Seal of the said Guarantor this \_\_\_ day of \_\_20\_\_.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”)of the Procuring Entity's Tendering document.then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[Date ]  
\_\_\_\_\_

\_\_\_\_\_  
[Signature of the Guarantor]  
\_\_\_\_\_

[Witness]

[Seal]

**TENDER-SECURING DECLARATION FORM (Not applicable under this tender)**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date: ..... *[insert date (as day, month and year) of Tender Submission]*

Tender No..... *[insert number of tendering process]*

To ..... *[insert complete name of Purchaser]* I/We, the undersigned, declare

that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.) .....

Name: .....

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Tenderer]*

Dated on ..... day of ..... *[Insert date of signing]* Seal or

stamp

Appendix to Tender

Schedule of Currency requirements

Summary of currencies of the Tender for \_\_\_\_\_ *[insert name of Section of the Works]*

<i>Name of currency</i>	<i>Amounts payable</i>
Local currency: _____	
Foreign currency #1: _____	
Foreign currency #2: _____	
Foreign currency #3: _____	
Provisional sums expressed in local currency	[To be entered by Rural Electrification and Renewable Energy Corporation ]

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## **PART II - WORK REQUIREMENTS**

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## **SERVICE DETAILS /SPECIFICATIONS**

### **1.1 General**

Rural Electrification and Renewable Energy Corporation requires Contractors for Labour and Transport, actual jobs shall not be available on a day to day basis. Contractors will be called upon whenever the said works arise but should be on a 24 hour daily availability basis.

### **1.2 Scope of work**

The procuring entity intends to procure Contractors for construction of power infrastructure.

### **Introduction**

The Works that will be given to the contractor shall involve construction of lines in Selected Rural Electrification Areas as defined In the Schedule of Requirements/Price Schedule, mounting/unmounting of transformers. This shall comprise of line profiling, bush clearing, line construction with the required line protection and carrying out necessary commissioning tests.

### **Permanent Work**

The scope of work covered by this Contract comprises local transport from REREC storage area to site, proper storage on site, erection, site testing, commissioning and remedying of defects of the new MV overhead lines and LV networks specified in this Specification and in the Bills of Quantities.

### **Work at the Option of the Employer**

During the period of the Contract the Project Manager may authorize additional work to be carried out on site at the Time and Material rates quoted in Price Schedules. The rates shall remain valid for the duration of the Contract.

**FORM OLTY -4.3**

**COMMITMENT TO CARRY OUT QUALITY POWER LINE CONSTRUCTION AND MAINTENANCE**

TO:

The Rural Electrification and Renewable Energy Corporation,  
P.O Box 34585 – 00100,  
Kawi House, Off Popo Road South C Nairobi,  
KENYA.

We M/s .....(Name of tenderer)  
Of P.O Box .....

Commit ourselves to the following if our company/firm is considered as an L&T contractor

- I. We shall be carrying out work according to the set REREC safety requirements and procedures strictly adhering to “safety first” policy.
- II. We shall all ways ensure use of appropriate Personal Protective Equipment (PPE’s) while carrying out assigned works including use of branded uniforms by all our staff.
- III. We shall ensure use of appropriate tools in all assignments at all times
- IV. We guarantee that all our projects shall be implemented according to REREC’s construction standards. The following documents shall always be available and used in all work sites to enhance adherence to quality:
  - a. Quality construction check list – to enhance quality construction
  - b. Site inspection forms – for site visit comments by REREC supervisory staff when work is in progress (i.e. evidence of supervision of each project prior to invoicing)
- V. We agree that failure to observe the commitments above shall form sufficient grounds for cancellation of our contract.

Signed by all directors listed in the CR12 form:

Director No. 1 .....

Director No. 2 .....

Director No. 3 .....

Director No. 4 .....

## SCHEDULES OF SERVICES

No.	Service Code	DESCRIPTION OF WORKS
		<b>LOW VOLTAGE</b>
1.	35017	<b>Pole hole digging per foot.</b> - <i>This rate applies to non-rocky holes.</i>
2.	35070	<b>Pole hole digging per foot (rocky ground)</b> - <i>This rate applies where a contractor chooses not to reinforce the hole but hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft</i>
3.	35019	Wooden Pole erection
4.	35018	Pole dressing including pole caps (1 wire) for both concrete poles and wooden poles
5.	35020	Concrete Pole erection
6.	35021	Pole recovery (wooden)
7.	35022	Stay hole digging per ft ( <i>soft soil including murrum</i> )
8.		<b>Stay hole digging per foot (rocky ground)</b> - <i>This rate applies where a contractor hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft</i>
9.	35023	LV Stay making and installation
10.	35075	Flying stay making & installation (excluding installation of the flying stay pole)
11.	35067	Strut making & erection (wooden poles only)
12.	35025	Bush clearing/tree cutting per km as per REREC standards. For both new lines and existing lines
13.	35026	Single conductor stringing per km (Bare/PVC 50sqmm & 100sqmm)
14.	35028	PME installation
		<b>SERVICE LINES &amp; U/G CABLES</b>
15.	35034	<b>Overhead</b> 10mm <sup>2</sup> , 16mm <sup>2</sup> s/c per meter
16.	35035	<b>Overhead</b> 25mm <sup>2</sup> 4/c al. per meter
		<b>11KV and 33KV Services</b>
17.	35000	<b>Pole hole digging per foot.</b> - <i>This rate applies to non-rocky holes.</i>
18.	35068	<b>Pole hole digging per foot (rocky ground)</b> - <i>This rate applies where a contractor chooses not to reinforce the hole but hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft</i>

No.	Service Code	DESCRIPTION OF WORKS
19.	35001	<b>Pole dressing including pole caps, danger plate, barbed wire and pole no. plates(1 wire)</b> - <i>This rate applies to both wooden and concrete poles for both new works and maintenance works</i>
20.	35002	<b>Pole erection - 11m &amp; 12M long poles (wooden)</b> - <i>This rate applies to both stout and medium size poles</i>
21.	35062	<b>Pole erection - 14m &amp; 15M long poles (wooden)</b> - <i>This rate applies to both stout and medium size poles</i>
22.	35003	Concrete Pole erection - 11m & 12M long poles per pole
23.		Concrete Pole erection - 14m & 15M long poles per pole
24.	35004	<b>Wooden Pole recovery - 11m &amp; 12M long poles</b> - <i>This rate captures the cost of cutting/pulling out the wooden pole including covering the hole and chopping the pole as directed by the project supervisor.</i>
25.	35063	<b>Wooden Pole recovery - 14m &amp; 15M long poles</b> - <i>This rate captures the cost of cutting/pulling out the wooden pole including covering the hole and chopping the pole as directed by the project supervisor.</i>
26.	35005	<b>Stay hole digging per ft</b> - <i>This rate is for digging a 2ftX2f wide by appropriate depth of the stay hole based on the size of the pole and conductor</i>
27.		<b>Stay hole digging per foot (rocky ground)</b> - <i>This rate applies where a contractor hires a compressor or uses other appropriate means to dig the hole to the appropriatedepth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft</i>
28.	35006	<b>Normal Stay making and installation</b> - <i>This rate captures the cost of stay making and installation including in anticlimbing barbed wire</i>
29.	35007	Flying stay making & installation (excluding the cost of erection of the flying stay pole)
30.	35073	<b>Strut making &amp; erection (wooden poles only)</b> - <i>This rate includes the cost of preparing the strut for installation</i>
31.		<b>Strut making &amp; erection (concrete pole)</b> - <i>This rate includes the cost of preparing the strut for installation</i>
32.	35008	<b>Bush clearing per km (for new lines) including suitable disposal of cuttings as approved by local authority</b> - <i>This applies to cutting/clearing shrubs and trees whose diameter is less or equal to 12 inches. It also includes the cost of disposing the cuttings to the nearest approved local authority yard</i>
33.	35009	<b>Single conductor stringing per km (75sqmm)</b> - <i>This rate captures the cost of running, installing and tensioning a single conductor per km.</i>
34.	35016	<b>MV cable laying (11kV &amp; 33kV) per metre</b> – <i>This rate includes trenching, laying and reinstatement c/w hatari slabs, sandbed and acquisition of all relevant permits forworks</i>
35.	35015	<b>MV cable termination and jointing (11kV &amp; 33kV per phase</b> - <i>This rate includes the cost of lugging and bolting to the over-head line.</i>
36.	35010	<b>Single conductor recovery per km (75mm<sup>2</sup> and 50mm<sup>2</sup>)</b> - <i>This rate includes recovery of dressing materials</i>
37.	35011	Aerial earth installation per km
38.	35012	<b>A/B switch installation</b> – <i>This rate involves installation of a complete set</i>

No.	Service Code	DESCRIPTION OF WORKS
39.	35013	<b>Auto Reclosure installation (rate is for only the auto-reclosing unit)</b> - <i>This is the rate for installing the full auto reclosing assembly including the bypass switch.</i>
40.	35014	<b>Taplin isolators/fuse installation/Surge diverters (one set)</b> - <i>This is the rate for Installing one piece of the isolators/fuse/Surge diverters. It can also be used during maintenance</i>
		<b>SUBSTATION</b>
41.	35029	<b>Dressing</b> - <i>This is the rate for the installation of a substation structure. This includes the cost of installing isolators and surge diverters</i>
42.	35030	<b>Mounting</b> - <i>This is the rate for lifting and securing the transformer on its platform</i>
43.	35031	<b>Substation Earthing (MV earth, Surge Diverter earth &amp; LV earth)</b> - <i>This rate captures the cost of substation earthing that achieves the minimum earth values as required by REREC construction standards</i>
44.	35071	<b>Substation Welding (At the base on platform &amp; all necessary spot welding) to Project engineer's approval (for new transformers)</b> - <i>This rate includes transport of the welding machine to site and the cost of welding rods.</i>
45.	35033	<b>Unwelding Transformers (existing transformers)</b> - <i>This rate includes transport of the welding machine to site</i>
46.	35032	<b>Commissioning</b> - <i>This rate shall cater for all labour cost during commissioning</i>
		<b>LINE COMMISSIONING</b>
47.	35037	Sys. commissioning Line $\geq$ 4 km
48.	35036	Sys. Commissioning Line < 4 km
		<b>TRANSPORT MV &amp; LV</b>
49.	70011	Wooden Pole transport per lorry load (lorry load = upto 30no. Poles) for jobs whose distance from issuing store is more than 20 KM, rate per km
50.	70013	Concrete Pole Transport per Km per tonne (for jobs which are more than 20km from issuing stores).
51.	70012	Materials transport cost per lorry load per km (lorry load = 2.3km of line materials excluding Transformers) for jobs whose distance from issuing store is more than 20KM.
52.	70020	Transformers transport cost per lorry load per km (lorry load = up to 8 transformers) - <i>Transformers shall be transported independent of other line materials (alone)</i>
53.	70020	Transport of recovered transformers per lorry load per km (lorry load = up to 8 transformers) - <i>Recovered transformers should be transported safely to the nearest REREC store or as directed by REREC project supervisor</i>

No.	DESCRIPTION OF WORKS	
<b>Water Transport and Dragging Services for Islands and river crossings; Lamu &amp; Manda, Pate &amp; Faza, Kiunga, Wasini, Mfangano Island etc, River crossing, Dragging Costs</b>		
A	<b>WOODEN POLES - PER POLE</b>	
		10 &11m
		12 &14m
	<b>CONCRETE POLES - PER POLE</b>	
		10 &11m
		12 &14m
B	<b>TRANSFORMER - TRANSPORT FOR NEW &amp; RECOVERED TXs PER PIECE</b>	
		5KVA - 25 KVA
		50KVA
		100KVA
		200KVA
C	<b>OTHER MATERIALS</b>	
		HT Fittings per km of line
		LV Fittings per km of line
D	<i>Conductor - 75mmsq ACSR and 50mmsq AAC Per Drum</i>	
E	<i>Cable - 10mm<sup>2</sup>, 16mm<sup>2</sup> s/c and 25mm<sup>2</sup> 4/c al. per meter per drum</i>	

SECTION VI - LOT WORK AREA/REGIONS

**CATEGORY: YOUTH, WOMEN AND PERSONS WITH DISABILITY**

**(Only Bidders with Valid AGPO Certificates are allowed to quote)**

**Kindly tick the Lots/regions you desire to work in (A maximum of 7 lots).**

County No.	County	Constituency Name	Lot No.	Tick
6	TAITA TAVETA	Wundanyi	1	
		Voi		
12	MERU	Igembe South	2	
		Igembe Central		
		Igembe North		
15	KITUI	Mwingi North	3	
		Mwingi Central		
16	MACHAKOS	Kangundo	4	
		Matungulu		
		Mavoko		
17	MAKUENI	Kibwezi West	5	
		Kibwezi East		
18	NYANDARUA	Ndaragwa	6	
		Kinangop		
		Kipipiri		
		Oi Kalou		
		Oi Joro Orok		
19	NYERI	Tetu	7	
		Kieni		
		Nyeri Town		
20	KIRINYAGA	Gichugu	8	
		Kirinyaga Central		
22	KIAMBU	Gatundu South	9	
		Gatundu North		
		Juja		
		Thika Town		
		Ruiru		

County No.	County	Constituency Name	Lot No.	Tick
29	NANDI	Chesumei	10	
		Emgwen		
		Mosop		
32	NAKURU	Molo	11	
		Njoro		
34	KAJIADO	Kajiado North	12	
		Kajiado Central		
35	KERICHO	Bureti	13	
		Belgut		
		Sigowet/Soin		
37	KAKAMEGA	Lugari	14	
		Likuyani		
		Malava		
39	BUNGOMA	Bumula	15	
		Kanduyi		
		Webuye West		
42	KISUMU	Kisumu East	16	
		Kisumu Central		

### **Declaration**

By ticking above lots/regions, I/We the tenderer confirm my willingness and desire to offer labor and transport services in the selected lots/areas.

Name of Tenderer:.....

Signature of Authorized Representative:.....

Date:.....

Official Stamp/Seal



**SECTION VI - LOT WORK AREA/REGIONS**

**CATEGORY: OPEN TO ALL BIDDERS**

**Kindly tick the Lots/regions you desire to work in (A maximum of 7 lots).**

County No.	County	Constituency Name	Lot No.	
2	KWALE	Msambweni	17	
		Lunga Lunga		
		Matuga		
		Kinango		
3	KILIFI	Kilifi North	18	
		Kilifi South		
		Kaloleni		
		Rabai		
		Ganze		
		Malindi		
		Magarini		
4	TANA RIVER	Garsen	19	
		Galole		
		Bura		
5	LAMU	Lamu East	20	
		Lamu West		
6	TAITA TAVETA	Taveta	21	
		Mwatate		
7	GARISSA	Garissa Township	22	
		Fafi		
		Lagdera		
		Balambala		
		Dadaab		
		Ijara		
8	WAJIR	Wajir East	23	
		Wajir South		
		Tarbaj		
		Wajir West		
		Eldas		
		Wajir North		
9	MANDERA	Mandera West	24	
		Banissa		
		Mandera North		
		Mandera East		
		Mandera South		
		Lafey		

County No.	County	Constituency Name	Lot No.	
10	<b>MARSABIT</b>	Moyale	<b>25</b>	
		North Horr		
		Saku		
		Laisamis		
11	<b>ISIOLO</b>	Isiolo North	<b>26</b>	
		Isiolo South		
12	<b>MERU</b>	Tigania West	<b>27</b>	
		Tigania East		
		North Imenti		
		Buuri		
		Central Imenti		
		South Imenti		
13	<b>THARAKA-NITHI</b>	Maara	<b>28</b>	
		Chuka/Igamba Ng'ombe		
		Tharaka		
14	<b>EMBU</b>	Mbeere South	<b>29</b>	
		Mbeere North		
		Runyenjes		
		Manyatta		
15	<b>KITUI</b>	Mwingi West	<b>30</b>	
		Kitui West		
		Kitui Rural		
		Kitui Central		
		Kitui East		
		Kitui South		
16	<b>MACHAKOS</b>	Masinga	<b>30A</b>	
		Yatta		
		Kathiani		
		Machakos Town		
		Mwala		
17	<b>MAKUENI</b>	Mbooni	<b>31</b>	
		Kilome		
		Kaiti		
		Makueni		
19	<b>NYERI</b>	Othaya	<b>32</b>	
		Mukurweini		
		Mathira		
20	<b>KIRINYAGA</b>	Mwea	<b>33</b>	
		Ndia		

County No.	County	Constituency Name	Lot No.	
21	<b>MURANG'A</b>	Kangema	<b>34</b>	
		Kiharu		
		Mathioya		
		Kigumo		
		Maragwa		
		Kandara		
		Gatanga		
22	<b>KIAMBU</b>	Githunguri	<b>35</b>	
		Kiambu Town		
		Kiambaa		
		Kabete		
		Kikuyu		
		Limuru		
		Lari		
23	<b>TURKANA</b>	Turkana North	<b>36</b>	
		Turkana West		
		Turkana Central		
		Loima	<b>37</b>	
		Turkana South		
		Turkana East		
24	<b>WEST POKOT</b>	Kapenguria	<b>38</b>	
		Kacheliba		
		Sigor		
		Pokot South		
25	<b>SAMBURU</b>	Samburu West	<b>39</b>	
		Samburu North		
		Samburu East		
26	<b>TRANS NZOIA</b>	Kwanza	<b>40</b>	
		Endebess		
		Cherangany		
		Saboti		
		Kiminini		
27	<b>UASIN GISHU</b>	Soy	<b>41</b>	
		Turbo		
		Kapseret		
		Moiben	<b>42</b>	
		Ainabkoi		
		Kesses		

County No.	County	Constituency Name	Lot No.	
28	<b>ELGEYO-MARAKWET</b>	Marakwet East	43	
		Marakwet West		
		Keiyo North		
		Keiyo South		
29	<b>NANDI</b>	Tinderet	44	
		Aldai		
		Nandi Hills		
30	<b>BARINGO</b>	Baringo North	45	
		Baringo Central		
		Baringo South		
		Tiaty		
		Mogotio		
		Eldama Ravine		
31	<b>LAIKIPIA</b>	Laikipia West	46	
		Laikipia East		
		Laikipia North		
32	<b>NAKURU</b>	Naivasha	47	
		Gilgil		
		Kuresoi South		
		Kuresoi North		
		Subukia	48	
		Rongai		
		Bahati		
		Nakuru Town West		
		Nakuru Town East		
33	<b>NAROK</b>	Kilgoris	49	
		Emuria Dikirr		
		Narok North		
		Narok East	50	
		Narok South		
		Narok West		
34	<b>KAJIADO</b>	Kajiado East	51	
		Kajiado West		
		Kajiado South		
35	<b>KERICHO</b>	Kipkelion East	52	
		Kipkelion West		
		Ainamoi		
36	<b>BOMET</b>	Sotik	53	
		Chepalungu		
		Bomet East		
		Bomet Central		
		Konoin		

County No.	County	Constituency Name	Lot No.	
37	<b>KAKAMEGA</b>	Lurambi	<b>54</b>	
		Navakholo		
		Mumias East		
		Matungu		
		Mumias West		
		Butere	<b>55</b>	
		Khwisero		
		Shinyalu		
		Ikolomani		
38	<b>VIHIGA</b>	Vihiga	<b>56</b>	
		Sabatia		
		Hamisi		
		Luanda		
		Emuhaya		
39	<b>BUNGOMA</b>	Mt. Elgon	<b>57</b>	
		Sirisia		
		Kabuchai		
		Webuye East		
		Kimilili		
		Tongaren		
40	<b>BUSIA</b>	Teso North	<b>58</b>	
		Teso South		
		Nambale		
		Matayos		
		Butula		
		Funyula		
		Budalangi		
41	<b>SIAYA</b>	Ugenya	<b>59</b>	
		Alego Usonga		
		Ugunja		
		Gem		
		Bondo		
		Rarieda		
42	<b>KISUMU</b>	Kisumu West	<b>60</b>	
		Seme		
		Nyando		
		Muhoroni		
		Nyakach		
43	<b>HOMA BAY</b>	Homa Bay Town	<b>61</b>	
		Karachuonyo		
		Kabondo Kasipul		
		Kasipul		
		Mbita		
		Suba		
		Ndhiwa		
		Rangwe		

County No.	County	Constituency Name	Lot No.	
44	<b>MIGORI</b>	Awendo	<b>62</b>	
		Rongo		
		Uriri		
		Kuria East		
		Kuria West		
		Nyatike		
		Suna East		
		Suna West		
45	<b>KISII</b>	South Mugirango	<b>63</b>	
		Bomachoge Borabu		
		Bomachoge Chache		
		Bobasi		
		Nyaribari Masaba		
		Nyaribari Chache		
		Bonchari	<b>64</b>	
		Kitutu Chache North		
		Kitutu Chache South		
46	<b>NYAMIRA</b>	Kitutu Masaba	<b>65</b>	
		West Mugirango		
		North Mugirango		
		Borabu		
01	<b>Mombasa</b>	Changamwe	<b>66</b>	
		Jomvu		
		Kisauni		
		Nyali		
		Likoni		
		Mvita		
47	<b>Nairobi</b>	Westlands	<b>67</b>	
		Dagoretti North		
		Dagoretti South		
		Langata,		
		Kibra		
		Roysambu		
		Kasarani		
		Ruaraka		
		Embakasi South		

County No.	County	Constituency Name	Lot No.	
		Embakasi North		
		Embakasi Central		
		Embakasi East		
		Embakasi West		
		Makadara,		
		Kamukunji		
		Starehe		
		Mathare		

**Declaration**

By ticking above lots, I/We the tenderer confirm my willingness and desire to offer labor and transport services in the selected lots.

Name of Tenderer:.....

Signature of Authorized Representative:.....

Date:.....

Official Stamp/Seal

**SECTION VII- PRICES ON BILLS OF QUANTITIES**

Kindly quote a maximum of 7 lots, indicate county number, lot number and constituencies being quoted in the table below.

Bidders are advised to use one form if they are quoting same rates for different lots.

Tenderers are advised to use separate form if they are to quote a lot with different rate.

S/No	County Number	Lot Number	Name of the constituencies. (Separate names with commas) An example is highlighted below.
	46	65	Kitutu Masaba, West Mugirango, North Mugirango, Borabu
1			
2			
3			
4			
5			
6			
7			

Rates Quoted for the Lots above.

No.	Service Code	DESCRIPTION OF WORKS	UoM	Unit Price Kshs.
<b>LOW VOLTAGE</b>				
1.	35017	<b>Pole hole digging per foot</b> - <i>This rate applies to non-rocky holes.</i>	<b>Foot</b>	
2.	35070	<b>Pole hole digging per foot (rocky ground)</b> - <i>This rate applies where a contractor chooses not to reinforce the hole but hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft</i>	<b>Foot</b>	
3.	35019	Wooden Pole erection	<b>Each</b>	
4.	35018	Pole dressing including pole caps (1 wire) <i>for both concrete poles and wooden poles</i>	<b>Each</b>	
5.	35020	Concrete Pole erection	<b>Each</b>	
6.	35021	Pole recovery (wooden)	<b>Each</b>	
7.	35022	Stay hole digging per ft <i>(soft soil including murrum)</i>	<b>Each</b>	



No.	Service Code	DESCRIPTION OF WORKS	UoM	Unit Price Kshs.
8.		<b>Stay hole digging per foot (rocky ground)</b> - This rate applies where a contractor hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft	Foot	
9.	35023	LV Stay making and installation	Each	
10.	35075	Flying stay making & installation (excluding installation of the flying stay pole)	Each	
11.	35067	Strut making & erection (wooden poles only)	Each	
12.	35025	Bush clearing/tree cutting per km as per REREC standards. For both new lines and existing lines	Km	
13.	35026	Single conductor stringing per km (Bare/PVC 50sqmm & 100sqmm)	Km	
14.	35028	PME installation	Activity	
<b>SERVICE LINES &amp; U/G CABLES</b>				
15.	35034	<b>Overhead</b> 10mm <sup>2</sup> , 16mm <sup>2</sup> s/c per meter	Metre	
16.	35035	<b>Overhead</b> 25mm <sup>2</sup> 4/c al. per meter	Metre	
<b>11KV and 33KV Services</b>				
17.	35000	<b>Pole hole digging per foot.</b> - This rate applies to non-rocky holes.	Foot	
18.	35068	<b>Pole hole digging per foot (rocky ground)</b> - This rate applies where a contractor chooses not to reinforce the hole but hires a compressor to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft	Foot	
19.	35001	<b>Pole dressing including pole caps, danger plate, barbed wire and pole no. plates(1 wire)</b> - This rate applies to both wooden and concrete poles for both new works and maintenance works	Each	
20.	35002	<b>Pole erection - 11m &amp; 12M long poles (wooden)</b> - This rate applies to both stout and medium size poles	Each	
21.	35062	<b>Pole erection - 14m &amp; 15M long poles (wooden)</b> - This rate applies to both stout and medium size poles	Each	
22.	35003	Concrete Pole erection - 11m & 12M long poles per pole	Each	
23.		Concrete Pole erection - 14m & 15M long poles per pole	Each	
24.	35004	<b>Wooden Pole recovery - 11m &amp; 12M long poles</b> - This rate captures the cost of cutting/pulling out the wooden pole including covering the hole and chopping the pole as directed by the project supervisor.	Each	
25.	35063	<b>Wooden Pole recovery - 14m &amp; 15M long poles</b> - This rate captures the cost of cutting/pulling out the wooden pole including covering the hole and chopping the pole as directed by the project supervisor.	Each	

No.	Service Code	DESCRIPTION OF WORKS	UoM	Unit Price Kshs.
26.	35005	<b>Stay hole digging per foot</b> - This rate is for digging a 2ftX2f wide by appropriate depth of the stay hole based on the size of the pole and conductor	Foot	
27.		<b>Stay hole digging per foot (rocky ground)</b> - This rate applies where a contractor hires a compressor or uses other appropriate means to dig the hole to the appropriate depth. It will only apply to the rocky part of the hole only, the normal hole digging rate shall apply where the soil is soft	Foot	
28.	35006	<b>Normal Stay making and installation</b> - This rate captures the cost of stay making and installation including in anticlimbing barbed wire	Each	
29.	35007	Flying stay making & installation (excluding the cost of erection of the flying stay pole)	Each	
30.	35073	<b>Strut making &amp; erection (wooden poles only)</b> - This rate includes the cost of preparing the strut for installation	Each	
31.		<b>Strut making &amp; erection (concrete pole)</b> - This rate includes the cost of preparing the strut for installation	Each	
32.	35008	<b>Bush clearing per km (for new lines) including suitable disposal of cuttings as approved by local authority</b> - This applies to cutting/clearing shrubs and trees. It also includes the cost of disposing the cuttings to the nearest approved local authority yard	Km	
33.	35009	<b>Single conductor stringing per km (75sqmm)</b> - This rate captures the cost of running, installing and tensioning a single conductor per km.	Km	
34.	35016	<b>MV cable laying (11kV &amp; 33kV) per metre</b> – This rate includes trenching, laying and reinstatement c/w hatari slabs, sandbed and acquisition of all relevant permits for works	Metre	
35.	35015	<b>MV cable termination and jointing (11kV &amp; 33kV per phase)</b> - This rate includes the cost of lugging and bolting to the overhead line.	Each	
36.	35010	<b>Single conductor recovery per km (75mm<sup>2</sup> and 50mm<sup>2</sup>)</b> - This rate includes recovery of dressing materials	Km	
37.	35011	Aerial earth installation per km	Km	
38.	35012	<b>A/B switch installation</b> – This rate involves installation of a complete set	Each	
39.	35013	<b>Auto Reclosure installation (rate is for only the auto-reclosing unit)</b> - This is the rate for installing the full auto reclosing assembly including the bypass switch.	Each	
40.	35014	<b>Taplin isolators/fuse installation/ Surge diverters (one set)</b> - This is the rate for Installing one piece of the isolators/fuse/ Surge diverters. It can also be used during maintenance	Each	
<b>SUBSTATION</b>				
41.	35029	<b>Dressing</b> - This is the rate for the installation of a substation structure. This includes the cost of installing isolators and surge diverters	Each	

No.	Service Code	DESCRIPTION OF WORKS	UoM	Unit Price Kshs.
42.	35030	<b>Mounting</b> - <i>This is the rate for lifting and securing the transformer on its platform</i>	<b>Each</b>	
43.	35031	<b>Substation Earthing (MV earth, Surge Diverter earth &amp; LV earth)</b> - <i>This rate captures the cost of substation earthing that achieves the minimum earth values as required by REREC construction standards</i>	<b>Each</b>	
44.	35071	<b>Substation Welding (At the base on platform &amp; all necessary spot welding) to Project engineer's approval (for new transformers)</b> - <i>This rate includes transport of the welding machine to site and the cost of welding rods.</i>	<b>Each</b>	
45.	35033	<b>Unwelding Transformers (existing transformers)</b> - <i>This rate includes transport of the welding machine to site</i>	<b>Each</b>	
46.	35032	<b>Commissioning</b> - <i>This rate shall cater for all labour cost during commissioning</i>	<b>Each</b>	
<b>LINE COMMISSIONING</b>				
47.	35037	Sys. commissioning Line $\geq$ 4 km	<b>Each</b>	
48.	35036	Sys. Commissioning Line < 4 km	<b>Each</b>	
<b>TRANSPORT MV &amp; LV</b>				
49.	70011	Wooden Pole transport per lorry load (lorry load = upto 30no. Poles) for jobs whose distance from issuing store is more than 20 KM, rate per km	<b>Km</b>	
50.	70013	Concrete Pole Transport per Km per tonne (for jobs which are more than 20km from issuing stores).	<b>Km</b>	
51.	70012	Materials transport cost per lorry load per km (lorry load = 2.3km of line materials excluding Transformers) for jobs whose distance from issuing store is more than 20KM.	<b>Km</b>	
52.	70020	Transformers transport cost per lorry load per km (lorry load = up to 8 transformers) - <i>Transformers shall be transported independent of other line materials (alone)</i>	<b>Km</b>	
53.	70020	Transport of recovered transformers per lorry load per km (lorry load = up to 8transformers) - <i>Recovered transformers should be transported safely to the nearest REREC store or as directed by REREC project supervisor</i>	<b>Km</b>	

## Other Services

No.	DESCRIPTION OF WORKS	UoM	Unit Price Kshs.
<b>Water Transport and Dragging Services for Islands and river crossings; Lamu &amp; Manda, Pate &amp; Faza, Kiunga, Wasini, Mfangano Island etc, River crossing, Dragging Costs</b>			
A	<b>WOODEN POLES - PER POLE</b>		
	10 &11m	Each	
	12 &14m	Each	
	<b>CONCRETE POLES - PER POLE</b>		
	10 &11m	Each	
	12 &14m	Each	
B	<b>TRANSFORMER - TRANSPORT FOR NEW &amp; RECOVERED TXs PER PIECE</b>		
	5KVA - 25 KVA	Each	
	50KVA	Each	
	100KVA	Each	
	200KVA	Each	
C	<b>OTHER MATERIALS</b>		
	HT Fittings per km of line	Km	
	LV Fittings per km of line	Km	
D	<i>Conductor - 75mmsq ACSR and 50mmsq AAC Per Drum</i>	<i>Each</i>	
E	<i>Cable - 10mm<sup>2</sup>, 16mm<sup>2</sup> s/c and 25mm<sup>2</sup> 4/c al. per meter per drum</i>	<i>Each</i>	

### Declaration

By inserting rates in the above schedule of prices, I/We the tenderer confirm my willingness and desire to offer labor and transport services at the rates as presented in the schedule.

Name of Tenderer:.....

Signature of Authorized Representative:.....

Date:.....

Official Stamp/Seal

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**PART III - CONDITIONS OF  
CONTRACT AND CONTRACT FORMS**

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## **SECTION VIII - GENERAL CONDITIONS OF CONTRACT**

These General Conditions of Contract (GCC), read in conjunction with the Special Conditions of Contract (SCC) and other documents listed therein, should be a complete document expressing fairly the rights and obligations of both parties.

These General Conditions of Contract have been developed on the basis of considerable international experience in the drafting and management of contracts, bearing in mind a trend in the construction industry towards simpler, more straightforward language.

The GCC can be used for both smaller admeasurement contracts and lump sum contracts.

### **General Conditions of Contract**

#### **A. General**

##### **1. Definitions**

1.1 Bold face type is used to identify defined terms.

- a) **The Accepted Contract Amount** means the amount accepted in the Letter of Acceptance for the execution and completion of the Works and the remedying of any defects.
- b) **The Activity Schedule** is a schedule of the activities comprising the construction, installation, testing, and commissioning of the Works in a lump sum contract. It includes a lump sum price for each activity, which is used for valuations and for assessing the effects of Variations and Compensation Events.
- c) **The Adjudicator** is the person appointed jointly by Rural Electrification and Renewable Energy Corporation and the Contractor to resolve disputes in the first instance, as provided for in GCC 23.
- d) **Bill of Quantities** means the priced and completed Bill of Quantities forming part of the Bid.
- e) **Compensation Events** are those defined in GCC Clause 42 hereunder.
- f) **The Completion Date** is the date of completion of the Works as certified by the Project Manager, in accordance with GCC Sub-Clause 53.1.
- g) **The Contract** is the Contract between Rural Electrification and Renewable Energy Corporation and the Contractor to execute, complete, and maintain the Works. It consists of the documents listed in GCC Sub-Clause 2.3 below.
- h) **The Contractor** is the party whose Bid to carry out the Works has been accepted by Rural Electrification and Renewable Energy Corporation .
- i) **The Contractor's Bid** is the completed bidding document submitted by the Contractor to Rural Electrification and Renewable Energy Corporation .
- j) **The Contract Price** is the Accepted Contract Amount stated in the Letter of Acceptance and thereafter as adjusted in accordance with the Contract.
- k) **Days** are calendar days; months are calendar months.
- l) **Day works** are varied work inputs subject to payment on a time basis for the Contractor's employees and Equipment, in addition to payments for associated Materials and Plant.
- m) **A Defect** is any part of the Works not completed in accordance with the Contract.
- n) **The Defects Liability Certificate** is the certificate issued by Project Manager upon

correction of defects by the Contractor.

- o) **The Defects Liability Period** is the period **named in the SCC** pursuant to Sub-Clause 34.1 and calculated from the Completion Date.
- p) **Drawings** means the drawings of the Works, as included in the Contract, and any additional and modified drawings issued by (or on behalf of) Rural Electrification and Renewable Energy Corporation in accordance with the Contract, include calculations and other information provided or approved by the Project Manager for the execution of the Contract.
- q) **Rural Electrification and Renewable Energy Corporation** is the party who employs the Contractor to carry out the Works, **asspecified in the SCC**, who is also Rural Electrification and Renewable Energy Corporation.
- r) **Equipment** is the Contractor's machinery and vehicles brought temporarily to the Site to construct the Works.
- s) **“In writing” or “written”** means hand-written, type-written, printed or electronically made, and resulting in a permanent record;
- t) The Initial Contract Price is the Contract Price listed in Rural Electrification and Renewable Energy Corporation's Letter of Acceptance.
- u) **The Intended Completion Date** is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date is **specified in the SCC**. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.
- v) **Materials** are all supplies, including consumables, used by the Contractor for incorporation in the Works.
- w) **Plant** is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.
- x) **The Project Manager** is the person **named in the SCC** (or any other competent person appointed by Rural Electrification and Renewable Energy Corporation and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract.
- y) **SCC** means Special Conditions of Contract.
- z) **The Site** is the area of the works as **defined as such in the SCC**.
- aa) **Site Investigation Reports** are those that were included in the bidding document and are factual and interpretative reports about the surface and subsurface conditions at the Site.
- bb) **Specification** means the Specification of the Works included in the Contract and any modification or addition made or approved by the Project Manager.
- cc) **The Start Date** is **given in the SCC**. It is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with any of the Site Possession Dates.

- dd) **A Subcontractor** is a person or corporate body who has a Contract with the Contractor to carry out a part of the work in the Contract, which includes work on the Site.
- ee) **Temporary Works** are works designed, constructed, installed, and removed by the Contractor that are needed for construction or installation of the Works.
- ff) **A Variation** is an instruction given by the Project Manager which varies the Works.
- gg) **The Works** are what the Contract requires the Contractor to construct, install, and turnover to Rural Electrification and Renewable Energy Corporation, **as defined in the SCC.**

## 2 Interpretation

- 21 In interpreting these GCC, words indicating one gender include all genders. Words indicating the singular also include the plural and words indicating the plural also include the singular. Headings have no significance. Words have their normal meaning under the language of the Contract unless specifically defined. The Project Manager shall provide instructions clarifying queries about these GCC.
- 22 If sectional completion is specified in the SCC, references in the GCC to the Works, the Completion Date, and the Intended Completion Date apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).
- 23 The documents forming the Contract shall be interpreted in the following order of priority:
  - a) Agreement,
  - b) Letter of Acceptance,
  - c) Contractor's Bid,
  - d) Special Conditions of Contract,
  - e) General Conditions of Contract, including Appendices,
  - f) Specifications,
  - g) Drawings,
  - h) Bill of Quantities<sup>6</sup>, and
  - i) any other document **listed in the SCC** as forming part of the Contract.

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<sup>6</sup>*In lump sum contracts, delete "Bill of Quantities" and replace with "Activity Schedule."*

## 3 Language and Law

- 31 The language of the Contract is English Language and the law governing the Contract are the Laws of Kenya.
- 32 Throughout the execution of the Contract, the Contractor shall comply with the import of goods and services prohibitions in Rural Electrification and Renewable Energy Corporation 's Country when
  - a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country; or
  - b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods from that country or any payments to any country, person, or entity in that country.



#### **4 Project Manager's Decisions**

- 4.1 Except where otherwise specifically stated, the Project Manager shall decide contractual matters between Rural Electrification and Renewable Energy Corporation and the Contractor in the role representing Rural Electrification and Renewable Energy Corporation.

#### **5 Delegation**

- 5.1 Otherwise **specified in the SCC**, the Project Manager may delegate any of his duties and responsibilities to other people, except to the Adjudicator, after notifying the Contractor, and may revoke any delegation after notifying the Contractor.

#### **6 Communications**

- 6.1 Communications between parties that are referred to in the Conditions shall be effective only when in writing. A notice shall be effective only when it is delivered.

#### **7 Subcontracting**

- 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of Rural Electrification and Renewable Energy Corporation in writing. Subcontracting shall not alter the Contractor's obligations.

#### **8 Other Contractors**

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities, and Rural Electrification and Renewable Energy Corporation between the dates given in the Schedule of Other Contractors, as **referred to in the SCC**. The Contractor shall also provide facilities and services for them as described in the Schedule. Rural Electrification and Renewable Energy Corporation may modify the Schedule of Other Contractors, and shall notify the Contractor of any such modification.

#### **9 Personnel and Equipment**

- 9.1 The Contractor shall employ the key personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of key personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.
- 9.2 If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.
- 9.3 If Rural Electrification and Renewable Energy Corporation, Project Manager or Contractor determines, that any employee of the Contractor be determined to have engaged in Fraud and Corruption during the execution of the Works, then that employee shall be removed in accordance with Clause 9.2 above.

#### **10 Procuring Entity's and Contractor's Risks**

- 10.1 Rural Electrification and Renewable Energy Corporation carries the risks which this Contract states are Procuring Entity's risks, and the Contractor carries the risks which

this Contract states are Contractor's risks.

## **11. Procuring Entity's Risks**

11.1 From the Start Date until the Defects Liability Certificate has been issued, the following are Procuring Entity's risks:

- a) The risk of personal injury, death, or loss of or damage to property (excluding the Works, Plant, Materials, and Equipment), which are due to
  - i) use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works or
  - ii) Negligence, breach of statutory duty, or interference with any legal right by Rural Electrification and Renewable Energy Corporation or by any person employed by or contracted to him except the Contractor.
- b) The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of Rural Electrification and Renewable Energy Corporation or in Rural Electrification and Renewable Energy Corporation's design, or due to war or radioactive contamination directly affecting the country where the Works are to be executed.

11.2 From the Completion Date until the Defects Liability Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is a Procuring Entity's risk except loss or damage due to

- aa) a Defect which existed on the Completion Date,
- bb) an event occurring before the Completion Date, which was not itself a Procuring Entity's risk, or
- cc) the activities of the Contractor on the Site after the Completion Date.

## **12. Contractor's Risks**

12.1 From the Starting Date until the Defects Liability Certificate has been issued, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Procuring Entity's risks are Contractor's risks.

## **13. Insurance**

13.1 The Contractor shall provide, in the joint names of Rural Electrification and Renewable Energy Corporation and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts and deductibles **stated in the SCC** for the following events which are due to the Contractor's risks:

- a) loss of or damage to the Works, Plant, and Materials;
- b) loss of or damage to Equipment;
- c) loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract; and
- d) personal injury or death.

13.2 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation to be payable in the types and proportions of currencies required to rectify the loss or damage incurred.

133 If the Contractor does not provide any of the policies and certificates required, Rural Electrification and Renewable Energy Corporation may effect the insurance which the Contractor should have provided and recover the premiums Rural Electrification and Renewable Energy Corporation has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.

134 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager.

135 Both parties shall comply with any conditions of the insurance policies.

#### **14. Site Data**

15. The Contractor shall be deemed to have examined any Site Data **referred to in the SCC**, supplemented by any information available to the Contractor. Contractor to Construct the Works

15.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings.

#### **16. The Works to Be Completed by the Intended Completion Date**

16.1 The Contractor may commence execution of the Works on the Start Date and shall carry out the Works in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

#### **17. Approval by the Project Manager (*not applicable under this tender*)**

17.1 The Contractor shall submit Specifications and Drawings showing the proposed Temporary Works to the Project Manager, for his approval.

17.2 The Contractor shall be responsible for design of Temporary Works.

17.3 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary Works.

17.4 The Contractor shall obtain approval of third parties to the design of the Temporary Works, where required.

17.5 All Drawings prepared by the Contractor for the execution of the temporary or permanent Works, are subject to prior approval by the Project Manager before this use.

#### **18. Safety**

18.1 The Contractor shall be responsible for the safety of all activities on the Site.

#### **19. Discoveries**

19.1 Anything of historical or other interest or of significant value unexpectedly discovered on the Site shall be the property of Rural Electrification and Renewable Energy Corporation. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

#### **20. Possession of the Site**

20.1 Rural Electrification and Renewable Energy Corporation shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date **stated in the SCC**, Rural Electrification and Renewable Energy Corporation shall be deemed to have delayed the start of the relevant activities, and this shall be a Compensation Event.

## **21. Access to the Site**

21.1 The Contractor shall allow the Project Manager and any person authorized by the Project Manager access to the Site and to any place where work in connection with the Contract is being carried out or is intended to be carried out.

## **22. Instructions, Inspections and Audits**

22.1 The Contractor shall carry out all instructions of the Project Manager which comply with the applicable laws where the Site is located.

22.2 The Contractor shall keep, and shall make all reasonable efforts to cause its Subcontractors and sub-consultants to keep, accurate and systematic accounts and records in respect of the Works in such form and details as will clearly identify relevant time changes and costs.

22.3 The Contractor shall permit and shall cause its subcontractors and sub-consultants to permit, Rural Electrification and Renewable Energy Corporation and/or persons appointed by the Public Procurement Regulatory Authority to inspect the Site and/or the accounts and records relating to the procurement process, selection and/or contract execution, and to have such accounts and records audited by auditors appointed by the Public Procurement Regulatory Authority. The Contractor's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 25.1 (Fraud and Corruption) which provides, inter alia, that acts intended to materially impede the exercise of the Public Procurement Regulatory Authority's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to the Public Procurement Regulatory Authority's prevailing sanctions procedures).

## **23. Appointment of the Adjudicator**

23.1 The Adjudicator shall be appointed jointly by Rural Electrification and Renewable Energy Corporation and the Contractor, at the time of Rural Electrification and Renewable Energy Corporation's issuance of the Letter of Acceptance. If, in the Letter of Acceptance, Rural Electrification and Renewable Energy Corporation does not agree on the appointment of the Adjudicator, Rural Electrification and Renewable Energy Corporation will request the Appointing Authority designated in the SCC, to appoint the Adjudicator within 14 days of receipt of such request.

23.2 Should the Adjudicator resign or die, or should Rural Electrification and Renewable Energy Corporation and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by Rural Electrification and Renewable Energy Corporation and the Contractor. In case of disagreement between Rural Electrification and Renewable Energy Corporation and the Contractor, within 30 days, the Adjudicator shall be designated by the Appointing Authority designated in the SCC at the request of either party, within 14 days of receipt of such request.

## **24 Settlement of Claims and Disputes 24.1 Contractor's Claims**

- 24.1.1 If the Contractor considers itself to be entitled to any extension of the Time for Completion and/or any additional payment, under any Clause of these Conditions or otherwise in connection with the Contract, the Contractor shall give Notice to the Project Manager, describing the event or circumstance giving rise to the claim. The notice shall be given as soon as practicable, and not later than 30 days after the Contractor became aware, or should have become aware, of the event or circumstance.
- 24.1.2 If the Contractor fails to give notice of a claim within such period of 30 days, the Time for Completion shall not be extended, the Contractor shall not be entitled to additional payment, and Rural Electrification and Renewable Energy Corporation shall be discharged from all liability in connection with the claim. Otherwise, the following provisions of this Sub-Clause shall apply.
- 24.1.3 The Contractor shall also submit any other notices which are required by the Contract, and supporting particulars for the claim, all as relevant to such event or circumstance.
- 24.1.4 The Contractor shall keep such contemporary records as may be necessary to substantiate any claim, either on the Site or at another location acceptable to the Project Manager. Without admitting Rural Electrification and Renewable Energy Corporation's liability, the Project Manager may, after receiving any notice under this Sub-Clause, monitor the record-keeping and/or instruct the Contractor to keep further contemporary records. The Contractor shall permit the Project Manager to inspect all these records, and shall (if instructed) submit copies to the Project Manager.
- 24.1.5 Within 42 days after the Contractor became aware (or should have become aware) of the event or circumstance giving rise to the claim, or within such other period as may be proposed by the Contractor and approved by the Project Manager, the Contractor shall send to the Project Manager a fully detailed claim which includes full supporting particulars of the basis of the claim and of the extension of time and/or additional payment claimed. If the event or circumstance giving rise to the claim has a continuing effect:
- a) this fully detailed claim shall be considered as interim;
  - b) the Contractor shall send further interim claims at monthly intervals, giving the accumulated delay and/or amount claimed, and such further particulars as the Project Manager may reasonably require; and
  - c) the Contractor shall send a final claim within 30 days after the end of the effects resulting from the event or circumstance, or within such other period as may be proposed by the Contractor and approved by the Project Manager.
- 24.1.6 Within 42 days after receiving a Notice of a claim or any further particulars supporting a previous claim, or within such other period as may be proposed by the Project Manager and approved by the Contractor, the Project Manager shall respond with approval, or with disapproval and detailed comments. He may also request any necessary further particulars, but shall nevertheless give his response on the principles of the claim within the above defined time period.

- 24.1.7 Within the above defined period of 42 days, the Project Manager shall proceed in accordance with Sub-Clause
- 24.1.8 [Determinations] to agree or determine (i) the extension (if any) of the Time for Completion (before or after its expiry) in accordance with Sub-Clause 8.4 [Extension of Time for Completion], and/or (ii) the additional payment (if any) to which the Contractor is entitled under the Contract.
- 24.1.9 Each Payment Certificate shall include such additional payment for any claim as has been reasonably substantiated as due under the relevant provision of the Contract. Unless and until the particulars supplied are sufficient to substantiate the whole of the claim, the Contractor shall only be entitled to payment for such part of the claim as he has been able to substantiate.
- 24.1.10 If the Project Manager does not respond within the timeframe defined in this Clause, either Party may consider that the claim is rejected by the Project Manager and any of the Parties may refer to Arbitration in accordance with Sub-Clause 24.4 [Arbitration].
- 24.1.11 The requirements of this Sub-Clause are in addition to those of any other Sub-Clause which may apply to a claim. If the Contractor fails to comply with this or another Sub-Clause in relation to any claim, any extension of time and/or additional payment shall take account of the extent (if any) to which the failure has prevented or prejudiced proper investigation of the claim, unless the claim is excluded under the second paragraph of this Sub-Clause 24.3.

#### **24.2 Amicable Settlement**

- 24.2.1 Where a notice of a claim has been given, both Parties shall attempt to settle the dispute amicably before the commencement of arbitration. However, unless both Parties agree otherwise, the Party giving a notice of a claim in accordance with Sub-Clause 24.1 above should move to commence arbitration after the fifty- sixth day from the day on which a notice of a claim was given, even if no attempt at an amicable settlement has been made.

#### **24.3 Matters that may be referred to arbitration**

- 24.3.1 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:
- a) The appointment of a replacement Project Manager upon the said person ceasing to act.
  - b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
  - c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
  - e) Any dispute arising in respect of war risks or war damage.
  - f) All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless Rural Electrification and Renewable Energy Corporation and the Contractor agree otherwise in writing.

## **244 Arbitration**

- 24.4.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 24.3 shall be finally settled by arbitration.
- 24.4.2 No arbitration proceedings shall be commenced on any claim or dispute where notice of a claim or dispute has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 24.4.3 Notwithstanding the issue of a notice as stated above, the arbitration of such a claim or dispute shall not commence unless an attempt has in the first instance been made by the parties to settle such claim or dispute amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 24.4.4 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 24.4.5 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.
- 24.4.6 The arbitrators shall have full power to open up, review and revise any certificate, determination, instruction, opinion or valuation of the Project Manager, relevant to the dispute. Nothing shall disqualify representatives of the Parties and the Project Manager from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 24.4.7 Neither Party shall be limited in the proceedings before the arbitrators to the evidence, or to the reasons for dissatisfaction given in its Notice of Dissatisfaction.
- 24.4.8 Arbitration may be commenced prior to or after completion of the Works. The obligations of the Parties, and the Project Manager shall not be altered by reason of any arbitration being conducted during the progress of the Works. The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

## **245 Arbitration with National Contractors**

- 24.5.1 If the Contract is with national contractors, arbitration proceedings will be conducted in accordance with the Arbitration Laws of Kenya. In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following professional institutions;
- i) Architectural Association of Kenya
  - ii) Institute of Quantity Surveyors of Kenya
  - iii) Association of Consulting Engineers of Kenya
  - iv) Chartered Institute of Arbitrators (Kenya Branch)
  - v) Institution of Engineers of Kenya
- 24.5.2 The institution written to first by the aggrieved party shall take precedence over all other

institutions.

#### **246 Alternative Arbitration Proceedings**

24.6.1 Alternatively, the Parties may refer the matter to the Nairobi Centre for International Arbitration (NCIA) which offers a neutral venue for the conduct of national and international arbitration with commitment to providing institutional support to the arbitral process.

#### **247 Failure to Comply with Arbitrator's Decision**

24.7.1 The award of such Arbitrator shall be final and binding upon the parties.

24.7.2 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other rights it may have, refer the matter to a competent court of law.

#### **248 Contract operations to continue**

24.8.1 Notwithstanding any reference to arbitration herein,

- a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and
- b) Rural Electrification and Renewable Energy Corporation shall pay the Contractor any monies due the Contractor.

### **25. Fraud and Corruption**

25.1 The Government requires compliance with the country's Anti-Corruption laws and its prevailing sanctions policies and procedures as set forth in the Constitution of Kenya and its Statutes.

25.2 Rural Electrification and Renewable Energy Corporation requires the Contractor to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the bidding process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

### **B. Time Control**

#### **26 Program**

26.1 Within the time stated in the SCC, after the date of the Letter of Acceptance, the Contractor shall submit to the Project Manager for approval a Program showing the general methods, arrangements, order, and timing for all the activities in the Works. In the case of a lump sum contract, the activities in the Program shall be consistent with those in the Activity Schedule.

26.2 An update of the Program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining work, including any changes to the sequence of the activities.

26.3 The Contractor shall submit to the Project Manager for approval an updated Program at intervals no longer than the period stated in the SCC. If the Contractor does not submit an updated Program within this period, the Project Manager may withhold the amount stated in the SCC from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program has been submitted.



In the case of a lump sum contract, the Contractor shall provide an updated Activity Schedule within 14 days of being instructed to by the Project Manager.

264 The Project Manager's approval of the Program shall not alter the Contractor's obligations. The Contractor may revise the Program and submit it to the Project Manager again at any time. A revised Program shall show the effect of Variations and Compensation Events.

## **27. Extension of the Intended Completion Date**

271 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining work, which would cause the Contractor to incur additional cost.

272 The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager for a decision upon the effect of a Compensation Event or Variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay by this failure shall not be considered in assessing the new Intended Completion Date.

## **28. Acceleration**

281 When Rural Electrification and Renewable Energy Corporation wants the Contractor to finish before the Intended Completion Date, the Project Manager shall obtain priced proposals for achieving the necessary acceleration from the Contractor. If Rural Electrification and Renewable Energy Corporation accepts these proposals, the Intended Completion Date shall be adjusted accordingly and confirmed by both Rural Electrification and Renewable Energy Corporation and the Contractor.

282 If the Contractor's priced proposals for an acceleration are accepted by Rural Electrification and Renewable Energy Corporation, they are incorporated in the Contract Price and treated as a Variation.

## **29. Delays Ordered by the Project Manager**

291 The Project Manager may instruct the Contractor to delay the start or progress of any activity within the Works.

## **30. Management Meetings**

301 Either the Project Manager or the Contractor may require the other to attend a management meeting. The business of a management meeting shall be to review the plans for remaining work and to deal with matters raised in accordance with the early warning procedure.

302 The Project Manager shall record the business of management meetings and provide copies of the record to those attending the meeting and to Rural Electrification and Renewable Energy Corporation. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

## **31. Early Warning**

- 31.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the work, increase the Contract Price, or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.
- 31.2 The Contractor shall cooperate with the Project Manager in making and considering proposals for how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the work and in carrying out any resulting instruction of the Project Manager.

## **C. Quality Control**

### **32. Identifying Defects**

- 32.1 The Project Manager shall check the Contractor's work and notify the Contractor of any Defects that are found. Such checking shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a Defect and to uncover and test any work that the Project Manager considers may have a Defect.

### **33. Tests**

- 33.1 If the Project Manager instructs the Contractor to carry out a test not specified in the Specification to check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples. If there is no Defect, the test shall be a Compensation Event.

### **34. Correction of Defects**

- 34.1 The Project Manager shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the SCC. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- 34.2 Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Project Manager's notice.

### **35. Uncorrected Defects**

- 35.1 If the Contractor has not corrected a Defect within the time specified in the Project Manager's notice, the Project Manager shall assess the cost of having the Defect corrected, and the Contractor shall pay this amount.

## **D. Cost Control**

### **36. Contract Price<sup>7</sup>**

- 36.1 The Bill of Quantities shall contain priced items for the Works to be performed by the Contractor. The Bill of Quantities is used to calculate the Contract Price. The Contractor will be paid for the quantity of the work accomplished at the rate in the Bill of Quantities for each item.

### **37. Changes in the Contract Price<sup>8</sup>**

- 37.1 If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent, provided the change exceeds 1 percent of the Initial Contract Price, the Project Manager shall adjust the rate to allow for the change. The Project Manager shall not adjust rates from changes in quantities if thereby the Initial Contract Price is exceeded by more than 15 percent, except with the prior approval of Rural Electrification and Renewable Energy Corporation .
- 37.2 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bill of Quantities.

### **38. Variations**

- 38.1 All Variations shall be included in updated Program(s) produced by the Contractor.
- 38.2 The Contractor shall provide the Project Manager with a quotation for carrying out the Variation when requested to do so by the Project Manager. The Project Manager shall assess the quotation, which shall be given within seven (7) days of the request or within any longer period stated by the Project Manager and before the Variation is ordered.
- 38.3 If the Contractor's quotation is unreasonable, the Project Manager may order the Variation and make a change to the Contract Price, which shall be based on the Project Manager's own forecast of the effects of the Variation on the Contractor's costs.
- 38.4 If the Project Manager decides that the urgency of varying the work would prevent a quotation being given and considered without delaying the work, no quotation shall be given and the Variation shall be treated as a Compensation Event.

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<sup>7</sup>*In lump sum contracts, replace GCC Sub-Clauses 36.1 as follows:*

*36.1 The Contractor shall provide updated Activity Schedules within 14 days of being instructed to by the Project Manager. The Activity Schedule shall contain the priced activities for the Works to be performed by the Contractor. The Activity Schedule is used to monitor and control the performance of activities on which basis the Contractor will be paid. If payment for materials on site shall be made separately, the Contractor shall show delivery of Materials to the Site separately on the Activity Schedule.*

<sup>8</sup>*In lump sum contracts, replace entire GCC Clause 37 with new GCC Sub-Clause 37.1, as follows:*

*The Activity Schedule shall be amended by the Contractor to accommodate changes of Program or method of working made at the Contractor's own discretion. Prices in the Activity Schedule shall not be altered when the Contractor makes such changes to the Activity Schedule.*

<sup>9</sup>*In lump sum contracts, add "and Activity Schedules" after "Programs."* <sup>10</sup>*In lump sum contracts, delete this paragraph.*

- 39.** The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning
- 39.1 If the work in the Variation corresponds to an item description in the Bill of Quantities and if, in the opinion of the Project Manager, the quantity of work above the limit stated in Sub-Clause 39.1 or the timing of its execution do not cause the cost per unit of quantity to change, the rate in the Bill of Quantities shall be used to calculate the value of the Variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the Variation does not correspond with items in the Bill of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of work

392 Value Engineering: The Contractor may prepare, at its own cost, a value engineering proposal at any time during the performance of the contract. The value engineering proposal shall, at a minimum, include the following;

- a) the proposed change(s), and a description of the difference to the existing contract requirements;
- b) a full cost/benefit analysis of the proposed change(s) including a description and estimate of costs (including life cycle costs) Rural Electrification and Renewable Energy Corporation may incur in implementing the value engineering proposal; and
- c) a description of any effect(s) of the change on performance/functionality.

393 Rural Electrification and Renewable Energy Corporation may accept the value engineering proposal if the proposal demonstrates benefits that:

- a) accelerate the contract completion period; or
- b) reduce the Contract Price or the life cycle costs to Rural Electrification and Renewable Energy Corporation ; or
- c) improve the quality, efficiency, safety or sustainability of the Facilities; or
- d) yield any other benefits to Rural Electrification and Renewable Energy Corporation, without compromising the functionality of the Works.

394 If the value engineering proposal is approved by Rural Electrification and Renewable Energy Corporation and results in:

- a) a reduction of the Contract Price; the amount to be paid to the Contractor shall be the **percentage specified in the SCC** of the reduction in the Contract Price; or
- b) an increase in the Contract Price; but results in a reduction in life cycle costs due to any benefit described in (a) to (d) above, the amount to be paid to the Contractor shall be the full increase in the Contract Price.

#### **40. Cash Flow Forecasts**

40.1 When the Program<sup>11</sup>, is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast. The cash flow forecast shall include different currencies, as defined in the Contract, converted as necessary using the Contract exchange rates.

#### **41. Payment Certificates**

41.1 The Contractor shall submit to the Project Manager monthly statements of the estimated value of the work executed less the cumulative amount certified previously.

41.2 The Project Manager shall check the Contractor's monthly statement and certify the amount to be paid to the Contractor.

41.3 The value of work executed shall be determined by the Project Manager.

41.4 The value of work executed shall comprise the value of the quantities of work in the Bill of Quantities that have been completed.

41.5 The value of work executed shall include the valuation of Variations and Compensation Events.

41.6 The Project Manager may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later

information.

41.7 Where the contract price is different from the corrected tender price, in order to ensure the contractor is not paid less or more relative to the contract price (which would be the tender price), payment valuation certificates and variation orders on omissions and additions valued based on rates in the Bill of Quantities or schedule of rates in the Tender, will be adjusted by a plus or minus percentage. The percentage already worked out during tender evaluation is worked out as follows:  $(\text{corrected tender price} - \text{tender price}) / \text{tender price} \times 100$ .

## **42. Payments**

42.1 Payments shall be adjusted for deductions for advance payments and retention. REREC shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of each certificate. If REREC makes a late payment, the Contractor shall be paid interest on the late payment in the next payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the prevailing rate of interest for commercial borrowing for each of the currencies in which payments are made.

42.2 If an amount certified is increased in a later certificate or as a result of an award by the Adjudicator or an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.

42.3 Unless otherwise stated, all payments and deductions shall be paid or charged in the proportions of currencies comprising the Contract Price.

42.4 Items of the Works for which no rate or price has been entered in shall not be paid for by REREC and shall be deemed covered by other rates and prices in the Contract.

## **43. Compensation Events**

43.1 The following shall be Compensation Events:

- d) REREC does not give access to a part of the Site by the Site Possession Date pursuant to GCC Sub-Clause 20.1.
- e) REREC modifies the Schedule of Other Contractors in a way that affects the work of the Contractor under the Contract.
- f) The Project Manager orders a delay or does not issue Drawings, Specifications, or instructions required for execution of the Works on time.
- g) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon work, which is then found to have no Defects.
- h) The Project Manager unreasonably does not approve a subcontract to be let.
- i) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to bidders (including the Site Investigation Reports), from information available publicly and from a visual inspection of the Site.
- j) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by Rural Electrification and Renewable Energy Corporation, or additional work required for safety or other reasons.
- k) Other contractors, public authorities, utilities, or REREC does not work within the

dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.

- l) The advance payment is delayed.
- m) The effects on the Contractor of any of Rural Electrification and Renewable Energy Corporation 's Risks.
- n) The Project Manager unreasonably delays issuing a Certificate of Completion.

432 If a Compensation Event would cause additional cost or would prevent the work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.

433 As soon as information demonstrating the effect of each Compensation Event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager shall assume that the Contractor shall react competently and promptly to the event.

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*<sup>11</sup>In lump sum contracts, add "or Activity Schedule" after "Program."*

*<sup>12</sup>In lump sum contracts, replace this paragraph with the following: "The value of work executed shall comprise the value of completed activities in the Activity Schedule."*

434 The Contractor shall not be entitled to compensation to the extent that Rural Electrification and Renewable Energy Corporation's interests are adversely affected by the Contractor's not having given early warning or not having cooperated with the Project Manager.

#### **44. Tax**

44.1 The Project Manager shall adjust the Contract Price if taxes, duties, and other levies are changed between the date 30 days before the submission of bids for the Contract and the date of the last Completion certificate. The adjustment shall be the change in the amount of tax payable by the Contractor, provided such changes are not already reflected in the Contract Price or are a result of GCC Clause 44.

#### **45. Currency of Payment**

45.1 All payments under the contract shall be made in Kenya Shillings

#### **46. Price Adjustment**

46.1 Prices shall be adjusted for fluctuations in the cost of inputs only if **provided for in the SCC**. If so provided, the amounts certified in each payment certificate, before deducting for Advance Payment, shall be adjusted by applying the respective price adjustment factor to the payment amounts due in each currency. A separate formula of the type specified below applies:

$$P = A + B I_m/I_o$$

where: P is the adjustment factor for the portion of the Contract Price payable.

A and B are coefficients<sup>13</sup> **specified in the SCC**, representing the non-adjustable and adjustable portions, respectively, of the Contract Price payable and  $I_m$  is the index prevailing at the end of the month being invoiced and  $I_o$  is the index prevailing 30 days before Bid opening for inputs payable.

462 If the value of the index is changed after it has been used in a calculation, the calculation shall be corrected and an adjustment made in the next payment certificate. The index value shall be deemed to take account of all changes in cost due to fluctuations in costs.

#### **47. Retention**

47.1 Rural Electrification and Renewable Energy Corporation shall retain from each payment due to the Contractor the proportion stated in the **SCC** until Completion of the whole of the Works.

47.2 Upon the issue of a Certificate of Completion of the Works by the Project Manager, in accordance with GCC 53.1, half the total amount retained shall be repaid to the Contractor and half when the Defects Liability Period has passed and the Project Manager has certified that all Defects notified by the Project Manager to the Contractor before the end of this period have been corrected. The Contractor may substitute retention money with an “on demand” Bank guarantee.

#### **48. Liquidated Damages**

48.1 The Contractor shall pay liquidated damages to Rural Electrification and Renewable Energy Corporation at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. Rural Electrification and Renewable Energy Corporation may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

48.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in GCC Sub-Clause 41.1.

#### **49. Bonus**

49.1 The Contractor shall be paid a Bonus calculated at the rate per calendar day **stated in the SCC** for each day (less any days for which the Contractor is paid for acceleration) that the Completion is earlier than the Intended Completion Date. The Project Manager shall certify that the Works are complete, although they may not be due to be complete.

#### **50. Advance Payment**

50.1 Rural Electrification and Renewable Energy Corporation shall make advance payment to the Contractor of the amounts stated in the **SCC** by the date stated in the **SCC**, against provision by the Contractor of an Unconditional Bank Guarantee in a form and by a bank acceptable to Rural Electrification and Renewable Energy Corporation in amounts and currencies equal to the advance payment. The Guarantee shall remain effective until the advance payment has been repaid, but the amount of the Guarantee

shall be progressively reduced by the amounts repaid by the Contractor. Interest shall not be charged on the advance payment.

502 The Contractor is to use the advance payment only to pay for Equipment, Plant, Materials, and mobilization expenses required specifically for execution of the Contract. The Contractor shall demonstrate that advance payment has been used in this way by supplying copies of invoices or other documents to the Project Manager.

503 The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the Contractor, following the schedule of completed percentages of the Works on a payment basis. No account shall be taken of the advance payment or its repayment in assessing valuations of work done, Variations, price adjustments, Compensation Events, Bonuses, or Liquidated Damages.

## **51. Securities**

51.1 The Performance Security shall be provided to Rural Electrification and Renewable Energy Corporation no later than the date specified in the Letter of Acceptance and shall be issued in an amount **specified in the SCC**, by a bank or surety acceptable to Rural Electrification and Renewable Energy Corporation, and denominated in the types and proportions of the currencies in which the Contract Price is payable. The Performance Security shall be valid until a date 28 day from the date of issue of the Certificate of Completion in the case of a Bank Guarantee, and until one year from the date of issue of the Completion Certificate in the case of a Performance Bond.

## **52. Day works**

52.1 If applicable, the Day works rates in the Contractor's Bid shall be used only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.

52.2 All work to be paid for as Day works shall be recorded by the Contractor on forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the work being done.

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The Contractor shall be paid for Day works subject to obtaining signed Day works forms.

## **53. Cost of Repairs**

53.1 Loss or damage to the Works or Materials to be incorporated in the Works between the Start Date and the end of the Defects Correction periods shall be remedied by the Contractor at the Contractor's cost if the loss or damage arises from the Contractor's acts or omissions.

## **E. Finishing the Contract**

### **54. Completion**

54.1 The Contractor shall request the Project Manager to issue a Certificate of Completion of the Works, and the Project Manager shall do so upon deciding that the whole of the Works is completed.

### **55. Taking Over**

55.1 Rural Electrification and Renewable Energy Corporation shall take over the Site and the Works within seven days of the Project Manager's issuing a certificate of Completion.

### **56. Final Account**

56.1 The Contractor shall supply the Project Manager with a detailed account of the total



amount that the Contractor considers payable under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 56 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 56 days a schedule that states the scope of the corrections or additions that are necessary. If the Final Account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a payment certificate.

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*<sup>13</sup>The sum of the two coefficients A and B should be 1 (one) in the formula for each currency. Normally, both*

*coefficients shall be the same in the formulae for all currencies, since coefficient A, for the non-adjustable portion of the payments, is a very approximate figure (usually 0.15) to take account of fixed cost elements or other non-adjustable components. The sum of the adjustments for each currency are added to the Contract Price.*

## **57. Operating and Maintenance Manuals**

57.1 If “as built” Drawings and/or operating and maintenance manuals are required, the Contractor shall supply them by the dates stated in the SCC.

57.2 If the Contractor does not supply the Drawings and/or manuals by the dates stated in the SCC pursuant to GCC Sub-Clause 56.1, or they do not receive the Project Manager's approval, the Project Manager shall withhold the amount **stated in the SCC** from payments due to the Contractor.

## **58. Termination**

58.1 Rural Electrification and Renewable Energy Corporation or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract.

58.2 Fundamental breaches of Contract shall include, but shall not be limited to, the following:

- a) the Contractor stops work for 30 days when no stoppage of work is shown on the current Program and the stoppage has not been authorized by the Project Manager;
- b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
- c) Rural Electrification and Renewable Energy Corporation or the Contractor is made bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- d) a payment certified by the Project Manager is not paid by Rural Electrification and Renewable Energy Corporation to the Contractor within 84 days of the date of the Project Manager's certificate;
- e) the Project Manager gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
- f) the Contractor does not maintain a Security, which is required;
- g) the Contractor has delayed the completion of the Works by the number of days for which the maximum amount of liquidated damages can be paid, as **defined in the SCC**; or
- h) if the Contractor, in the judgment of Rural Electrification and Renewable Energy Corporation has engaged in Fraud and Corruption, as defined in paragraph 2.2 a of the Appendix A to the GCC, in competing for or in executing the Contract, then Rural Electrification and Renewable Energy Corporation may, after giving fourteen (14) days written notice to the Contractor, terminate the Contract and expel him from the Site.

58.3 Notwithstanding the above, Rural Electrification and Renewable Energy Corporation may terminate the Contract for convenience.

58.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible.

58.5 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under GCC Sub-Clause 56.2 above, the

Project Manager shall decide whether the breach is fundamental or not.

#### **59. Payment upon Termination**

59.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the work done and Materials ordered less advance payments received up to the date of the issue of the certificate and less the percentage to apply to the value of the work not completed, as specified in the SCC. Additional Liquidated Damages shall not apply. If the total amount due to Rural Electrification and Renewable Energy Corporation exceeds any payment due to the Contractor, the difference shall be a debt payable to Rural Electrification and Renewable Energy Corporation.

59.2 If the Contract is terminated for Rural Electrification and Renewable Energy Corporation's convenience or because of a fundamental breach of Contract by Rural Electrification and Renewable Energy Corporation, the Project Manager shall issue a certificate for the value of the work done, Materials ordered, the reasonable cost of removal of Equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works, and less advance payments received up to the date of the certificate.

#### **60. Property**

60.1 All Materials on the Site, Plant, Equipment, Temporary Works, and Works shall be deemed to be the property of Rural Electrification and Renewable Energy Corporation if the Contract is terminated because of the Contractor's default.

#### **61. Release from Performance**

61.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either Rural Electrification and Renewable Energy Corporation or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop work as quickly as possible after receiving this certificate and shall be paid for all work carried out before receiving it and for any work carried out afterwards to which a commitment was made.

**SECTION IX - SPECIAL CONDITIONS OF CONTRACT**

*Except where otherwise specified, all Special Conditions of Contract should be filled in by Rural Electrification and Renewable Energy Corporation prior to issuance of the bidding document. Schedules and reports to be provided by Rural Electrification and Renewable Energy Corporation should be annexed.*

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>A. General</b>	
<b>GCC 1.1 (q)</b>	Procuring entity is: Rural Electrification and Renewable Energy Corporation P.O Box 34585-00100 Nairobi
<b>GCC 1.1 (u)</b>	The Intended Completion Date for the whole of the Works shall be as indicated in the individual contracts  <i>[If different dates are specified for completion of the Works by section (“sectional completion” or milestones), these dates should be listed here]</i>
<b>GCC 1.1 (x)</b>	The Project Manager is General Manager, Construction
<b>GCC 1.1 (z)</b>	The Site is located at within the Republic of Kenya and is defined in drawings No. <i>to be specified in the contract</i>
<b>GCC 1.1 (cc)</b>	The Start Date shall be two weeks after contracts signature.
<b>GCC 1.1 (gg)</b>	The Works consist of construction of low voltage line, 11KV and 33KV lines, substations and transformer mountings
<b>GCC 2.2</b>	Sectional Completions are: <i>to be specified in the contract</i>
<b>GCC 5.1</b>	The Project manager <i>may</i> delegate any of his duties and responsibilities.
<b>GCC 8.1</b>	Schedule of other contractors: <i>to be specified in the contract</i>
<b>GCC 9.1</b>	<p><b>Key Personnel</b> GCC 9.1 is replaced with the following:</p> <p>9.1 Key Personnel are the Contractor’s personnel named in this GCC 9.1 of the Special Conditions of Contract. The Contractor shall employ the Key Personnel and use the equipment identified in its Bid, to carry out the Works or other personnel and equipment approved by the Project Manager. The Project Manager shall approve any proposed replacement of Key Personnel and equipment only if their relevant qualifications or characteristics are substantially equal to or better than those proposed in the Bid.</p> <p>[insert the name/s of each Key Personnel agreed by Rural Electrification and Renewable Energy Corporation prior to Contract signature.</p>

<b>GCC 13.1</b>	The minimum insurance amounts and deductibles shall be:  (a) for loss or damage to the Works, Plant and Materials: <i>[insert amounts]</i> .  (b) For loss or damage to Equipment: <i>[insert amounts]</i> .  (c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) inconnection with Contract <i>[insert amounts]</i> .  (d) for personal injury or death: (i) of the Contractor’s employees: <i>[amount]</i> .  (ii) of other people: <i>[amount]</i> .
<b>GCC 14.1</b>	Site Data are: <i>to be specified in the contract</i>
<b>GCC 20.1</b>	The Site Possession Date(s) shall be: <i>to be specified in the contract</i>
<b>GCC 23.1 &amp; GCC 23.2</b>	Appointing Authority for the Adjudicator: <i>[insert name of Authority]</i> .
	Hourly rate and types of reimbursable expenses to be paid to the Adjudicator: <i>[insert hourly feesand reimbursable expenses]</i> .
<b>B. Time Control</b>	
<b>GCC 26.1</b>	The Contractor shall submit for approval a Program for the Works within <i>[number]</i> days fromthe date of the Letter of Acceptance.
<b>GCC 26.3</b>	The period between Program updates is <i>[insert number]</i> days.
	The amount to be withheld for late submission of an updated Program is <i>[insert amount]</i> .
<b>C. Quality Control</b>	
<b>GCC 34.1</b>	The Defects Liability Period is: 6 months.  <i>[The Defects Liability Period is usually limited to 12 months, but could be less in very simplecases]</i>
<b>D. Cost Control</b>	
<b>GCC 38.9</b>	If the value engineering proposal is approved by Rural Electrification and Renewable Energy Corporation the amount to be paid to the Contractor shall be_% <i>(insert appropriate percentage. The percentage is normally up to 50%)</i> of the reduction in the Contract Price.
<b>GCC 44.1</b>	The currency of Rural Electrification and Renewable Energy Corporation’s Country is: <i>[insert name of currency of Rural Electrification and Renewable Energy Corporation’s Country]</i> .

<p><b>GCC 45.1</b></p>	<p>The Contract <i>[insert “is” or “is not”]</i> subject to price adjustment in accordance with GCC Clause 45, and the following information regarding coefficients <i>[specify “does” or “does not”]</i> apply.</p> <p><i>[Price adjustment is mandatory for contracts which provide for time of completion exceeding 18 months]</i></p> <p>The coefficients for adjustment of prices are:</p> <p>(a) <i>[insert percentage]</i> percent nonadjustable element (coefficient A). (ib)</p> <p><i>[insert percentage]</i> percent adjustable element (coefficient B).</p> <p>(c) The Index I for shall be <i>[insert index]</i>.</p>
<p><b>GCC 46.1</b></p>	<p>The proportion of payments retained is: <i>10%</i></p> <p><i>[The retention amount is usually close to 5 percent and in no case exceeds 10 percent.]</i></p>
<p><b>GCC 47.1</b></p>	<p>The liquidated damages for the whole of the Works are <i>[insert percentage of the final Contract Price]</i> per day. The maximum amount of liquidated damages for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price.</p> <p><i>[Usually liquidated damages are set between 0.05 percent and 0.10 percent per day, and the total amount is not to exceed between 5 percent and 10 percent of the Contract Price. If Sectional Completion and Damages per Section have been agreed, the latter should be specified here]</i></p>
<p><b>GCC 48.1</b></p>	<p>The Bonus for the whole of the Works is <i>[insert percentage of final Contract Price]</i> per day. The maximum amount of Bonus for the whole of the Works is <i>[insert percentage]</i> of the final Contract Price.</p> <p><i>[If early completion would provide benefits to Rural Electrification and Renewable Energy Corporation, this clause should remain; otherwise delete. The Bonus is usually numerically equal to the liquidated damages.]</i></p>
<p><b>GCC 49.1</b></p>	<p>The Advance Payments shall be: zero and shall be paid to the Contractor no later than <i>[insert date(s)]</i>.</p>
<p><b>GCC 50.1</b></p>	<p>The Performance Security amount is Kshs. 500,000.00.</p> <p>(a) Performance Security – Bank Guarantee: in the amount(s) of <b>[KES. 500,000]</b> percent of the Accepted Contract Amount and in the same currency(ies) of the Accepted Contract Amount.</p> <p><u>NB</u></p> <p>REREC may recall on the Performance Security in whole or in part as a penalty for any delay in completion of any work assigned to the Contractor or any failure to perform or provide the Services in accordance with this Contract and the SLA</p>
<p><b>GCC 56.1</b></p>	<p>The date by which operating and maintenance manuals are required is <i>[insert date]</i>.</p> <p>The date by which “as built” drawings are required is <i>[insert date]</i>.</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
<b>E. Finishing the Contract</b>	
<b>GCC 56.2</b>	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required in GCC 58.1 is <i>[insert amount in local currency]</i> .
<b>GCC 57.2 (g)</b>	The maximum number of days is: <i>[insert number; consistent with Clause 47.1 on liquidated damages]</i> .
<b>GCC 58.1</b>	The percentage to apply to the value of the work not completed, representing Rural Electrification and Renewable Energy Corporation’s additional cost for completing the Works, is <i>[insert percentage]</i> .
<b>GCC 32 GCC 34</b>	<p>The Contractor shall ensure the Standards of Service are provided in accordance with the following;</p> <ul style="list-style-type: none"> <li>(i) All assignments/projects shall be implemented/ undertaken in according with REREC’s construction standards. To ensure adherence to REREC quality standards, the Contractor shall at all times have the following documents available at all work sites: <ul style="list-style-type: none"> <li>a) Quality construction check list.</li> <li>b) Site inspection forms. These forms shall be completed by REREC supervisory staff to rate the quality and progress of work undertaken by the Contractor.</li> </ul> </li> </ul>
<b>GCC 13.1</b>	<ul style="list-style-type: none"> <li>(i) The Contractor shall take out and at all times maintain Insurance cover of Kenya Shillings Ten Million (Kes 10,000,000) covering any work it undertakes on behalf of REREC and any materials to be used in undertaking the said works.</li> <li>(ii) The Insurance cover shall be provided by a reputable insurance company acceptable to REREC.</li> <li>(iii) The Contractor’s All Risk Insurance Policy shall cover both the Contractor and REREC.</li> </ul>
<b>GCC 18.1</b>	<ul style="list-style-type: none"> <li>(i) The Contractor shall provide and perform the Services in strict compliance with RERECs safety requirements and procedure while strictly adhering to “safety first” policy.</li> <li>(ii) The Contractor shall at all times ensure that its staff/personnel wear appropriate Personal Protective Equipment (PPEs) while carrying out assigned works on behalf of REREC. These shall include but not be limited to wearing of branded uniforms by all its staff/personnel that clearly identify the Contractor.</li> <li>(iii) The Contract shall at all times use appropriate tools on all assignments.</li> </ul>
<b>GCC 42</b>	All invoices presented by the Contractor shall be accompanied by an Inspection Form duly completed and signed by RERECs duly authorized supervision staff. For the avoidance of doubt, no invoice shall be paid by REREC that does not fully comply with this requirement.
<b>GCC 42.1</b>	Interest payment by REREC is inapplicable in the contract.
	This Warranty will remain valid for one (1) year after the services, or any part thereof as the case may be, have been performed as indicated in the contract.

## **FORM No 1: NOTIFICATION OF INTENTION TO AWARD TEMPLATE**

This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender. Send this Notification to the Tenderer's Authorized Representative named in the Tender Information Form on the format below.

-----

### **FORMAT**

1. For the attention of Tenderer's Authorized Representative

- i) Name: *[insert Authorized Representative's name]*
- ii) Address: *[insert Authorized Representative's Address]*
- iii) Telephone: *[insert Authorized Representative's telephone/fax numbers]*
- iv) Email Address: *[insert Authorized Representative's email address]*

*[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]*

2. Date of transmission: *[email]* on *[date]* (local time)

This Notification is sent by (*Name and designation*) \_\_\_\_\_

3. Notification of Intention to Award

- i) Procuring Entity: *[insert the name of Rural Electrification and Renewable Energy Corporation]*
- ii) Project: *[insert name of project]*
- iii) Contract title: *[insert the name of the contract]*
- iv) Country: *[insert country where ITT is issued]*
- v) ITT No: *[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period, you may:

4. Request a debriefing in relation to the evaluation of your tender

Submit a Procurement-related Complaint in relation to the decision to award the contract.

a) The successful tenderer

- i) Name of successful Tender\_

\_\_\_\_\_

- ii) Address of the successful Tender \_

\_\_\_\_\_

- iii) Contract price of the successful Tender Kenya Shillings \_



(in words \_\_\_\_\_)

b) Other Tenderers

Names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out. For Tenders not evaluated, give one main reason the Tender was unsuccessful.

SNo	Name of Tender	Tender Priceas read out	Tender's evaluatedprice (Note a)	One Reason Why notEvaluated
1				
2				
3				
4				
5				

(Note a) State NE if not evaluated

5. How to request a debriefing

- a) DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).
- b) You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (5) Business Days of receipt of this Notification of Intention to Award.
- c) Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:
  - i) Attention: [insert full name of person, if applicable]
  - ii) Title/position: [insert title/position]
  - ii) Agency: [insert Rural Electrification and Renewable Energy Corporation ]
  - iii) Email address: [insert email address]
- d) If your request for a debriefing is received within the 3 Days deadline, we will provide the debriefing within five (3) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (3) Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.
- e) The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.
- f) If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Days from the date of publication of the Contract Award Notice.

6. How to make a complaint

- a) Period: Procurement-related Complaint challenging the decision to award shall be submitted by midnight, [insert date] (local time).

- b) Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:
  - i) Attention: *[insert full name of person, if applicable]*
  - ii) Title/position: *[insert title/position]*
  - iii) Agency: *[insert Rural Electrification and Renewable Energy Corporation ]*
  - iv) Email address: *[insert email address]*
  
- c) At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.
  
- d) Further information: For more information refer to the Public Procurement and Disposals Act 2015 and its Regulations available from the Website [info@ppra.go.ke](mailto:info@ppra.go.ke) or [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke).  
You should read these documents before preparing and submitting your complaint.
  
- e) There are four essential requirements:
  - i) You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
  - ii) The complaint can only challenge the decision to award the contract.
  - iii) You must submit the complaint within the period stated above.
  - iv) You must include, in your complaint, all of the information required to support your complaint.

7. Standstill Period

- i) DEADLINE: The Standstill Period is due to end at midnight on *[insert date]* (local time).
- ii) The Standstill Period lasts ten (14) Days after the date of transmission of this Notification of Intention to Award.
- iii) The Standstill Period may be extended as stated in paragraph Section 5 (d) above.

If you have any questions regarding this Notification please do not hesitate to contact us. On behalf of Rural Electrification and Renewable Energy Corporation :

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

**Title/position:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

Email: \_\_\_\_\_

**FORM NO. 2 - REQUEST FOR REVIEW**

**FORM FOR REVIEW(r.203(1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

**BETWEEN**

.....A

**PPPLICANT AND**

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

Request for review of the decision of the..... (Name of Rural Electrification and Renewable Energy Corporation of ..... dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address P. O. Box 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.

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

2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**



**FORM NO \*\*\*: DRAFT LETTER OF NOTIFICATION OF REGRET**

To: *(Name and full address of the Unsuccessful Tenderer)*.....

Date:

Dear Sirs/ Madams,

RE: NOTIFICATION OF REGRET IN RESPECT OF TENDER NO. ....

We refer to your Tender dated..... and regret to inform you that following evaluation, your Tender is unsuccessful. It is therefore not accepted. The brief reasons are as follows:-

1. ....
2. ....
- 3..... etc

The successful bidder was\_\_\_\_\_.

However, this notification does not reduce the validity period of your Tender Security. In this regard, we request you to relook at the provisions regarding the Tender Security, Signing of Contract and Performance Security as stated in the Instructions to Tenderers.

You may collect the tender security from our Legal Department (Guarantees Section), on the Ground Floor, Kawi House, Off Popo Road South C Nairobi only after expiry of eighteen (18) days from the date hereof on Mondays and Wednesdays ONLY between 9.00 a.m to 12.30 pm and 2.00p.m to 4.00p.m.

It is expected that by that time REREC and the successful bidder will have entered into a contract pursuant to the Public Procurement and Disposal Act, 2005 (or as may be amended from time to time or replaced). When collecting the Security, you will be required to produce the original or a certified copy of this letter.

We thank you for the interest shown in participating in this tender and wish you well in all your future endeavors.

Yours faithfully,

FOR: THE RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION

**CHIEF EXECUTIVE OFFICER**

## **FORM NO 4: CONTRACT AGREEMENT**

THIS AGREEMENT made this.....day of.....20.... BETWEEN THE RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION, a corporation with its registered office situated at Kawi House, Off Popo Road South C Nairobi in the Republic of Kenya and of Post Office Box Number 34585 - 00100, Nairobi in the Republic aforesaid (*hereinafter referred to as the "REREC"*) of the one part,

AND

..... (*Contractor's full name and principal place of business*) a duly registered entity according to the laws of..... (*state country*) and of Post Office Box Number.....(*full address physical and postal of Contractor*) in the Republic aforesaid, (*hereinafter referred to as the "Contractor"*) of the other part;

WHEREAS REREC invited tenders for certain services, that is to say for ..... (*REREC insert description of services*) under Tender Number..... (*REREC insert tender number*)

AND WHEREAS REREC has accepted the Tender by the Contractor for the services in the sum of .....(*REREC specify the total amount in words which should include any payable taxes, duties and insurance where applicable e.g. Value Added Tax*) (*hereinafter called "the Contract Price"*).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and the Tender Document.
2. Unless the context or express provision otherwise requires: -
  - a) reference to "this Agreement" includes its recitals, any schedules and documents mentioned hereunder and any reference to this Agreement or to any other document includes a reference to the other document as varied supplemented and or replaced in any manner from time to time.
  - b) any reference to any Act shall include any statutory extension, amendment, modification, re-amendment or replacement of such Act and any rule, regulation or order made thereunder.
  - c) words importing the masculine gender only, include the feminine gender or (as the case may be) the neutral gender.

- d) words importing the singular number only include the plural number and vice-versa and where there are two or more persons included in the expression the “**Contractor**” the covenants, agreements obligations expressed to be made or performed by the Contractor shall be deemed to be made or performed by such persons jointly and severally.
  - e) where there are two or more persons included in the expression the “Contractor” any act default or omission by the Contractor shall be deemed to be an act default or omission by any one or more of such persons.
- 3. In consideration of the payment to be made by REREC to the Contractor as hereinbefore mentioned, the Contractor hereby covenants with REREC to perform and provide the services and remedy any defects thereon in conformity in all respects with the provisions of the Contract.
  - 4. REREC hereby covenants to pay the Contractor in consideration of the proper performance and provision of the services 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.
  - 5. The following documents shall constitute the Contract between REREC and the Contractor and each shall be read and construed as an integral part of the Contract: -
    - a) this Contract Agreement
    - b) the Special Conditions of Contract as per the Tender Document
    - c) the General Conditions of Contract as per the Tender Document
    - d) the Price Schedules submitted by the Contractor and agreed upon with REREC.
    - e) Cluster and Category of works chosen by the contractor as per REREC’s TenderDocument
    - f) the Schedule of Requirements
    - g) REREC’s Notification of Award dated.....
    - h) the Tender Form signed by the Contractor
    - i) the Declaration Form signed by the Contractor/ successful Tenderer
    - j) the Warranty
  - 6. In the event of any ambiguity or conflict between the contract documents listed above, the order of precedence shall be the order in which the contract documents are listed in 5 above except where otherwise mutually agreed in writing.
  - 7. The Commencement Date shall be the working day immediately following the fulfillment of all the following: -
    - a. Execution of this Contract Agreement by REREC and the Contractor.

- b. Issuance of the Performance Bond by the Contractor and confirmation of its authenticity by REREC.
  - c. Issuance of duly executed work/Job allocation Letter
  - d. Where applicable, Issuance of the Official Order by REREC to the Contractor.
  - e. Where applicable, Opening of the Letter of Credit by REREC.
8. The period of contract validity shall begin from the Commencement date and end on either -
  - a) sixty (60) days after the last date of the agreed performance schedule, or,
  - b) where a Letter of Credit is adopted as a method of payment, sixty (60) days after the expiry date of the Letter of Credit or the expiry date of the last of any such opened Letter of Credit whichever is later.Provided that the expiry period of the Warranty shall be as prescribed and further provided that the Warranty shall survive the expiry of the contract.
9. It shall be the responsibility of the Contractor to ensure that its Performance Security is valid at all times during the period of contract validity and further is in the full amount as contracted.
10. Any amendment, change, addition, deletion or variation howsoever to this Contract shall only be valid and effective where expressed in writing and signed by both parties.
11. No failure or delay to exercise any power, right or remedy by REREC shall operate as a waiver of that right, power or remedy and no single or partial exercise of any other right, power or remedy.
12. Notwithstanding proper completion of performance or parts thereof, all the provisions of this Contract shall continue in full force and effect to the extent that any of them remain to be implemented or performed unless otherwise expressly agreed upon by both parties.
13. Any notice required to be given in writing to any Party herein shall be deemed to have been sufficiently served, if where delivered personally, one day after such delivery; notices by electronic mail and facsimile shall be deemed to be served one day after the date of such transmission and delivery respectively, notices sent by post shall be deemed served seven (7) days after posting by registered post (and proof of posting shall be proof of service), notices sent by courier shall be deemed served two (2) days after such receipt by the courier service for Local Suppliers and five (5) days for Foreign Suppliers.
14. For the purposes of Notices, the address of REREC shall be Company Secretary, The Rural Electrification and Renewable Energy Corporation, 4th Floor, Kawi House, Off Popo Road, Post Office Box Number 34585 – 00100, Nairobi, Kenya, Facsimile + 254-709193000. The address for the Contractor shall be the Contractor's address as stated by it in the Confidential Business Questionnaire provided in the Tender Document.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya the day and year first above written.

SIGNED for and on behalf  
of REREC

\_\_\_\_\_  
COMPANY SECRETARY

SEALED with the COMMON SEAL  
of the CONTRACTOR  
in the presence of:-

\_\_\_\_\_  
DIRECTOR

\_\_\_\_\_  
Affix Contractor's Seal here

\_\_\_\_\_  
DIRECTOR'S FULL NAMES

and in the presence of:-

\_\_\_\_\_  
DIRECTOR/ COMPANY SECRETARY

\_\_\_\_\_  
DIRECTOR/ COMPANY SECRETARY'S FULL NAMES

**FORM NO. 5 - PERFORMANCE SECURITY**

**[Option 1 - Unconditional Demand Bank Guarantee]** [*Guarantor letterhead*]

**Beneficiary:** \_\_\_\_\_ [*insert name and Address of Procuring Entity*]  
**Date:** \_\_\_\_\_ [*Insert date of issue*]

**Guarantor:** [*Insert name and address of place of issue, unless indicated in the letterhead*]

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with (*Rural Electrification and Renewable Energy Corporation*) (Rural Electrification and Renewable Energy Corporation as the Beneficiary), for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (*in words*),<sup>1</sup> such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without the Beneficiary needing to prove or to show grounds for your demand or the sum specified therein.
4. This guarantee shall expire, no later than the .... Day of ....., 2.....<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
5. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed [*six months*] [*one year*], in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.”

[*Name of Authorized Official, signature(s) and seals/stamps*].

**Note:** All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup>The Guarantor shall insert an amount representing the percentage of the Accepted Contract Amount specified in the Letter of Acceptance, less provisional sums, if any, and denominated either in the currency of the Contract or a freely convertible currency acceptable to the Beneficiary.

<sup>2</sup>Insert the date twenty-eight days after the expected completion date as described in GC Clause 11.9. Rural Electrification and Renewable Energy Corporation should note that in the event of an extension of this date for completion of the Contract, Rural Electrification and Renewable Energy Corporation would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.

**FORM No. 6 - PERFORMANCE SECURITY**

**[Option 2– Performance Bond]**

*[Note: Procuring Entities are advised to use Performance Security – Unconditional Demand Bank Guarantee instead of Performance Bond due to difficulties involved in calling Bondholder to action]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** \_\_\_\_\_ *[insert name and Address of*

*Procuring Entity]* **Date:** \_\_\_\_\_ *[Insert date of issue].* **PERFORMANCE**

**BOND No.:** \_\_\_\_\_

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. By this Bond \_\_\_\_\_ as Principal (hereinafter called “the Contractor”) and \_\_\_\_\_  
] as Surety (hereinafter called “the Surety”), are held and firmly bound unto \_\_\_\_\_ [as Obligee (hereinafter called “Rural Electrification and Renewable Energy Corporation ”) in the amount of \_\_\_\_\_ or the payment of which sum well and truly to be made in the types and proportions of currencies in which the Contract Price is payable, the Contractor and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.
2. WHEREAS the Contractor has entered into a written Agreement with Rural Electrification and Renewable Energy Corporation dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, for \_\_\_\_\_ in accordance with the documents, plans, specifications, and amendments thereto, which to the extent herein provided for, are by reference made part hereof and are hereinafter referred to as the Contract.
3. NOW, THEREFORE, the Condition of this Obligation is such that, if the Contractor shall promptly and faithfully perform the said Contract (including any amendments thereto), then this obligation shall be null and void; otherwise, it shall remain in full force and effect. Whenever the Contractor shall be, and declared by Rural Electrification and Renewable Energy Corporation to be, in default under the Contract, Rural Electrification and Renewable Energy Corporation having performed Rural Electrification and Renewable Energy Corporation 's obligations thereunder, the Surety may promptly remedy the default, or shall promptly:
  - 1) complete the Contract in accordance with its terms and conditions; or
  - 2) obtain a tender or tenders from qualified tenderers for submission to Rural Electrification and Renewable Energy Corporation for completing the Contract in accordance with its terms and conditions, and upon determination by Rural Electrification and Renewable Energy Corporation and the Surety of the lowest responsive Tenderers, arrange for a Contract between such Tenderer, and Procuring Entity and make available as work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the Balance of the Contract Price; but not exceeding, including other costs and damages for which

the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "Balance of the Contract Price," as used in this paragraph, shall mean the total amount payable by Procuring Entity to Contractor under the Contract, less the amount properly paid by Procuring Entity to Contractor; or pay Rural Electrification and Renewable Energy Corporation the amount required by Procuring Entity to complete the Contract in accordance with its terms and conditions up to a total not exceeding the amount of this Bond.

4. The Surety shall not be liable for a greater sum than the specified penalty of this Bond.
5. Any suit under this Bond must be instituted before the expiration of one year from the date of the issuing of the Taking-Over Certificate. No right of action shall accrue on this Bond to or for the use of any person or corporation other than Rural Electrification and Renewable Energy Corporation named herein or the heirs, executors, administrators, successors, and assigns of Rural Electrification and Renewable Energy Corporation.
6. In testimony whereof, the Contractor has hereunto set his hand and affixed his seal, and the Surety has caused these presents to be sealed with his corporate seal duly attested by the signature of his legal representative, this day \_\_\_ of \_\_\_\_\_ 20\_.

SIGNED ON \_\_\_\_\_ on behalf of By\_ in the capacity

of In the presence of

SIGNED ON \_\_\_\_\_ on behalf of By\_ in the capacity

of In the presence of

**FORM NO. 7 - ADVANCE PAYMENT SECURITY**

**[Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[Insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**ADVANCE PAYMENT GUARANTEE No.:** \_\_\_\_\_ *[Insert guarantee reference*

*number]* **Guarantor:** \_\_\_\_\_ *[Insert name and address of place of issue, unless indicated*

*in*

*the letterhead]*

1. We have been informed that \_\_\_\_\_ (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum \_\_\_\_\_ (*in words*) is to be made against an advance payment guarantee.
3. At the request of the Contractor, we as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (*in words* \_\_\_\_\_)<sup>1</sup>

upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating either that the Applicant:

- a) has used the advance payment for purposes other than the costs of mobilization in respect of the Works; or
  - b) has failed to repay the advance payment in accordance with the Contract conditions, specifying the amount which the Applicant has failed to repay.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the advance payment referred to above has been credited to the Contractor on its account number \_\_\_\_\_.
  5. The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as specified in copies of interim statements or payment certificates which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of a copy of the interim payment certificate indicating that ninety (90) percent of the Accepted Contract Amount, less provisional sums, has been certified for payment, or on the \_\_\_\_\_ day of \_\_\_\_\_, 2<sup>nd</sup>,<sup>2</sup> whichever is earlier. Consequently, demand for payment under this guarantee must be received by us at this office on or before that date.

6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months][one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

*[Name of Authorized Official, signature(s) and seals/stamps]*Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

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<sup>1</sup>*The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract.*

<sup>2</sup>*Insert the expected expiration date of the Time for Completion. Rural Electrification and Renewable Energy Corporation should note that in the event of an extension of the time for completion of the Contract, Rural Electrification and Renewable Energy Corporation would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*

**FORM NO. 8 - RETENTION MONEY SECURITY**

**[Demand Bank Guarantee]**

*[Guarantor letterhead]*

**Beneficiary:** \_\_\_\_\_ *[Insert name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_ *[Insert date of issue]*

**Advance payment guarantee no.** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

1. We have been informed that \_\_\_\_\_ *[insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture]* (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ *[insert reference number of the contract]* dated \_\_\_\_\_ with the Beneficiary, for the execution of \_\_\_\_\_ *[insert name of contract and brief description of Works]* (hereinafter called "the Contract").
2. Furthermore, we understand that, according to the conditions of the Contract, the Beneficiary retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, and payment of *[insert the second half of the Retention Money]* is to be made against a Retention Money guarantee.
3. At the request of the Contractor, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of *[insert amount in figures]* (*[insert amount in words \_\_\_\_\_]*)<sup>1</sup> upon receipt by us of the Beneficiary's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.
4. A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Beneficiary's bank stating that the second half of the Retention Money as referred to above has been credited to the Contractor on its account number at *[insert name and address of Applicant's bank]*.
5. This guarantee shall expire no later than the ..... Day of .....  
.....<sup>2</sup>, and any demand for payment under it must be received by us at the office indicated above on or before that date.
6. The Guarantor agrees to a one-time extension of this guarantee for a period not to exceed *[six months]* *[one year]*, in response to the Beneficiary's written request for such extension, such request to be presented to the Guarantor before the expiry of the guarantee.

*[Name of Authorized Official, signature(s) and seals/stamps]*

Note: All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.

<sup>1</sup>*The Guarantor shall insert an amount representing the amount of the second half of the Retention Money.*

<sup>2</sup>*Insert a date that is twenty-eight days after the expiry of retention period after the actual completion date of the contract. Rural Electrification and Renewable Energy Corporation should note that in the event of an extension of this date for completion of the Contract, Rural Electrification and Renewable Energy Corporation would need to request an extension of this guarantee from the Guarantor. Such request must be in writing and must be made prior to the expiration date established in the guarantee.*



**FORM NO. 9 BENEFICIAL OWNERSHIP DISCLOSURE FORM**

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:*

- *Directly or indirectly holding 25% or more of the shares.*
- *Directly or in directly holding 25% or more of the voting rights.*
- *Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: \_\_\_\_\_

\_\_\_\_\_ [insert identification no] Name of the

Assignment: \_\_\_\_\_ [insert name of

the assignment] to: \_\_\_\_\_ [insert complete Rural Electrification and Renewable Energy Corporation]

In response to your notification of award dated \_\_\_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

**Details of beneficial ownership**

<b>Identity of Beneficial Owner</b>	<b>Directly or indirectly holding 25% or more of the shares (Yes / No)</b>	<b>Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)</b>	<b>Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)</b>
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the*

*Tenderer.*

*OR*

*We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]*

*Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.*

*Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]”*

*Name of the Tenderer.....\*[insert complete name of the Tenderer]\_\_\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Title of the person signing the Tender.....[insert complete title of the person signing the Tender]*

*Signature of the person named above ..... [insert signature of person whose name and capacity are shown above]*

*Date signed..... [insert date of signing] day of..... [Insert month], [insert year]*