



**MINISTRY OF LANDS, PUBLIC WORKS , HOUSING AND
URBAN DEVELOPMENT**
State Department for Public Works
County Works Office, Mombasa

**PROPOSED SUPPLY INSTALLATION AND OPERATIONALIZATION OF
MOBILE BULK FILING CABINETS AT KENYA NATIONAL ARCHIVES AND
DOCUMENTATION SERVICE, MOMBASA**

BILLS OF QUANTITIES

PREPARED BY;
COUNTY WORKS OFFICER
STATE DEPARTMENT OF PUBLIC WORKS
P.O BOX 90350-80100
MOMBASA

Mar-26

PARTICULAR PRELIMINARIES

Item	Description	Amount KSh
	<p><u>PARTICULAR PRELIMINARIES</u></p> <p>A EMPLOYER The Employer is KENYA NATIONAL ARCHIVES AND DOCUMENTATION SERVICE The term "Employer" and "Government" wherever used in the contract document shall be synonymous.</p> <p>B PROJECT MANAGER The term "PM" wherever used in these Bills of Quantities shall be deemed to imply the project Manager as defined in Condition 1 of the Conditions of Contract or such person or persons as may be duly authorised to represent him on behalf of the Government .</p> <p>C ARCHITECT The term "Architect" shall be deemed to mean "The P.M " as defined above whose address unless otherwise notified is Ministry of Lands , Public Works, Housing, Urban Development P.O Box 90350-80100, Mombasa.</p> <p>D QUANTITY SURVEYOR The term "Quantity Surveyor" shall be deemed to mean "The P.M " as defined above whose address unless otherwise notified is Ministry of Lands , Public Works, Housing, Urban Development P.O Box 90350-80100, Mombasa.</p> <p>E ELECTRICAL ENGINEER The term "Electrical Engineer" shall be deemed to mean "The P.M " as defined above whose address unless otherwise notified is Ministry of Lands , Public Works, Housing, Urban Development P.O Box 90350-80100, Mombasa.</p> <p>F MECHANICAL ENGINEER The term "Mechanical Engineer" shall be deemed to mean "The P.M " as defined above whose address unless otherwise notified is Ministry of Lands , Public Works, Housing, Urban Development P.O Box 90350-80100, Mombasa.</p> <p>G STRUCTURAL ENGINEER The term "Structural Engineer" shall be deemed to mean "The P.M " as defined above whose address unless otherwise notified is Ministry of Lands , Public Works, Housing, Urban Development P.O Box 90350-80100, Mombasa.</p>	
	<i>Carried to collection</i>	-

PP/1

Item	Description	Amount KSh
A	<p>PRICING ITEMS OF PRELIMINARIES</p> <p>Prices SHALL BE INSERTED against items of “preliminaries” in the tenderer’s priced Bills of Quantities. The contractor is advised to read and understand all preliminary items.</p>	
B	<p>SCOPE OF CONTRACT</p> <p>The project involves demolition of existing roof components, installation of support columns, extension of existing walls, and installation of new roofing tiles complete with all necessary accessories. The works also include demolition of existing floor tiles and installation of new tiles in the affected areas, all as directed.</p>	
C	<p>DESCRIPTION OF THE WORKS</p> <p>The works involve demolition of existing roof components, installation of support columns, extension of existing walls, and installation of new roofing tiles complete with all necessary accessories. The works also include demolition of existing floor tiles and installation of new tiles in the affected areas, all as directed.</p>	
D	<p>MEASUREMENTS</p> <p>In the event of any discrepancies arising between the Bills of Quantities and the actual works, the site measurements shall generally take precedence. However, such discrepancies between any contract documents shall immediately be referred to the PROJECT MANAGER in accordance with Clause 22 of the Conditions of Contract. The discrepancies shall then be treated as a variation and be dealt with in accordance with Clause 22 of the said Conditions.</p>	
	<i>Carried to collection</i>	-

Item	Description	Amount KSh
A	<p>AREAS Internal surfaces= External surfaces= Walling= Floor=</p>	
B	<p>LOCATION OF SITE</p> <p>The sites of the proposed works is at BETTING CONTROL BUILDING, MOMBASA .The Contractor is advised to visit the site, to familiarize with the nature and position of the site. No claims arising from the Contractor’s failure to do so will be entertained.</p>	
C	<p>SIGNING OF THE TENDER DOCUMENTS</p> <p>The bidder shall append his / her signature and / or company ‘s rubberstamp on each and every page of tender document.</p>	
D	<p>DEMOLITIONS AND ALTERATIONS</p> <p>The Contractor is to allow for all temporary protection required during the works including ordinary and special dust screens, hoardings, barriers, warning signs, etc as directed by the Project Manager and as necessary for the adequate propping and protection of existing property, finishes, workmen employed on the site, employer's agents and the public. Any damage or loss incurred due to the insufficiency of such protection must be made good by the Contractor. All protective devices are to be removed on completion of the works and any necessary making good consequent upon this is to be executed to the satisfaction of the Project Manager.</p> <p>The works shall be propped, strutted and supported as necessary before any alteration or demolition work commences. Prices shall include for all cleaning and preparatory work to structure and finishes and for making good to all finishes on completion whether or not specifically described.</p> <p>Unless described as set aside for re-use all arising debris and surplus materials shall be carefully removed from building and carterd away from site.</p> <p>The Contractor shall be entirely responsible for any breakage or damage which may occur to materials required for re-use during their removal unless it is certified by the Project Manager that such damage or breakage was inevitable as a result of the condition of the item concerned.</p>	
	<i>Carried to collection</i>	-

Item	Description	Amount KSh
A	<p>CLEARING AWAY</p> <p>The Contractor shall remove all temporary works, rubbish, debris and surplus materials from the site as they accumulate and upon completion of the works, remove and clear away all plant, equipment, rubbish, unused materials and stains and leave in a clean and tidy state to the reasonable satisfaction of the Project Manager.</p> <p>The whole of the works shall be delivered up clean, complete and in perfect condition in every respect to the satisfaction of the Project Manager.</p>	
B	<p>CLAIMS</p> <p>It shall be a condition of this contract that upon it becoming reasonably apparent to the Contractor that he has incurred losses and / or expenses due to any of the contract conditions, or by any other reason whatsoever, he shall present such a claim or intent to claim notice to the PROJECT MANAGER within the contract period. No claim shall be entertained upon the expiry of the said contract period.</p>	
C	<p>PAYMENTS</p> <p>The tenderer's attention is drawn to the fact that the GOVERNMENT DOES NOT MAKE ADVANCE PAYMENTS but pays for work done and materials delivered to sit: all in accordance with Clause 23 of the Conditions of Contract Agreement. In order to facilitate this, a list of the general component elements for the works is given at the summary page of these specifications and the tenderer is requested to break down his tender sum commensurate to the said elements.</p>	
D	<p>PREVENTION OF ACCIDENT,DAMAGE,LOSS</p> <p>The Contractor is notified that these works are to be carried out on a restricted site where the client is going on with other normal activities. The Contractor is thus instructed to take reasonable care in the execution of the works as to prevent accidents, damage or loss and disruption of activities being carried out by the Client. The Contractor shall allow in his rates any expense he deemed necessary by taking such care within the site.</p>	
E	<p>WORKING CONDITIONS</p> <p>The Contractor shall allow in his rates for any interference that he may encounter in the course of the works for the Client may in some cases ask the Contractor not to proceed with the works until some activities within the site are completed, as the facility will be operating as usual during the course of the contract.</p>	
F	<p>SIGNBOARD</p> <p>Allow for providing, erecting, maintaining throughout the course of the Contract and afterwards clearing away a signboard as designed, specified and approved by the Project Manager.</p>	
G	<p>LABOUR CAMPS</p> <p>The Contractor shall not be allowed to house labour on site. Allow for transporting workers to and from the site during the tenure of the contract.</p>	
	<i>Carried to collection</i>	-

Item	Description	Amount KSh
A	<p>MATERIALS FROM DEMOLITIONS</p>	
	<p>Any materials arising from demolitions and not re-used shall become the property of the client. The Contractor shall allow in his rates the cost of disposing the demolished materials as directed.</p>	
B	<p>PRICING RATES</p>	
	<p>The tenderer shall include for all costs in executing the whole of the works, including transport, replacing damaged items, fixing, all to comply with the said Conditions of Contract.</p>	
C	<p>SECURITY</p>	
	<p>The Contractor shall allow for providing adequate security for the works and the workers in the course of execution of this contract. No claim will be entertained from the Contractor for not maintaining adequate security for both the works and workers.</p>	
D	<p>URGENCY OF THE WORKS</p>	
	<p>The Contractor shall allow in his rates for any costs he/ she deems that he/she may incur by having to complete these works within the stipulated contract period.</p>	
E	<p>PAYMENT FOR MATERIALS ON SITE</p>	
	<p>All materials for incorporation in the works must be stored on site before payment is effected, unless specifically exempted by the Project Manager. This is to include materials of the Contractor, nominated sub-Contractors and nominated suppliers.</p>	
F	<p>EXISTING SERVICES</p>	
	<p>Prior to the commencement of any work, the Contractor is to ascertain from the relevant authority the exact position, depth and level of all existing services in the area and he/she shall make whatever provisions may be required by the authorities concerned for the support, maintenance and protection of such services.</p>	
G	<p>CONTRACT COMPLETION PERIOD</p>	
	<p>The contract completion period in accordance with condition 31 of the Conditions of contract must be adhered to.</p> <p>The 'PROJECT MANAGER' shall strictly monitor the Contractors progress in relation to the progress chart and should it be found necessary the 'PROJECT MANAGER' shall inform the Contractor in writing that his actual performance on site is not satisfactory .In all such cases the Contractor shall accelerate his rate of performance production and progress by all means such as additional labour,plant, e.t.c and working overtime all at his cost.</p>	
<i>Carried to collection</i>		

Item	Description	Amount KSh
A	<p>PERFORMANCE BOND</p> <p>A bond of 5% of the contract sum will be required in accordance with clause 6.00 (as amended) on award of contract of the Instructions to Tenderer's. No payment on account for the works executed will be made to the contractor until he has submitted the Performance Bond to the Project Manager duly signed, sealed and stamped from an approved Bank or insurance company approved by PPRA.</p>	
B	<p>TENDER DOCUMENTS</p> <p>Tender documents are as listed in Clause 2.1 of the Instruction to Tenderer's Page STD/9</p>	
C	<p>DELIVERY OF TENDER</p> <p>Tenders and all documents in connection therewith, as specified above must be delivered in the addressed envelope which should be properly sealed and deposited at the offices as specified in the letter accompanying these documents or as indicated in the advertisement.</p> <p>Tenders will be opened at the time specified in the letter accompanying these Tender Documents or as indicated in the advertisement. Tenders delivered/received later than the above time will not be opened.</p>	
D	<p>VALUE ADDED TAX</p> <p>The Contractor's attention is drawn to the Legal Notice in the Finance Act part 3 Section 21(b) operative from 1st September, 1993 which requires payment of VAT on all contracts. The Contractor should therefore include allowance in his rates and prices for prices for VAT and any other Government taxes currently in force.</p> <p>The tenderer is advised that in accordance with Government public notice No. 35 & 36 Dated 11th September 2003 operational from 1st October 2003, VAT will be deducted against the contract sum at the prevailing rate by the Employer and remitted directly to the Commissioner of VAT through all interim certificates. It should however be noted that this is not additional tax but a new mode of payment for VAT, any excess payment will be refundable once the Contractor has submitted monthly returns to the Commissioner of VAT who will do the refunds when satisfied that the VAT regulations have been complied with.</p> <p>NB: The Contractor should therefore include the VAT tax within the rates.</p>	
E	<p>EXISTING BUILDING MATERIALS</p> <p>NOTE: Any materials found usable for the works shall be given to the contractor on credit with the approval of the client</p>	
	<i>Carried to collection</i>	

Item	Description	Amount KSh
A	PROJECT MANAGERS EXPENSES	
	<i>Carried to collection</i>	

PP/7

Item	Description	Amount KSh
	<p><u>PARTICULARS OF INSERTIONS TO BE MADE IN APPENDIX TO CONTRACT AGREEMENT</u></p>	
	<p>The following are the insertions to be made in the appendix to the Contract Agreement: -</p>	
	<p>Period of Final Measurement 2 Months From Practical completion</p>	
	<p>Defects Liability Period 6 Months from Practical completion</p>	
	<p>Date for Possession To be agreed with the Project Manager</p>	
	<p>Date for Completion ...4.. Weeks from date of Possession</p>	
	<p>Liquidated and Ascertained At the rate of Kshs.. 10,500... per week or part thereof:</p>	
	<p>Prime cost sums for which The Contractor desires to tender</p>	
	<p>Period of Interim Certificates Monthly</p>	
	<p>Period of Honouring Certificates 30 days</p>	
	<p>Percentage of Certified Value Retained 10%</p>	
	<p><i>Carried to collection</i></p>	

Item	Description	Amount KSh
	<u>COLLECTION</u>	
	Brought forward from page PP/1	
	Brought forward from page PP/2	
	Brought forward from page PP/3	
	Brought forward from page PP/4	
	Brought forward from page PP/5	
	Brought forward from page PP/6	
	Brought forward from page PP/7	
	Brought forward from page PP/8	
	TOTAL FOR PARTICULAR PRELIMINARIES CARRIED TO GRAND SUMMARY	

GENERAL PRELIMINARIES

ITEM	DESCRIPTION	AMOUNT
A	PRICING OF ITEMS OF PRELIMINARIES AND PREAMBLES	
	<p>Prices will be inserted against items of Preliminaries in the Contractor's priced Bills of Quantities and Specification.</p> <p>The Contractor shall be deemed to have included in his prices or rates for the various items in the Bills of Quantities or Specification for all costs involved in complying with all the requirements for the proper execution of the whole of the works in the Contract.</p>	
B	<u>ABBREVIATIONS</u>	
	<p>Throughout these Bills, units of measurement and terms are abbreviated and shall be interpreted as follows:-</p> <p>C.M. Shall mean cubic metre</p> <p>S.M. Shall mean square metre</p> <p>L.M. Shall mean linear metre</p> <p>MM Shall mean Millimetre</p> <p>Kg. Shall mean Kilogramme</p> <p>No. Shall mean Number</p> <p>Prs. Shall mean Pairs</p> <p>B.S. Shall mean the British Standard specification Published by the British Standards Institution, 2 Park Street, London W.I., England.</p> <p>Ditto Shall mean the whole of the preceding description except as qualified in the description in which it occurs.</p> <p>m.s. Shall mean measured separately.</p> <p>a.b.d Shall mean as before described.</p> <p>Diam shall mean diameter</p>	
	Carried to collection	-
GP 1		

ITEM	DESCRIPTION	AMOUNT
A	<p><u>EXCEPTION TO THE STANDARD METHOD OF MEASUREMENT</u> Attendance ; Clause B19(a) of the Standard Method of Measurement is deleted and the following clause is substituted:-</p> <p>Attendance on nominated Sub-Contractors shall be given as an item in each case shall be deemed to include: allowing use of standing scaffolding, mess rooms, sanitary accommodation and welfare facilities; provision of special scaffolding where necessary; providing space for office accommodation and for storage of plant and materials; providing light and water for their work: clearing away rubbish; unloading checking and hoisting: providing electric power and removing and replacing duct covers, pipe casings and the like necessary for the execution and testing of Sub- Contractors' work and being responsible for the accuracy of the same.</p> <p><u>Fix Only:-</u> Fix Only shall mean take delivery at nearest railway station (Unless otherwise stated), pay all demurrage charges, load and transport to site where necessary, unload, store, unpack, assemble as necessary, distribute to position, hoist and fix only.</p>	
B	<p><u>FORM OF CONTRACT</u> The Form of Contract shall be as stipulated in the Republic of Kenya's Standard Tender Document for Procurement of Building Works (2006 Edition) included herein:</p> <p>The Conditions of Contract are also included herein</p> <p><u>Conditions of Contract</u></p> <p>These are numbered from 1 to 37 as set out in pages 18 to 37 of these tender documents. Particulars of insertions to be made in the Appendix to the Contract Agreement will be found in the Particular Preliminaries part of these Bills of Quantities</p>	
C	<p><u>PLANT,TOOLS AND VEHICLES</u> Allow for providing all scaffolding, plant, tools and vehicles required for the works except in so far as may be stated otherwise herein and except for such items specifically and only required for the use of nominated Sub-Contractors as described herein. No timber used for scaffolding, formwork or temporary works of any kind shall be used afterwards in the permanent work.</p>	
D	<p><u>TRANSPORT</u> Allow for transport of workmen, materials, etc., to and from the site at such hours and by such routes as may be permitted by the competent authorities.</p> <p><u>Carried to collection</u></p>	-
	GP 2	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>MATERIALS AND WORKMANSHIP.</u> All materials and workmanship used in the execution of the work shall be of the best quality and description unless otherwise stated. The Contractor shall order all materials to be obtained from overseas immediately after the Contract is signed and shall also order materials to be obtained from local sources as early as necessary to ensure that they are onsite when required for use in the works. The Bills of Quantities shall not be used for the purpose of ordering materials.</p>	
B	<p><u>SIGN FOR MATERIALS SUPPLIED.</u> The Contractor will be required to sign a receipt for all articles and materials supplied by the PROJECT MANAGER at the time of taking deliver thereof, as having received them in good order and condition, and will thereafter be responsible for any loss or damage and for replacements of any such loss or damage with articles and/or materials which will be supplied by the PROJECT MANAGER at the current market prices including Customs Duty and V.A.T., all at the Contractor's own cost and expense, to the satisfaction of the PROJECT MANAGER.</p>	
C	<p><u>STORAGE OF MATERIALS SUPPLIED</u> The Contractor shall provide at his own risk and cost where directed on the site weather proof lock-up sheds and make good damaged or disturbed surfaces upon completion to the satisfaction of the PROJECT MANAGER Nominated Sub-Contractors are to be made liable for the cost of any storage accommodation provided especially for their use.</p>	
D	<p><u>SAMPLES</u> The Contractor shall furnish at his own cost any samples of materials or workmanship including concrete test cubes required for the works that may be called for by the PROJECT MANAGER for his approval until such samples are approved by the PROJECT MANAGER and the PROJECT MANAGER, may reject any materials or workmanship not in his opinion to be up to approved samples. The PROJECT MANAGER shall arrange for the testing of such materials as he may at his discretion deem desirable, but the testing shall be made at the expense of the Contractor and not at the expense of the PROJECT MANAGER. The Contractor shall pay for the testing in accordance with the current scale of testing charges laid down by the Ministry of Public Works. The procedure for submitting samples of materials for testing and the method of marking for identification shall be as laid down by the PROJECT MANAGER The Contractor shall allow in his tender for such samples and tests except those in connection with nominated sub-contractors' work. Carried to collection</p>	-
	GP/3	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>GOVERNMENT ACTS REGARDING WORK, PEOPLE ETC.</u></p> <p>Allow for complying with all Government Acts, Orders and Regulations in connection with the employment of Labour and other matters related to the execution of the works. In particular the Contractor's attention is drawn to the provisions of the Factory Act 1950 and his tender must include for all costs arising or resulting from compliance with any Act, Order or Regulation relating to Insurances, pensions and holidays for workpeople or so the safety, health and welfare of the work people.</p> <p>The Contractor must make himself fully acquainted with current Acts and Regulations, including Police Regulations regarding the movement, housing, security and control of labour, labour camps , passes for transport, etc. It is most important that the Contractor, before tendering, shall obtain from the relevant Authority the fullest information regarding all such regulations and/or restrictions which may affect the organisation of the works, supply and control of labour, etc., and allow accordingly in his tender. No claim in respect of want of knowledge in this connection will be entertained.</p>	
B	<p><u>PUBLIC AND PRIVATE ROADS.</u></p> <p>Maintain as required throughout the execution of the works and make good any damage to public or private roads arising from or consequent upon the execution of the works to the satisfaction of the local and other competent authority and the PROJECT MANAGER.</p>	
C	<p><u>EXISTING PROPERTY.</u></p> <p>The Contractor shall take every precaution to avoid damage to all existing property including roads, cables, drains and other services and he will be held responsible for and shall make good all such damage arising from the execution of this contract at his own expense to the satisfaction of the PROJECT MANAGER</p>	
D	<p><u>VISIT SITE AND EXAMINE DRAWINGS.</u></p> <p>The Contractor is recommended to examine the drawings and visit the site the location of which is described in the Particular Preliminaries hereof. He shall be deemed to have acquainted himself therewith as to its nature, position, means of access or any other matter which, may affect his tender. No claim arising from his failure to comply with this recommendation will be considered.</p>	
	<p>Carried to collection</p>	-
	<p>GP/4</p>	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>ACCESS TO SITE AND TEMPORARY ROADS.</u></p> <p>Means of access to the Site shall be agreed with the PROJECT MANAGER prior to commencement of the work and Contractor must allow for building any necessary temporary access roads (approximately 70 metres long) for the transport of the materials, plant and workmen as may be required for the complete execution of the works including the provision of temporary culverts, crossings, bridges, or any other means of gaining access to the Site. Upon completion of the works, the Contractor shall remove such temporary access roads; temporary culverts, bridges, etc., and make good and reinstate all works and surfaces disturbed to the satisfaction of the PROJECT MANAGER.</p>	
B	<p><u>OFFICE ETC. FOR THE PROJECT MANAGER</u></p> <p>The Contractor shall provide, erect and maintain where directed on site a properly ventilated lockable office for the consultants, having a minimum floor area of 40 Square Metres complete with furniture (Tables, chairs e.t.c). Provision shall be made for artificial lighting and cleaning facilities for the duration of the works. Upon completion the Contractor shall dismantle and clear away the office. He shall also provide a strong metal trunk complete with strong hasp and staple fastening and two keys. He shall provide, erect and maintain a lock-up type water or bucket closet for the sole use of the PROJECT MANAGER including making temporary connections to the drain where applicable to the satisfaction of Government and Medical Officer of Health and shall provide services of cleaner and pay all conservancy charges and keep both office and closet in a clean and sanitary condition from commencement to the completion of the works and dismantle and make good disturbed surfaces. The office and closet shall be completed before the Contractor is permitted to commence the works. The Contractor shall make available on the Site as and when required by the "PROJECT MANAGER" a modern and accurate level together with levelling staff, ranging rods and 50 metre metallic or linen tape.</p>	
C	<p><u>WATER AND ELECTRICITY SUPPLY FOR THE WORKS</u></p> <p>The Contractor shall provide at his own risk and cost all necessary water, electric light and power required for use in the works. The Contractor must make his own arrangements for connection to the nearest suitable water main and for metering the water used. He must also provide temporary tanks and meters as required at his own cost and clear away when no longer required and make good on completion to the entire satisfaction of the PROJECT MANAGER . The Contractor shall pay all charges in connection herewith. No guarantee is given or implied that sufficient water will be available from mains and the Contractor must make his own arrangements for augmenting this supply at his own cost. Nominated Sub--contractors are to be made liable for the cost of any water or electric current used and for any installation provided especially for their own use.</p> <p>Carried to collection</p>	
	GP/5	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>SANITATION OF THE WORKS</u> The Sanitation of the works shall be arranged and maintained by the Contractor to the satisfaction of the Government and/or Local Authorities, Labour Department and the PROJECT MANAGER.</p>	
B	<p><u>SUPERVISION AND WORKING HOURS</u> The works shall be executed under the direction and to the entire satisfaction in all respects of the PROJECT MANAGER who shall at all times during normal working hours have access to the works and to the yards and workshops of the Contractor and sub-Contractors or other places where work is being prepared for the contract.</p>	
C	<p><u>PROVISIONAL SUMS.</u> The term "Provisional Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7(i) of the Standard Method of Measurement mentioned in Condition No. 16 of the conditions of Contract. Such sums are net and no addition shall be made to them for profit.</p>	
D	<p><u>PRIME COST (OR P.C.) SUMS.</u> The term "Prime Cost Sum" or "P.C. Sum" wherever used in these Bills of Quantities shall have the meaning stated in Section A item A7 (ii) of the Standard Method of Measurement mentioned in Condition No. 16 of the conditions of Contract. Persons or firms nominated by the PROJECT MANAGER to execute work or to provide and fix materials or goods as stated in Condition No. 20 of the Conditions of Contract are described herein as Nominated Sub-Contractors. Persons or firms so nominated to supply goods or materials are described herein as Nominated Suppliers.</p>	
E	<p><u>PROGRESS CHART.</u> The Contractor shall provide within two weeks of Possession of Site and in agreement with the PROJECT MANAGER a Progress Chart for the whole of the works including the works of Nominated Sub-Contractors ; one copy to be handed to the PROJECT MANAGER and a further copy to be retained on Site. Progress to be recorded and chart to be amended as necessary as the work proceeds.</p>	
F	<p><u>ADJUSTMENT OF P.C. SUMS.</u> In the final account all P.C. Sums shall be deducted and the amount properly expended upon the PROJECT MANAGER'S order in respect of each of them added to the Contract sum. The Contractor shall produce to the PROJECT MANAGER such quotations, invoices or bills, properly receipted, as may be necessary to show the actual details of the sums paid by the Contractor. Items of profit upon P.C. Sums shall be adjusted in the final account pro-rata to the amount paid. Items of "attendance" (as previously described) following P.C. Sums shall be adjusted pro-rata to the physical extent of the work executed (not pro-rata to the amount paid) and this shall apply even though the Contractor's priced Bill shows a percentage in the rate column in respect of them.</p>	
	Carried to collection	-
	GP/6	

ITEM	DESCRIPTION	AMOUNT
A	<p>Should the Contractor be permitted to tender and his tender be accepted of any work for which a P.C. Sum is included in these Bill of Quantities profit and attendance will be allowed at the same rate as it would be if the work were executed by a Nominated Sub-Contractor.</p> <p><u>NOMINATED SUB-CONTRACTORS</u></p> <p>When any work is ordered by the PROJECT MANAGER to be executed by nominated sub-contractors, the Contractor shall enter into sub-contracts as described in Condition No. 20 of the Conditions of Contract and shall thereafter be responsible for such sub-contractors in every respect. Unless otherwise described the Contractor is to provide for such Sub-Contractors any or all of the facilities described in these Preliminaries. The Contractor should price for these with the nominated Sub-contract Contractor's work concerned in the P.C. Sums under the description "add for Attendance".</p>	
B	<p><u>DIRECT CONTRACTS</u></p> <p>Notwithstanding the foregoing conditions, the Government reserves the right to place a "Direct Contract" for any goods or services required in the works which are covered by a P.C. Sum in the Bills of Quantities and to pay for the same direct. In any such instances, profit relative to the P.C. Sum the priced Bills of Quantities will be adjusted as described for P.C. Sums and allowed.</p>	
C	<p><u>ATTENDANCE UPON OTHER TRADESMEN, ETC.</u></p> <p>The Contractor shall allow for the attendance of trade upon trade and shall afford any tradesmen or other persons employed for the execution of any work not included in this Contract every facility for carrying out their work and also for use of his ordinary scaffolding. The Contractor, however, shall not be required to erect any special scaffolding for them. The Contractor shall perform such cutting away for and making good after the work of such tradesmen or persons as may be ordered by the PROJECT MANAGER and the work will be measured and paid for to the extent executed at rates provided in these Bills.</p>	
D	<p style="text-align: center;"><u>INSURANCE</u></p> <p>The Contractor shall insure as required in Conditions No 30 of the Conditions of Contract. No payment on account of the work executed will be made to the Contractor until he has satisfied the PROJECT MANAGER either by production of an Insurance Policy or and Insurance Certificate that the provision of the foregoing Insurance Clauses have been complied with in all respects. Thereafter the PROJECT MANAGER shall from time to time ascertain that premiums are duly paid up by the Contractor who shall if called upon to do so, produce the receipted premium renewals for the PROJECT MANAGER's inspection.</p>	
	Carried to collection	-
	GP/7	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>REMOVAL OF RUBBISH</u> Removal of rubbish and debris from the Building and the site as it accumulates and at the completion of the works and removal all plant, scaffolding and unused materials at completion.</p>	
B	<p><u>PROVISIONAL WORK</u> All work described as "Provisional" in these Bills of Quantities is subject to remeasurement in order to ascertain the actual quantity executed for which payment will be made. All "Provisional" and other work liable to adjustment under this Contract shall left uncovered for a reasonable time to allow all measurements needed for such adjustment to be taken by the PROJECT MANAGER Immediately the work is ready for measuring, the Contractor shall give notice to the PROJECT MANAGER so directs uncover the work to enable all measurements to be taken and afterwards reinstate at his own expense.</p>	
C	<p><u>ALTERATIONS TO BILLS, PRICING, ETC.</u> Any unauthorised alteration or qualification made to the text of the Bills of Quantities may cause the Tender to be disqualified and will in any case be ignored. The Contractor shall be deemed to have made allowance in his prices generally to cover any items against which no price has been inserted in the priced Bills of Quantities. All items of measured work shall be priced in detail and the Tenders containing Lump Sums to cover trades or groups of work must be broken down to show the price of each item before they will be accepted.</p>	
D	<p><u>BLASTING OPERATIONS</u> Blasting will only be allowed with the express permission of the PROJECT MANAGER in writing. All blasting operations shall be carried out at the Contractor's sole risk and cost in accordance with any Government regulations in force for the time being, and any special regulations laid down by the PROJECT MANAGER governing the use and storage of explosives.</p>	
E	<p><u>MATERIALS ARISING FROM EXCAVATIONS</u> Materials of any kind obtained from the excavations shall be the property of the Government. Unless the PROJECT MANAGER directs otherwise such materials shall be dealt with as provided in the Contract. Such materials shall only be used in the works, in substitution of materials which the Contractor would otherwise have had to supply with the written permission of the PROJECT MANAGER Should such permission be given, the Contractor shall make due allowance for the value of the materials so used at a price to be agreed.</p> <p>Carried to collection</p>	-
	GP/8	

ITEM	DESCRIPTION	AMOUNT
A	<p><u>PROTECTION OF THE WORKS.</u> Provide protection of the whole of the works contained in the Bills of Quantities, including casing, casing up, covering or such other means as may be necessary to avoid damage to the satisfaction of the PROJECT MANAGER and remove such protection when no longer required and make good any damage which may nevertheless have been done at completion free of cost to the Government.</p>	
B	<p><u>WORKS TO BE DELIVERED UP CLEAN</u> Clean and flush all gutters, rainwater and waste pipes, manholes and drains, wash (except where such treatment might cause damage) and clean all floors, sanitary fittings, glass inside and outside and any other parts of the works and remove all marks, blemishes, stains and defects from joinery, fittings and decorated surfaces generally, polish door furniture and bright parts of metalwork and leave the whole of the buildings watertight, clean, perfect and fit for occupation to the approval of the PROJECT MANAGER.</p>	
C	<p><u>GENERAL SPECIFICATION.</u> For the full description of materials and workmanship, method of execution of the work and notes for pricing, the Contractor is referred to the Ministry of Roads and Public Works and Housing General Specification dated 1976 or any subsequent revision thereof which is issued as a separate document, and which shall be allowed in all respects unless it conflicts with the General Preliminaries, Trade Preambles or other items in these Bills of Quantities.</p>	
D	<p><u>TRAINING LEVY</u> The Contractor's attention is drawn to the legal notice which requires payment by the Contractor of a Training Levy at the rate of 1/4 % of the Contract sum on all contracts of more than KShs. 1,000,000.00 in value.</p>	
E	<p><u>MATERIALS ON SITE</u> All materials for incorporation in the works must be stored on or adjacent to the site before payment is effected unless specifically exempted by the PROJECT MANAGER. This includes the materials of the Main Contractor, Nominated Sub-Contractors and Nominated Suppliers.</p>	
F	<p><u>HOARDING</u> The Contractor shall enclose the site or part of the works under construction with a hoarding 2400 mm high consisting of iron sheets on 100 x 50 mm timber posts firmly secured at 1800 mm centres with two 75 x 50 mm timber rails. The Contractor is in addition required to take all precautions necessary for the safe custody of the works, materials, plant, public and Employer's property on the site.</p> <p>Carried to collection</p>	
	GP/9	-

ITEM	DESCRIPTION	AMOUNT
A	<p><u>CONTRACTOR'S SUPERINTENDENCE/SITE AGENT</u></p> <p>The Contractor shall constantly keep on the works a literate English speaking Agent or Representative, competent and experienced in the kind of work involved who shall give his whole experience in the kind of work involved and shall give his whole time to the superintendence of the works. Such Agent or Representative shall receive on behalf of the Contractor all directions and instructions from the Project Manager and such directions shall be deemed to have been given to the Contractor in accordance with the Conditions of Contract.</p>	
B	<p><u>BOND</u></p> <p>The contractor shall find and submit on the Form of Tender an approved bank who will be willing to be bond to the Government in an amount equal to five per cent (5%) of the contract amount for the due performances of the contract up to the date of completion as certified by the PROJECT MANAGER and who will, when called upon, sign a bond to that effect on the relevant standard form included herein (without the addition of any limitations) on the same day as the Contract Agreement is signed, by the Government, the contractor shall furnish within seven days another surety to the approval Governmet.</p>	
	Carried to collection	-
	GP/10	

ITEM	DESCRIPTION	AMOUNT
	COLLECTION	
	Brought Forward From Page GP/1	
	Brought Forward From Page GP/2	
	Brought Forward From Page GP/3	
	Brought Forward From Page GP/4	
	Brought Forward From Page GP/5	
	Brought Forward From Page GP/6	
	Brought Forward From Page GP/7	
	Brought Forward From Page GP/8	
	Brought Forward From Page GP/9	
	Brought Forward From Page GP/10	
	TOTAL FOR GENERAL PRELIMINARIES CARRIED TO GRAND SUMMARY	

BUILDER'S WORK

PROPOSED REFURBISHMENT OF REGISRTIES AT DCC MVITA MOMBASA

Item	Description	Qty	Unit	Rate (Kshs)	Amount (Kshs)
	SECRET REGISTRY				
	<p>SUPPLY, DELIVERY AND INSTALLATION MECHANICAL BULK FILING CABINETS</p> <p>Anti-tilt feature as standard on bays that holds on to the track Central locking is fitted on the single movable bay to ensure security of storage items.</p> <p>The filing systems should come with a safety lock device or stopper to enable users stop the running gear during filing or file retrieval The filing system must have provision for filing labels both outside on the panel and inside on the individual shelves. The exterior labels, should allow for the labels to slide inside from the top. The exterior labels, should be 189mm High from the floor. Each shelf to have a label insert holder. The unit should have 7 shelves @360mm high, which allow provision for adjustment of height if need be. The shelves must be adjustable to enable use of any size files. It should have a – ONE HAND – Handle to open the unit, for efficiently. The system should be movable by use of clutch type die cast Handles as shown below. The distance between the axle and handle should be 100MM. The entrance of the filing must be waterfall shaped so as not to trip users during entry and allow for use of book trolley, if need be in the aisle. The system should be finished in grey epoxy powder coating which is then dried by means of a 200-degree centigrade. This resistance will enable the organization to save file and information in case of fire. The rails on which the system rotate/moves must be made form clear platform with steel plates and rubber matt fixed on top to the aluminum so as not to rust with time, as rust will prevent free movement and opening. The rollers that enable the system to move must also be made from steel or aluminum to prevent them from rusting. To prevent noise when the bulk filing system is being operated the system should come with a device to prevent the bays from making noise on contact with each other. To prevent shelve from bending in due to weight, a bar runs below the shelves to act as a reinforcement to the shelf. Moreover, this bar also holds the book end that holds files in a straight position</p>				
A	Single Static Basic: Width x Depth x Height to be 900x400x2300mm	6	No.		
B	Single Movable Basic: Width x Depth x Height to be 900x400x2300mm	6	No.		
C	Double Movable Basic: Width x Depth x Height to be 9000x800x2300mm	20	No.		
	Total carried to summary page				

SUMMARY PAGE

Item	Description	Amount (Kshs)
A	Total brought forward from page M-1	
	Sub-Total	
	TOTAL AMOUNT CARRIED TO MAIN SUMMARY PAGE	

PROVISIONAL SUMS

<u>PROVISIONAL SUMS</u>					
ITEM	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	<u>PROVISIONAL SUMS</u>				
	<u>PROVISIONAL SUMS</u>				
	<u>Contingency</u>				
A	Allow a provisional sum of Ksh Five Hundred Thousand (Kshs 500,000.00) only for site clearance, floor preparations, removal of old shelves and carting away as directed by client	ITEM			500,000.00
B	Allow a Provisional sum of Kenya Shillings Three Hundred and Fifty Thousand (Kshs 350,000.00)only for supervision expenses for the SDPW officers	ITEM			350,000.00
	<u>Total Provisional Sums carried to Grand Summary</u>				850,000.00
	PS				

ITEM	DESCRIPTION		PAGE NO	AMOUNT (KSHS)
A	Particular Preliminaries	From Page	PP/1 - PP/8	
B	General Preliminaries	From Page	GP/1- GP/11	
C	Builder's Works	From Page	B/01	
D	Provisional Sum	From Page	PS/1	850,000.00
TOTAL (VAT INCLUSIVE) CARRIED TO FORM OF TENDER				
<p>AMOUNT IN NAME OF CONTRACTOR;.....</p> <p>ADDRESS;.....</p> <p>WITNESS;.....</p> <p>SIGNATURE STAMP;.....</p>				