



**INVITATION FOR PRE-QUALIFICATION OF CONTRACTORS  
FOR  
THE PROPOSED CONSTRUCTION OF CBK PENSION FUND  
OFFICE BLOCK ALONG HARAMBEE AVENUE, NAIROBI.**

**Tender Number: CBKPF/08/2016**

**AUGUST 2016**

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## SECTION I

### 1.0 INVITATION FOR PRE-QUALIFICATION (IFQ)

Tender No. - CBKPF/08/2016

Tender Name - PROPOSED CONSTRUCTION OF CBK PENSION FUND OFFICE  
BLOCK ALONG HARAMBEE AVENUE, NAIROBI.

1. The Central Bank of Kenya Pension Fund (CBK Pension Fund) hereinafter referred to as the "Procuring entity" intends to pre-qualify Contractors for the Proposed Construction of a "Class A" office block on Harambee Avenue, Nairobi.
2. The pre-qualification is open to Registered and Experienced Building Works Contractors who meet the minimum qualification criteria stated herein.
3. The minimum requirement for pre-qualification is to have successfully carried out three (3no.) similar building construction projects, each with a minimum contract sum of Kenya Shillings Two Billion (Kshs. 2 Billion). Each of the three projects MUST have commenced within the last ten (10) years. Pre-qualification criteria are detailed in Section 3.2 of this document.
4. Eligible Candidates may obtain the pre-qualification document free of charge from the Pension's Administrator, CBK Pension Fund, First Floor, CBK Pension House, Harambee Avenue, Nairobi during normal working hours or download free of charge, a copy of the same from [www.centralbank.go.ke](http://www.centralbank.go.ke) or from the IFMIS website;  
<http://supplier.treasury.go.ke/site/tenders.go/index.php/public/tenders>  
Candidates who download the pre-qualification document are advised to sign a pre-qualification register at the Pensions Administrators office, CBK pension Fund offices, first floor CBK pension house Harambee avenue, Nairobi OR email their contact address to the email : [cbkpfprojects@centralbank.go.ke](mailto:cbkpfprojects@centralbank.go.ke)
5. Applications for pre-qualification MUST be submitted enclosed in plain sealed envelopes clearly marked with the tender name and tender number and deposited in the blue tender box on the First Floor, CBK Pension House, Harambee Avenue, Nairobi. Any application documents that will not fit the tender box MUST be marked properly, registered and deposited with the Pensions Administrator, or be addressed to CBK Pension Fund, P.O. Box 60000-00200, Nairobi so as to be received on or before **Friday, 23<sup>rd</sup> September 2016 at 11.00 a.m.**
6. All applications received late will be automatically disqualified and returned to the owners unopened. Applications will be opened immediately thereafter in the CBK Pension Fund Boardroom on First Floor, CBK Pension House, Harambee Avenue, Nairobi, in the presence of Candidates or their representatives who choose to attend.
7. All Candidates whose applications will have been received before the closing date and time will be advised in due course, of the results of their applications. Only Candidates pre-qualified under this pre-qualification process will be invited to tender.

## SECTION II

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## 2.0 INSTRUCTIONS TO CANDIDATES

### 2.1 Scope of Tender

- 2.1.1 The Central Bank of Kenya Pension Fund (CBK Pension Fund) hereinafter referred to as the “procuring entity” intends to pre-qualify Contractors for the proposed construction of CBK Pension Fund office block along Harambee Avenue, Nairobi. It is expected that pre-qualification applications will be submitted, to be received by the procuring entity not later than **Friday 23<sup>rd</sup> September, 2016 at 11.00 a.m.**
- 2.1.2 Pre-qualification is open to eligible firms and voluntarily formed Joint Ventures as indicated in Appendix to Instructions to Candidates.
- 2.1.3 General information on the climate, geology, topography, access to site, project layout, service facilities, provided by the procuring entity and any other relevant information are as specified in the Appendix to Instructions to Candidates. The detailed description of the works is stated in section 3.1 of this pre-qualification document. The contract will be a unit price contract. The tender documents will be Bills of Quantities, specifications and drawings to be issued only to successfully pre-qualified Candidates.

### 2.2 Submission of Application

- 2.2.1 Applications for pre-qualification shall be submitted in plain sealed envelopes clearly marked with the tender name and tender number and deposited in the blue tender box at First Floor, CBK Pension House, Harambee Avenue, Nairobi. Any pre-qualification documents that will not fit the tender box **MUST** be marked properly, registered and deposited with the Pensions Administrator, CBK Pension Fund, 1<sup>st</sup> floor, CBK Pension House, Harambee Avenue, Nairobi. Alternatively, the submission may be delivered by post, addressed to The Pensions Administrator, CBK Pension Fund, P.O. Box 60000-00200 Nairobi, so as to be received on or before **Friday, 23<sup>rd</sup> September 2016 at 11.00 a.m.** All documents received late will be automatically disqualified and returned to the owners unopened.
- 2.2.2 All the information requested for pre-qualification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into the English language. The translation will govern and will be used for interpreting the information.
- 2.2.3 Failure to provide information that is essential for effective evaluation of the Candidate’s qualifications or to provide timely clarification or substantiation of the information supplied may result in the Candidate’s disqualification.
- 2.2.4 A **MANDATORY** consultation and clarification meeting will be held at the proposed site, at the ground floor gated parking lot of CBK Pension House accessed from Harambee Lane off Harambee Avenue, Nairobi on **Thursday 15<sup>th</sup> September, 2016 from 9.00 a.m. to 1.00p.m.** where Candidates may request for clarifications on the pre-qualification document. Attendance of this meeting will be Mandatory.

- 2.2.5 Clarification of the pre-qualification document shall be requested in writing through email or post by the Candidates, to be received by the procuring entity not later than 7 days prior to the deadline for submission. The contacts for the fund are: Central of Kenya Pension Fund, P.O. Box 60000-00200, Nairobi. The email address for the CBK Pension Fund is [cbkpfprojects@centralbank.go.ke](mailto:cbkpfprojects@centralbank.go.ke)
- 2.2.6 The procuring entity shall reply to any clarifications sought by the Candidate and copy all the other Candidates.

### **2.3 Eligible Candidates**

- 2.3.1 This invitation for pre-qualification is open to all Candidates who are eligible as defined in Kenya's Public Procurement Law and Regulations Act and as indicated in the Appendix to Instructions to Candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the pre-qualification process unless where specially allowed under the Kenya's Public Procurement Law and Regulations Act.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set pre-qualification criteria in this document shall be pre-qualified.

### **2.4 Qualification Criteria**

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements in the criteria set out as shown in section 3.2 of this document. The declaration will be either pass or fail regarding the Candidate's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the Candidate's response in the documents submitted by the Candidate. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of the Candidate to perform the contract.
- 2.4.2 The works in this contract will require highly specialized inputs to be provided by the Candidate's specialist Sub-Contractors. The qualification criteria for the Sub-Contractors are listed in section 3.2 of this pre-qualification document.

The Candidate MUST submit documents for the following Sub-Contractors:

- a. Electrical Installations Sub-Contractor
- b. Lifts Installations Sub-Contractor
- c. Plumbing, Drainage and Fire Fighting Sub-Contractor
- d. Air conditioning and Mechanical Ventilation Sub-Contractor

Candidates MUST ENSURE that ALL their proposed Sub-Contractors meet the Mandatory Requirements set in this document. Candidates MUST note that, should ANY of their Sub-Contractors NOT meet any of the Mandatory Requirements, the Candidate will be disqualified together with his entire team of Sub-Contractors.

Failure to submit qualifying documents for ANY of the Sub-Contractors listed above will result in automatic disqualification of the entire team.

Main Contractors with in-house capability to perform the above Sub-Contract works MUST meet the Sub-Contractors' Mandatory Requirements (SMR) as stated in section 3.2.

#### 2.4.3 General Experience

The Candidate MUST meet the minimum requirements set out in section 3.2 of this pre-qualification document.

#### 2.4.4 Personnel capabilities.

The Candidate should have suitably qualified personnel to undertake the proposed project.

#### 2.4.5 Equipment capabilities.

The Candidate should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) to key plant, machinery and equipment which are in good working condition, and must demonstrate that, based on known commitments they will be available for use in the proposed contract.

#### 2.4.6 Financial position.

The Candidate MUST meet the minimum requirements set out in section 3.2 of this pre-qualification document.

#### 2.4.7 The Audited Accounts

The Candidate MUST meet the minimum requirements set out in section 3.2 of this pre-qualification document.

#### 2.4.8 Litigation history

The Candidate should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five (5) years. A consistent history of awards against the Candidate or any partner of a joint venture may result in failure of the application.

## 2.5 Joint Venture

### 2.5.1 Joint Ventures must comply with the following:-

- (a) The following are the minimum pre-qualification requirements for a Joint Venture;
  - i. One of the partners in the Joint Venture shall be nominated as being in charge (lead partner); and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners. The power of attorney MUST be registered in the Register of Powers of Attorney.
  - ii. The lead partner MUST meet Mandatory Requirement 5 (MR 5) and Mandatory Requirement 9 (MR 9) of section 3.2 of this pre-qualification document.
  - iii. The other partner(s) MUST individually meet Mandatory Requirement 10 (MR10) of section 3.2 of this pre-qualification document.
  - iv. The Joint Venture MUST collectively meet the criteria of section 3.2. of this pre-qualification document.
- (b) The formation of a Joint Venture *after* pre-qualification and any change in a pre-qualified Joint Venture will be subject to the written approval of the procuring entity prior to the deadline for submission of bids. Such approval may be denied if;
  - i. Partners withdraw from a Joint Venture and the remaining partners do not meet the qualifying requirements.
  - ii. The new partners to a Joint Venture are not qualified, individually or as another Joint Venture; or
  - iii. In the opinion of the procuring entity a substantial reduction in competition may result.
- (c) Any future bid shall be signed so as to legally bind all partners, jointly and severally, and any bid shall be submitted with a copy of the Joint Venture agreement providing the joint and several liabilities with respect to the contract.

2.5.2 The pre-qualification of a Joint Venture does not necessarily pre-qualify any of its members individually as a member in any other Joint Venture or association. In case of dissolution of a Joint Venture, each one of the constituent firms may pre-qualify if it meets all the pre-qualification requirements, subject to a written approval of the procuring entity.

## 2.6 Public Sector Companies

2.6.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.



**2.7. Conflict of Interest**

- 2.7.1 The Candidate (including all members of a Joint Venture) shall not be associated, nor have been associated in the past, with the Consultant or any other entity that has prepared the design, specifications, and other pre-qualification documents for the project, or with an entity that was proposed as a Consultant for the contract. Any such association MUST be disclosed and may result in the disqualification of the Candidate.

**2.8. Updating Pre-qualification Information**

- 2.8.1 Pre-qualified Candidates shall be required to update the financial information used for pre-qualification at the time of submitting their applications and to confirm their continued compliance with the pre-qualification criteria. A bid shall be rejected if the Candidate's qualification thresholds are no longer met at the time of submission.

### 3.0 APPENDIX TO INSTRUCTIONS TO CANDIDATES

The following instructions for the pre-qualification of Candidates shall supplement, complement or amend the provisions of the Instructions to Candidates.

Where there is a conflict between the provisions of the Instructions to Candidates and the provisions of the Appendix to Instructions to Candidates, the provisions of the Appendix herein shall prevail over those of the Instructions to Candidates.

#### 3.1 PROJECT BACKGROUND

##### 3.1.1 INTRODUCTION

###### A. The Procuring Entity

The procuring entity, Central Bank of Kenya Pension Fund is a defined benefit scheme registered and regulated in accordance to the Retirement Benefits Act (RBA) to offer pension benefits to retired members and their dependants.

As part of its growth strategy, the Fund aims at increasing its portfolio in property investments by re-developing the CBK Pension House (formerly known as Marshalls House) located on Harambee Avenue, Nairobi.

###### B. Environmental Factors

###### i. Nairobi City Climate

Nairobi experiences a moderate climate with mainly wet and dry seasons. Nairobi's lies at an altitude of approximately 1,680 meters above sea level with warm-hot days for most of the year. Nairobi experiences higher temperatures typically reaching a high of 30°C between December to March and cooler temperatures in June/July when temperatures can fall to around 10°C. There are two rainy seasons, but rainfall can be moderate. As Nairobi is situated close to the equator, the differences between the seasons are minimal.

Climate data for Nairobi													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C	25.5	26.7	26.8	25.0	23.5	22.5	22.0	22.7	25.0	25.7	24.0	24.5	24.5
Daily mean °C	18.0	18.8	19.4	19.2	17.8	16.3	15.6	15.9	17.3	18.5	18.4	18.1	17.8
Average low °C	10.5	10.9	12.1	13.4	12.1	10.0	9.2	9.1	9.7	11.3	12.7	11.7	11.1
Average precipitation mm	58.3	49.8	92.2		189.5	38.6	17.6	24.0	31.2	60.8	149.6	107.6	1,061.5
Average precipitation days (≥ 1.0 mm)	4	4	8			5	3	4	4	7		9	90
Mean monthly sunshine hours	288.	266.0	266.	204.	189.1	159.	130.2	127.1	180.0	226.3	198.0	257.3	2,491.9
Mean daily sunshine hours	9.3	9.5	8.6	6.8	6.1	5.3	4.2	4.1	6.0	7.3	6.6	8.3	6.8

Source: BBC Weather

## **ii. Topography**

Nairobi lies at an average altitude of 1,680 meters above sea-level, but this height ranges from 1500m (to the East) to 2300m (to the West). It is located at longitude 36° 50' East and Latitude 1° 18' South about 140km South of the Equator and situated at an elevation of about 5,500 feet above sea level. The proposed site is generally flat, with minimal natural ground cover (trees and shrubs).

## **iii. Geology**

The soils in Nairobi are products of mainly weathering and erosion of underlying volcanic rocks under relatively high temperatures, rainfall and poor drainage. As a result of impeded drainage of the plains, the soils are black to dark grey clays (Grumosolic) comprising black cotton soils with calcareous and non-calcareous variants. The proposed project will not cause physical change to the environment because of the nature of the topography, slope and stability of the soils.

## **iv. Service Facilities**

The proposed site is linked to service infrastructure including; major highways and feeder roads, the local County Council water supply system and sewer line, power and telecommunication lines.

### **3.1.2 BACKGROUND INFORMATION ON THE PROPOSED PROJECT**

The Central Bank of Kenya Pension Fund intends to re-develop its property known as CBK Pension House (formerly known as Marshalls House) on Plot L.R No. 209/4976 & 4977, along Harambee Avenue, Nairobi.

CBK Pension House is located along Harambee Avenue in the Central Business District of Nairobi. The Building is directly opposite the Ministry of Foreign affairs, and adjacent to the Kenya Police Headquarters (Vigilance House), the Office of the Deputy President and Agip House. The property can be accessed from Haile Selassie Avenue via Harambee Lane and Haile Selassie Lane. The existing L-shaped building was constructed in the late 1960's and has undergone rehabilitation several times. The front wing overlooking Harambee Avenue consists of a basement, ground floor and seven office floors. The rear wing overlooking the Deputy President's office comprises of a basement, ground floor and two floors of lettable office space. In total, the existing building has a built up area of approximately 8,400 square meters. Part of the property measuring approximately 0.42 acres has warehouse type of structures used as parking space and service areas (where a water tank, two generators and washrooms are located).

### 3.1.3 DETAILED DESCRIPTION OF THE PROPOSED PROJECT

#### **Part I: Proposed New Office Building**

The proposed new office building comprises two inter-connected office blocks, with a 5 storey podium. One office block has 27 stories while the other has 24 stories above ground level. The buildings podium comprises commercial spaces on ground floor and 4no. split level parking facilities above.

The proposed new office building will accommodate the following facilities:

- a) 2no. split level basement parking, measuring approximately 1,345m<sup>2</sup> each.
- b) 4no. split level parking floors above ground, measuring approximately 1496m<sup>2</sup> each.
- c) Lettable commercial spaces, service areas and other common facilities on ground floor level measuring approximately 1,575m<sup>2</sup>.
- d) Conference facilities, terrace restaurant and support facilities on 5<sup>th</sup> floor measuring 1,585m<sup>2</sup>.
- e) Typical lettable office spaces from 6<sup>th</sup> floor to 23<sup>rd</sup> floor each measuring approximately 845m<sup>2</sup>.
- f) Executive Restaurant and associated facilities on 24<sup>th</sup> floor measuring 845m<sup>2</sup>.
- g) Typical lettable pent offices on 25<sup>th</sup> and 26<sup>th</sup> floors each measuring approximately 498m<sup>2</sup>.
- h) Service area on 27<sup>th</sup> floor measuring approximately 498m<sup>2</sup>.

The total built up area of the new building is approximately 29,275 m<sup>2</sup>.

#### **Part II: Remodeling and Modernization of the Existing Office Building**

The existing L-shaped office building comprises of a seven (7) storey front wing and a two (2) storey side wing. The approximate areas for the existing building are as follows;

- a) Basement level measuring approximately 1,085m<sup>2</sup>.
- b) Ground floor measuring approximately 1,295m<sup>2</sup>.
- c) Typical 1<sup>st</sup> to 4<sup>th</sup> Floor measuring approximately 1,186m<sup>2</sup> each. On the 3<sup>rd</sup> and 4<sup>th</sup> floors, out of the 1,186m<sup>2</sup> approximate floor area, 548m<sup>2</sup> is a new extension on each of the floors.
- d) Typical 5<sup>th</sup> and 6<sup>th</sup> floors measuring approximately 638m<sup>2</sup> each.
- e) Existing 7<sup>th</sup> Floor to be demolished.

The total built up area of the existing building is approximately 8,400 m<sup>2</sup>.

The existing building façade will be remodeled to match the new office block building. The existing internal spaces shall be renovated to compliment the new building functions.

### **Part III: Proposed Building Structure**

The proposed building structure for the project will comprise the following:

- i. Sub-structure; combination of a piled and raft foundation.
- ii. Super-structure; Reinforced concrete framed structure comprising columns, beams, slabs and shear walls.

### **Part IV: Proposed Building Internal and External Finishes**

The general finishes to the proposed building will comprise the following:

- i. Internal finishes;  
Floor, wall and ceiling finishes will be applied to the common areas only. These include the circulation cores, lobbies, parking facilities, service floors, and washrooms. The Internal finishes will include amongst others; polished natural stone slabs, porcelain tiles, profiled gypsum ceilings and tempered glass partitions.
- ii. External finishes;  
External finishes will include; laminated glass, powder coated and butt glazed aluminium framed curtain walls, alucobond cladding, and polished natural stone cladding.

### **Part V: Proposed Building Service Facilities.**

The proposed building services for the project will include the following:

- a) Underground water storage tanks and firefighting equipment
- b) 5no. high speed passenger lifts
- c) Allocated Service areas on 5<sup>th</sup> and 27<sup>th</sup> floors
- d) Solar panels on 6<sup>th</sup> floor roof slab of the existing front wing
- e) Landscaped roof top gardens
- f) Data and security rooms
- g) Generator rooms, switch rooms, transformer rooms and LV board rooms
- h) Rainwater harvesting system

*NOTE: The information above is meant as a guide for this pre-qualification process only. Candidates are advised not to use the information given herein when tendering for the works and to instead use the bills of quantities, specifications and the drawings to be provided after the pre-qualification process.*

### 3.1.4 OBJECTIVES OF THE PROPOSED PROJECT

#### **A. General Objectives**

The key general objectives include the following:

- a. Proper management of the cost of the project.
- b. Proper management of project timelines to ensure the project is completed in time.
- c. Adherence to the highest quality of materials, fittings, finishes and workmanship.
- d. Appropriate management of the environment in accordance with the Environmental Management and Coordination Act (EMCA 1999).
- e. Ensuring the highest level of safety and health to all parties including workers, neighbours, tenants and passersby.
- f. Compliance to the regulations, conditions and requirements set out by the County Government and other regulatory authorities.
- g. Ensuring the highest level of technology transfer to the local people and proper capacity building in the construction industry.
- h. Enabling the appropriate protection of intellectual property rights of the Consultants and the Client.
- i. Facilitating the realization of the artistic, technological, professional and commercial intentions of the Consultants and the Client.
- j. Ensuring the use of innovative and modern construction methods.
- k. Ensuring proper and efficient use of machinery, equipment and technology.

#### **B. Specific Objectives**

The site specific objectives include the following:

- a. Construction methods in a confined urban area.
- b. Mass excavation deeper than existing neighboring building foundations.
- c. Management of building materials, machinery, equipment, and personnel in a confined construction site.
- d. Renovation, expansion and modernization of an existing occupied office building.
- e. Suitable construction methodology for piled and raft foundations.
- f. Suitable waterproofing methodology for basements, water tanks and flat slabs.
- g. Ensuring safety of the pedestrians, motorists and property in the neighbourhood.
- h. Suitable concreting works methodology to be used for a high-rise building in a confined site.
- i. Ensuring efficient delivery of building materials to a confined construction site.
- j. Ensuring efficient disposal of waste from site.

### 3.2 EVALUATION CRITERIA

#### EVALUATION CRITERIA FOR PRE-QUALIFICATION OF CONTRACTORS FOR THE PROPOSED CBK PENSION FUND OFFICE BLOCK.

##### PART A: MANDATORY REQUIREMENTS FOR CANDIDATES

###### *Important notes to Candidates:*

1. Where stated, for documents to be accepted as valid, they **MUST** be certified by a commissioner of oaths. The Candidate **MUST** attach a valid practicing license and the active email address of the commissioner of oaths he/she has used to certify the documents.
2. All documents provided may be verified for authenticity. Any document found not to be authentic will lead to automatic disqualification of the Candidate.
3. All documents submitted **MUST** be in English language. Where documents submitted are in any other language, a certified translation to English language **MUST** be provided. Any document in any other language that is not translated will not be evaluated.
4. Candidates **MUST** ensure that **ALL** the conditions set out in each of the Mandatory Requirements **MUST** be fully met for the Mandatory Requirement to qualify as responsive. Failure to fully meet any of the conditions set out in each of the Mandatory Requirement shall render the Candidate non responsive to this pre-qualification document.

##### I. MANDATORY REQUIREMENTS FOR CANDIDATES (MAIN CONTRACTORS)

**Below are the Mandatory Requirements that the Candidates **MUST** meet. Failure to meet any of the Mandatory Requirements shall lead to automatic disqualification of the Candidate.**

No	Mandatory Requirements (MR)
MR 1	Attend a MANDATORY site visit to be held on <b>Thursday 15<sup>th</sup> September 2016 from 9.00 a.m. to 1.00p.m. on site.</b> The site is located at CBK Pension House, Harambee Avenue, Nairobi. The site visit shall be held at the ground floor gated parking lot accessed from Harambee Lane off Harambee Avenue. All Candidates attending the site visit <b>MUST</b> sign the attendance registration form on the day of the site visit. The attendance register will be stamped and signed by the Client and the Lead Consultant. The Candidate <b>MUST</b> attach a copy of the signed and stamped attendance register in the application documents.
MR 2	Provide documentary evidence of the Candidate's Company Certificate of Incorporation/ Compliance in Kenya from the Registrar of Companies. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.
MR 3	Provide documentary evidence of the Company's valid registration by National Construction Authority as a Building Works Contractor Category NCA 1. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.
MR 4	Provide documentary evidence of the Company's valid annual practising license from the National Construction Authority as a Building Works Contractor Category NCA 1. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.

MR 5	Provide a valid copy of the Company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA). The certificate MUST be valid on the closing date of the applications. The certificate MUST be certified by a commissioner of oaths as a true copy of the original.
MR 6	<p>Provide documentary evidence in form of audited accounts for the Company for at least three (3) consecutive years, from 2012 to 2015 indicating that the Company has had an annual turnover of Kenya Shillings Two Billion (Kshs. 2 Billion) and above in each of the three years. The audited accounts MUST be signed by the auditor preparing the audited accounts and the Candidate's Company Director(s). The following documents must be provided:</p> <ul style="list-style-type: none"> <li>a. A certified copy of the professional practicing certificate of the auditor</li> <li>b. A certified copy of the valid annual practicing certificate of the auditor</li> </ul> <p>The Candidate MUST provide an active email and telephone number of both the auditor and the auditing firm.</p>
MR 7	Provide documentary evidence of having liquid cash in a bank licensed and regulated by Central Bank of Kenya. The funds available MUST be net of any advance payments, of at least Kenya Shillings Three Hundred Million (Kshs. 300 Million). The funds are supposed to prove that such amounts are available solely for this project if the project is awarded to the Candidate. Attach bank statements for the last six (6) months from your bank(s) as proof of availability of these funds. The bank statements MUST be certified by the issuing bank(s). The documents so provided shall be verified for authenticity. To facilitate the authentication process, the Candidate MUST attach letters authorizing their respective bank(s) to confirm that the bank statements are genuine when presented to them for verification by the procuring entity.



MR 8	<p>Candidates MUST provide evidence that the Company has been operating in Kenya as an ACTIVE building construction works Company for the last five (5) years from 2012 to 2016, evidenced by project(s) undertaken during that period. For each of the five years to qualify, the Candidate MUST show evidence of active works undertaken during each year. Each of the projects submitted to prove activity in each of the five years to have a minimum contract sum of Kenya Shillings Five Hundred Million (Kshs. 500 Million). The Candidate MUST provide the following as proof of works done in each of the five years:</p> <ol style="list-style-type: none"> <li>a. Provide evidence from National Construction Authority (NCA) and Ministry of Public Works (MOPW) of having been registered to practice as a building works contractor for each of the five years. For NCA, the Candidate to provide certificates issued commencing in 2014. For MOPW, the Candidate to further provide a copy of their Certificate of registration for Government Approved Building Works Contractors issued prior to 2014 that will suffice as proof that the Candidate was registered to undertake building construction works before 2014.</li> <li>b. Contractor-Client construction contract agreements showing the contract sum, contract period, commencement and completion dates, and approved extensions of contract periods showing the revised completion date where applicable.</li> <li>c. Signed Project minutes of the respective project(s) submitted indicating project name, Client name, Lead Consultant, project cost, project period, and any other project details. The project minutes MUST be signed by the Lead Consultant.</li> <li>d. Active email and telephone numbers of the Client and Lead Consultant and their respective contact persons MUST be provided.</li> </ol> <p>The information so provided shall be verified for authenticity. All the copies issued MUST be certified by a commissioner of oaths as true copies of the original.</p>
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MR 9	<p>Provide documentary evidence of having undertaken (completed or under construction) at least three number (3 no.) multi-storied office building construction works that MUST meet the following criteria:</p> <ol style="list-style-type: none"> <li>a. At least one (1) of the projects submitted MUST be located in Nairobi, Kenya.</li> <li>b. Each of the three (3) projects having commenced within the last ten (10) years.</li> <li>c. Each of the three (3) projects MUST have a minimum contract sum of Kenya Shillings Two Billion (Kshs.2 Billion). As proof of the cost of the project, the Candidates MUST submit for each of the projects, copies of construction contract agreements. Where contract terms have been revised the Candidate MUST attach the relevant approved documents. The copies submitted MUST indicate the project name, Client name, project scope, project cost, project Lead Consultant and the commencement date and project period. The Candidates MUST indicate the Client contact person who MUST be a senior employee or director in the Clients' firm. Active email and telephone contacts of the contact person MUST be provided. The copies MUST be certified by a commissioner of oaths as true copies of the original.</li> <li>d. Each of the three (3) projects MUST have a minimum of 20 floors above ground floor (excluding ground floor) and a minimum of two (2) basement floors (below ground floor). As proof, Candidates MUST attach a copy of the construction permit and a copy of the approved architectural drawings from the relevant approving Local Authority indicating the number of floors. The copies MUST be certified by a commissioner of oaths as true copies of the original.</li> <li>e. At least one (1) of the three projects MUST be 100% complete and occupied.</li> </ol> <p>The project that is 100% complete MUST be proven by providing any three (3) of the following documents: copies of practical completion certificates, certificate of making good defects, handing over certificates, occupation permits from the relevant local authorities, photographic evidence, letter from the Client indicating that the project was completed successfully and final certificate showing the final contract sum in Kenya Shillings.</p> <p>All the documents issued above MUST be certified as true copies of the original by a commissioner of oaths.</p> <ol style="list-style-type: none"> <li>f. Each of the three (3) projects MUST have letters of reference from their respective Clients and Lead Consultants/ Project Managers, indicating the project cost, scope and period. The active contacts (telephone, email, postal address and office location) of the Lead Consultant/Project Manager and Client MUST be given. The Client and Lead Consultant/ Project Manager indicated may be contacted for verification of information given.</li> </ol>
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MR 10	Submit a completed Confidential Business Questionnaire as specified in Section IV, Form MR10 of this pre-qualification document. For the submitted Confidential Business Questionnaire to qualify, it MUST be in the format provided in this application document. Changing the format of the Confidential Business Questionnaire shall lead to automatic disqualification of the Candidate.
MR 11	Candidates to provide qualified and experienced Sub-Contractors who MUST meet the Sub-Contractors' Mandatory Requirements (SMR) in accordance with Part A (II) (Mandatory Requirements for Sub-Contractors) overleaf. Candidates MUST note that, should ANY of their Sub-Contractors NOT meet any of the Sub-Contractors' Mandatory Requirements (SMR) the Candidate will be disqualified together with his entire team of Sub-Contractors.

**Only Candidates who meet the Mandatory Requirements stated above will be subjected to Technical Evaluation.**

## II. MANDATORY REQUIREMENTS FOR SUB-CONTRACTORS (SMR)

Candidates **MUST ENSURE** that **ALL** their proposed Sub-Contractors meet the following Sub-Contractors' Mandatory Requirements (SMR). Candidates **MUST** note that, should **ANY** of their Sub-Contractors **NOT** meet any of the Sub-Contractors' Mandatory Requirements (SMR) below, the Candidate will be disqualified together with his entire team of Sub-Contractors.

Below is the list of Sub-Contractors to be provided by the Candidates:

1. Electrical Installations Sub-Contractor
2. Lifts Installations Sub-Contractor
3. Plumbing, Drainage and Fire Fighting Sub-Contractor
4. Air conditioning and Mechanical Ventilation Sub-Contractor

**Below are the Sub-Contractors' Mandatory Requirements that each of the above Sub-Contractors provided by the Candidates MUST meet:**

No.	Sub-Contractors Mandatory Requirements (SMR)
SMR 1	Provide documentary evidence of the Company's Certificate of Incorporation/ Compliance in Kenya from the Registrar of Companies. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.
SMR 2	Provide documentary evidence of a valid registration certificate by National Construction Authority as a specialized works Contractor. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.
SMR 3	Provide documentary evidence of a valid annual practicing license by National Construction Authority as a specialized works Contractor. The license <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.
SMR 4	Provide a valid copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA). The certificate <b>MUST</b> be valid on the closing date of the applications. The certificate <b>MUST</b> be certified by a commissioner of oaths as a true copy of the original.

SMR 5	<p>Provide documentary evidence in form of Audited Accounts for the Company for at least three (3) consecutive years from 2012 to 2015 indicating that the Company has had an annual turnover of Kenya Shillings One Hundred Million (Kshs. 100 Million) and above in each of the three (3) years. The audited accounts MUST be signed by the auditor preparing the audited accounts and the Sub- Contractors' Company Director(s). The following documents must be provided:</p> <ul style="list-style-type: none"> <li>a. A certified copy of the professional practicing certificate of the auditor</li> <li>b. A certified copy of the valid annual practicing certificate of the auditor</li> </ul> <p>Candidates with in-house Sub-Contractors to provide their annual audited accounts as given in Mandatory Requirement 6 (MR 6) Part A (I) above, so as to satisfy this Sub-Contractors' Mandatory Requirement (SMR 5).</p> <p>The Sub-Contractors MUST provide an active email and telephone number of both the auditor and the auditing firm.</p>
SMR 6	<p>Submit a completed Confidential Business Questionnaire as specified in Section IV, Form MR10 of this pre-qualification document. For the submitted Confidential Business Questionnaire to qualify, it MUST be in the format provided in this application document. Changing the format of the Confidential Business Questionnaire shall lead to automatic disqualification of the Candidate.</p>

SMR 7	<p>Provide documentary evidence of having undertaken (completed or under construction) at least Two (2no.) building construction works that meet the following criteria:</p> <ol style="list-style-type: none"> <li>a. Each project submitted MUST be located in Kenya.</li> <li>b. Each project submitted MUST have commenced or been completed within the last five (5) years.</li> <li>c. Each project submitted MUST be a building construction of at least 10 floors including ground floor. As proof of having undertaken the specialized works in each of the projects submitted, the Sub-Contractor MUST submit copies of the contract agreements between Sub-Contractor and Client/ Main Contractor, a copy of the construction permit and a copy of the approved architectural drawings from the relevant approving Local Authority indicating the number of floors. The copies submitted MUST indicate the project name, Client name, project scope, project cost, project Lead Consultant and the project period. The copies MUST be certified by a commissioner of oaths as true copies of the original. The Sub-Contractors MUST indicate the Client and Lead Consultant contact persons who MUST be senior employees or directors in the respective firms. Active email and telephone numbers of the contact persons MUST be provided.</li> <li>d. At least one of the projects MUST be 100% complete and occupied.</li> </ol> <p>The completion status of the project MUST be proven by providing any three (3) of the following documents: copies of practical completion certificates, certificate of making good defects, handing over certificates , and letters of reference from the Client or Main Contractor indicating that the project was completed successfully.</p> <ol style="list-style-type: none"> <li>e. Each project MUST have letters of reference from their respective Clients and Lead Consultants/ Project Managers indicating the project cost, project scope and contract period. The active contacts (telephone, email, postal address and office location) of the Lead Consultant/Project Managers and Client MUST be given. The Lead Consultants/ Project Managers and Client indicated may be contacted for verification of information given.</li> </ol> <p>All the documents issued above MUST be certified as true copies of the original by a commissioner of oaths.</p>
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**PART B: TECHNICAL EVALUATION CRITERIA FOR THE CANDIDATE**

**Important notes to Candidates:**

1. Where stated, for documents to be accepted as valid, they MUST be certified by a commissioner of oaths. The Candidate MUST attach a valid practicing license and the active email address of the commissioner of oaths he/she has used to certify the documents.
2. All documents provided may be verified for authenticity. Any document found not to be authentic will not be evaluated.
3. All documents submitted MUST be in the English language. Where documents submitted are in any other language, a certified translation to English language MUST be provided. Any document in any other language that is not translated to English will not be evaluated.
4. Candidates MUST ensure that ALL the conditions set out in each of the Evaluation Aspects MUST be fully met for the Evaluation Aspect to be awarded marks.

**Below are the technical evaluation criteria that each Candidate shall be evaluated against:**

No	Evaluation Aspect	Maximum score %
1	<p><b><u>Candidates experience for the last five (5) years – from 2012 to 2016</u></b></p> <p>Provide evidence that the Candidate has been operating in Kenya as an active building construction works Company for the last five (5) years, from 2012 to 2016 evidenced by building projects undertaken. For any of the years to qualify, the Candidate MUST provide evidence of active building work(s) undertaken during each year. The Candidate MUST provide the following as proof of building work(s) done in each of the five years:</p> <ol style="list-style-type: none"> <li>a. Provide evidence from National Construction Authority (NCA) and Ministry of Public Works (MOPW) of having been registered to practice as a building works contractor for each of the five years. For NCA, the Candidate to provide certified copies of certificates issued commencing in 2014. For MOPW, the Candidate to further provide a certified copy of their Certificate of registration for Government Approved Building Works Contractors issued prior to 2014 that will suffice as proof that the Candidate was registered to undertake building construction works before 2014.</li> <li>b. Contractor-Client construction contract agreements showing commencement and completion dates and approved extensions of contract periods showing the revised completion date where applicable.</li> <li>c. Signed project minutes for the respective project(s) submitted indicating project name, Client name, Lead Consultant, project cost, project period, and any other project details. Active email and telephone numbers of the Client and Lead Consultant contact person MUST be provided. The project minutes MUST be signed by the Lead Consultant.</li> </ol> <p><i>Each year that qualifies to score 1 mark to a maximum of 5 years.</i></p>	5 marks

No	Evaluation Aspect	Maximum score %
2	<p><b><u>Qualified, relevant technical staff</u></b></p> <p>The Candidate to provide at least five (5) qualified and experienced technical staff in the Company who will be actively involved in the proposed project. The technical staff provided MUST have training in a building construction related field.</p> <p>For any of the staff provided to qualify, the following requirements MUST be met:</p> <ol style="list-style-type: none"> <li>a. As a minimum, the academic qualifications of each of the staff MUST be a degree from a recognized university in any of the following fields; <ol style="list-style-type: none"> <li>i. Civil and/or Structural Engineering</li> <li>ii. Electrical and/or Mechanical Engineering</li> <li>iii. Quantity Surveying</li> <li>iv. Architecture</li> <li>v. Construction Management</li> <li>vi. Building Technology</li> <li>vii. Any other building construction related field</li> </ol> </li> <li>b. At least three (3) of the staff given MUST be from different fields but within the fields listed above.</li> <li>c. All the staff provided MUST have as a minimum five years' post university experience in active building construction. Each staff MUST indicate the firms he/she has worked in since graduation.</li> <li>d. Detailed Curriculum Vitae (CV's) of each staff MUST be attached. The Curriculum Vitae MUST state qualifications, experience, and duration with the firm. The Curriculum Vitae MUST be signed by the staff (owner of the CV) and a director of the firm. The contacts given in the Curriculum Vitae MUST be an active email address and telephone number of the staff. The Curriculum Vitae MUST be in the format provided in Form 5B of the standard forms.</li> <li>e. Copies of academic (degree) certificates for each of the Curriculum Vitae submitted MUST be attached. All certificates provided MUST be certified as true copies of the original by a commissioner of oaths. The Candidate MUST provide a detailed organizational structure of their Company showing the particular positions and responsibilities the staff whose Curriculum Vitae he/she has submitted occupy. They should further indicate which role the staff will play in the proposed project. This information may be verified for authenticity.</li> </ol> <p>The staff so provided may be contacted to verify the information given.</p> <p>Where staffs provide degree certificates from foreign institutions, a letter of recognition of the institution from the Commissioner of University Education of Kenya MUST be provided for the certificate to qualify.</p> <p><i>Each qualifying technical staff to score 2 marks, to a maximum of 5 staff</i></p>	10 marks



No	Evaluation Aspect	Maximum score %
3	<p><b><u>Qualified, relevant Management staff</u></b></p> <p>The Candidate to provide at least three (3) Qualified Management/ Administrative Staff in the Company who will be actively involved in the proposed project. The Management/ Administrative staff provided MUST have training in a business management or Administration related field.</p> <p>For any of the staff provided to qualify, the following qualifications MUST be met;</p> <ol style="list-style-type: none"> <li>a. As a minimum, the academic qualifications of each of the staff MUST be a degree from a recognized University in any of the following fields; <ul style="list-style-type: none"> <li>• Commerce</li> <li>• Business Management/ Administration</li> <li>• Project Management</li> <li>• Construction Management</li> <li>• Any other business management /administration related fields</li> </ul> </li> <li>b. All the staff provided MUST have as a minimum five years' post university experience in active building construction. Each staff MUST indicate the firms he/she has worked in since graduation.</li> <li>c. Detailed Curriculum Vitae (CV's) of each staff MUST be attached. The Curriculum Vitae MUST state qualifications, experience, and duration with the firm. The Curriculum Vitae MUST be signed by the staff (owner of the CV) and a director of the firm. The contacts given in the Curriculum Vitae MUST be an active email address and telephone number of the staff. The Curriculum Vitae MUST be in the format provided in Form 5B of the standard forms.</li> <li>d. Copies of academic degree certificates for each of the Curriculum Vitae MUST be attached. All certificates provided MUST be certified as true copies of the original by a commissioner of oaths.</li> <li>e. The Candidate MUST provide a detailed organizational structure of their Company showing the particular positions and responsibilities the staff whose Curriculum Vitae he/she has submitted occupy. They should further indicate which role the staff will play in the proposed project. This information may be verified for authenticity.</li> </ol> <p>The staff so provided may be contacted to verify the information given.</p> <p>Where staffs provide degree certificates from foreign institutions, a letter of recognition of the institution from the Commissioner of University Education of Kenya MUST be provided for the certificate to qualify.</p> <p><i>Each qualifying management staff to score 2 marks, to a maximum of 3 staff</i></p>	6 marks

No	Evaluation Aspect	Maximum score %
4	<p><b><u>Qualifications of the Company Directors</u></b></p> <p>The Candidate to provide evidence that the Company director(s) have technical qualifications in a construction related field with a minimum Bachelor's degree from a recognized institution.</p> <p>The Curriculum Vitae and copies of academic degree certificates of the Director(s) MUST be attached as evidence of their qualifications. The Curriculum Vitae MUST be in the format provided in Form 5B of the standard forms. All academic degree certificates provided MUST be certified as true copies of the original by a commissioner of oaths.</p> <p>Proof of directorship in the Company MUST be provided in form of a certified copy of the Memorandum and Articles of Association and evidence of appointment as the company director(s) by the shareholders. The documents so provided MUST be certified by a commissioner of oath.</p> <p>Where a Director provides degree certificates from foreign institutions, a letter of recognition of the institution from the Commissioner of University Education of Kenya MUST be provided for the certificate to qualify.</p> <p><i>Each qualifying director to score 2 marks to a maximum of 2 directors.</i></p>	4 marks
5	<p><b><u>General Implementation Methodology</u></b></p> <p>Candidates to give their general implementation methodology which meets the minimum standards in the building industry.</p> <p><i>1mark to be awarded for each implementation consideration identified which must include a detailed description of how to achieve it to a maximum of 5 key considerations</i></p>	5 marks
6	<p><b><u>Implementation Methodology specific to the proposed project</u></b></p> <p>Candidates MUST identify key considerations that the Candidate intends to put in place in order to achieve the objectives specific to the proposed project. The methodology MUST describe the techniques, processes and mechanisms that the Candidate will put in place to manage the construction process specific to the proposed project.</p> <p><i>2marks to be awarded for each specific consideration identified which must include a detailed description of how to achieve it to a maximum of 5 key considerations.</i></p>	10 marks
7	<p><b><u>Proposed construction period for the project</u></b></p> <p>Candidates MUST submit their proposed construction period for the project which must be accompanied by a works programme and critical path analysis. The proposed works programme and critical path analysis must be practical, realistic and specific to the project.</p> <p><i>1mark to be awarded for the construction period, 2 marks for the works programme and 2marks for the critical path analysis. To be evaluated on its practicality and marks to be prorated amongst Candidates.</i></p>	5 marks

No	Evaluation Aspect	Maximum score %
8	<p><b>Due diligence :</b></p> <p><b>A. Visitation of Candidate’s project sites of relevant building works.</b></p> <p>The evaluation committee shall visit at least two (2) project sites of relevant building works that fall in the two categories listed below:</p> <p><b>CATEGORY I: One building Project in Nairobi, CURRENTLY UNDER CONSTRUCTION with a minimum of 20 floors above ground floor, minimum 2 basement floors and a minimum contract sum of Kenya Shillings Two Billion (Kshs. 2 Billion).</b></p> <p>The project submitted in this category MUST meet the requirements below:</p> <ol style="list-style-type: none"> <li>i. The project MUST be located in Nairobi, Kenya.</li> <li>ii. The project MUST have commenced within the last ten (10) years.</li> <li>iii. The project MUST have a minimum contract sum of Kenya Shillings Two Billion (Kshs.2 Billion). As proof of the cost of the project, the Candidate MUST submit for the project a copy of the Client-Contractor construction contract agreement. Where contract terms have been revised the Candidate MUST attach the relevant approved documents. The copy submitted MUST indicate the project name, project scope, project cost, the commencement date and project period. The copy MUST be certified by a commissioner of oaths as a true copy of the original.</li> <li>iv. The project MUST have a minimum of 20 floors above ground floor (excluding ground floor) and a minimum of two (2) basement floors below ground to be evidenced by a copy of the construction permit and a copy of the approved architectural drawings from the relevant local authority indicating the number of floors. The copies MUST be certified by a commissioner of oaths as true copies of the original.</li> <li>v. The project MUST have letters of reference from the respective Client and the project Lead Consultant/ Project Manager indicating the project cost, scope and contract period. The active contacts (telephone, email, postal address and office location) of the Lead Consultant/Project Manager and Client MUST be given. The Lead Consultant/Project Manager and Client indicated may be contacted for verification of information given.</li> </ol> <p>The project will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• Construction techniques (1 mark)</li> <li>• Plant, machinery and equipment (1 mark)</li> <li>• Health and safety measures put in place(1 mark)</li> <li>• Management of materials (1 mark)</li> <li>• Labour management(1 mark)</li> <li>• Progress of works(1 mark)</li> <li>• Quality of the works(1 mark)</li> <li>• Quality control measures put in place(1 mark)</li> <li>• General site organization(1 mark)</li> <li>• Environmental measures put in place(1 mark)</li> </ul> <p><i>Total marks for Due diligence of Category I project: 10 marks</i></p>	10 marks

No	Evaluation Aspect	Maximum score %
	<p><b>CATEGORY II: One completed and occupied building project in Kenya.</b></p> <p>The project submitted in this category MUST meet the requirements below:</p> <ol style="list-style-type: none"> <li>a. The project MUST have commenced and been completed within the last ten (10) years.</li> <li>b. The project MUST have a minimum built up area of ten thousand square meters (10,000m<sup>2</sup>). As proof of the project area, the Candidate MUST submit a copy of the As-Built drawings for the project signed by the Lead Consultant.</li> <li>c. The project MUST have letters of reference from the respective Clients and Lead Consultants/ Project Managers indicating the project cost, scope and construction period. The active contacts (telephone, email, postal address and office location) of the Lead Consultant/Project Manager and Client's contact persons MUST be given. The respective contact persons indicated will be contacted for verification of information given.</li> </ol> <p>The project will be evaluated as follows:</p> <ul style="list-style-type: none"> <li>• Plumbness of various building components(1 mark)</li> <li>• Squareness of various building components(1 mark)</li> <li>• Alignment of various building components(1 mark)</li> <li>• Levelness of various building components(1 mark)</li> <li>• Integrity of materials(1 mark)</li> <li>• Quality and standard of materials(1 mark)</li> <li>• Cutting, forming, placing and jointing of materials and components(1 mark)</li> <li>• Meeting the project timelines(1 mark)</li> <li>• Meeting the contract cost(0.5 marks)</li> <li>• Satisfaction of the Client(provide a letter from the Client) (0.5 marks)</li> <li>• Satisfaction of the Lead Consultant/Project Manager(provide a letter from the Lead Consultant) (0.5 marks)</li> <li>• Satisfaction of the end user (0.5 marks)</li> </ul> <p><i>Total marks for Due diligence of Category II project: 10marks</i></p>	<p><b>10 marks</b></p>

No	Evaluation Aspect	Maximum score %
	<p style="text-align: center;"><b>B. Visitation of the Candidate’s yard/ workshops/ storage facilities</b></p> <p>The evaluation committee will visit the Candidate’s construction yard/workshop/ storage facility. Documentary proof of ownership or lease of the yard, workshop and storage facilities MUST be provided. The evaluation of the above will be as follows:</p> <ul style="list-style-type: none"> <li>i. Inspection of the Candidate’s yard; adequacy, location (2 marks)</li> <li>ii. Inspection of the Candidate’s storage facilities; adequacy, organization and location (2 marks)</li> <li>iii. Inspection of the Candidate’s workshop facilities; variety of workshop equipment, capacity (2 marks)</li> </ul> <p><i>Total marks for visitation of Yard/workshop/storage facilities: 6marks</i></p>	<b>6 marks</b>
	<p style="text-align: center;"><b>C. Inspection of the Candidate’s construction plant, machinery and equipment</b></p> <p>The evaluation committee will visit the Candidate’s construction yard or a site where they have kept their construction plant, machinery and equipment. Documentary proof of ownership or lease of the plant, machinery and equipment MUST be provided. The Candidate MUST also attach a letter of commitment that the plant, machinery and equipment will be available for the project if it is awarded to them. The evaluation of the above will be as follows:</p> <ul style="list-style-type: none"> <li>i. Batching plant; adequacy, location (1 mark)</li> <li>ii. Concreting equipment(1 mark)</li> <li>iii. Vertical transportation equipment(1 mark)</li> <li>iv. Vehicular transportation equipment(1 mark)</li> <li>v. Earthmovers/ compactors(1 mark)</li> <li>vi. Power tools/ generator(1 mark)</li> </ul> <p><i>Total marks for inspection of construction plant, machinery and equipment: 6marks</i></p>	<b>6 marks</b>
	<p style="text-align: center;"><b>D. Visitation of the Candidate’s office</b></p> <p>The evaluation committee shall visit the Candidate’s offices. The Candidate MUST state a detailed location of their offices in the Confidential Business Questionnaire as provided in Form MR10 of the standard documents. Documentary proof of ownership or lease of the premises MUST be provided. The evaluation committee shall evaluate the following:</p> <ul style="list-style-type: none"> <li>i. Location of the office within Nairobi County (0.5 mark)</li> <li>ii. Size of the office ; 250m<sup>2</sup> and above (1 mark), below 250m<sup>2</sup> (0.5 mark)</li> <li>iii. Office equipment (0.5 mark)</li> <li>iv. Office furniture (0.5mark)</li> <li>v. Office computer software (0.5 mark)</li> </ul> <p><i>Total marks for visitation of office: 3marks</i></p>	<b>3 marks</b>

No	Evaluation Aspect	Maximum score %
9	<p><b><u>Evaluation of the Candidate's financial capability</u></b></p> <p>The Candidate to provide audited accounts for any three (3) consecutive years from 2012 to 2015 indicating a current ratio of at least 1.35:1 for each year.</p> <p><i>Each year with a ratio above 1.35:1 and below 2:1 to be awarded 0.5mark, each year with a ratio 2:1 and above to be awarded 1 mark.</i></p>	3 marks
10	<p><b><u>Candidate's Insurance Policies.</u></b></p> <p>The Candidate to give certified copies of their current Insurance Policies. These should include any of the following:</p> <ol style="list-style-type: none"> <li>i. Workers insurance (WIBA)</li> <li>ii. Plant, machinery and equipment insurance</li> <li>iii. Public liability insurance</li> <li>iv. Employer's liability insurance</li> </ol> <p><i>Each Insurance Policy to score 1 mark to a maximum of 2 Policies.</i></p>	2 marks
11	<p><b><u>Registration with relevant Contractor's associations.</u></b></p> <p>Copies of certified documentary evidence of registration with relevant Contractors' Associations in Kenya.</p> <p><i>Each body to score 0.5 marks to a maximum of 2 bodies</i></p>	1 mark
12	<p><b><u>Candidate's compliance with NSSF and NHIF.</u></b></p> <p>The Candidate to provide copies of certified registration letter and compliance certificate from both NSSF and NHIF.</p> <p><i>Each certificate/letter to score 0.5 marks to a maximum of 2 marks.</i></p>	2 marks
13	<p><b><u>Candidate's participation in relevant training programs.</u></b></p> <p>The Candidate to provide evidence in form of copies of certified training certificates of undertaking regular staff training programs for capacity building within the construction industry.</p> <p><i>No training to earn 0 mark, one type of training to earn 1 mark, variety of training programs to earn 2 marks</i></p>	2 marks

No	Evaluation Aspect	Maximum score %
14	<p><b>Evaluation of Sub-Contractors</b></p> <p>The following Sub-Contractors will <u>EACH</u> be evaluated:-</p> <ol style="list-style-type: none"> <li>i. Electrical Installations Sub-Contractor</li> <li>ii. Lifts Installations Sub-Contractor</li> <li>iii. Plumbing, Drainage and Fire Fighting Sub-Contractor</li> <li>iv. Air conditioning and Mechanical Ventilation Sub-Contractor</li> <li>v. Any other Sub-Contractor(s) that the Main Contractor feels is necessary for proper execution of the works.</li> </ol> <p>Each of the Sub-Contractors listed above to a give a detailed report of their previous projects carried out within the past five (5) years. As proof of having undertaken the specialized works, the Candidates <b>MUST</b> submit copies of the construction contract agreements between Sub-Contractor and Client/Main Contractor. The copies submitted <b>MUST</b> indicate the project name, Client name, project scope, contract sum and the contract period. The Candidates <b>MUST</b> indicate the respective projects Client/ Main Contractor's contact person who <b>MUST</b> be a senior employee or director in the respective firm. Active email and telephone numbers of the respective contact persons <b>MUST</b> be provided. The copies <b>MUST</b> be certified by a commissioner of oaths as true copies of the original.</p> <p>The projects submitted will be evaluated as follows :-</p> <ol style="list-style-type: none"> <li>a. The project(s) submitted <b>MUST</b> be of a cumulative contract sum of over Kenya Shillings One Hundred Million (Kshs. 100 Million) for each of the Sub-Contract works and <b>MUST</b> have commenced within the last five years. <i>(0.5 marks)</i></li> <li>b. At least one of the projects submitted <b>MUST</b> be a multi-storied office building of at least 10 floors above ground for the specialized works under consideration. As proof of the number of floors, the Candidate <b>MUST</b> submit for the project, a certified copy of the construction permit and a certified copy of approved architectural drawings for the project indicating the number of floors.<i>(0.5 marks)</i></li> <li>c. At least one of the projects submitted <b>MUST</b> be 100% complete and occupied. The completion status of the project <b>MUST</b> be proven by providing any three (3) of the following documents; practical completion certificates, certificate of making good defects, handing over certificates, and a letter of reference from the Client/Main Contractor indicating that the project was completed successfully.<i>(1 mark)</i></li> </ol> <p>All the documents issued above <b>MUST</b> be certified as true copies of the original by a commissioner of oaths. Active contacts for the Main Contractor, Client and Project Lead Consultant of each project submitted <b>MUST</b> be provided for verification of the information given.</p> <p><i>2 marks for each Sub-Contractor to a maximum of 5 Sub-Contractors.</i></p>	10 marks
	<b>TOTAL</b>	<b>100 marks</b>

**Only Candidates who attain a minimum score of 70% and above in Technical Evaluation as per the criteria above shall be invited to tender for the works.**

**Notes on letter of application**

The letter of application will be prepared by the Candidate and will follow the form presented herein.

The letter of application will be prepared on the letterhead paper of the Candidate or partner responsible for a Joint Venture and will include full active postal address, telephone numbers, fax number and Email address.

The letter of application will be signed by duly authorized representatives of the Candidate.

Any clause which does not apply to the Candidate in the letter of application herein shall be deleted by the Candidate.



## LETTER OF APPLICATION

Date .....

To .....

.....

*(name and address of the procuring entity)*

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as "the Candidate" ), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a Candidate for the following contract :

Tender number	Tender name

2. Attached to this letter are copies of original documents defining:

- (a) The Candidate's legal status
- (b) The principal place of business and
- (c) The place of incorporation (*for Candidates who are corporations*), or the place of registration and the nationality of the owners (*for Candidates who are partnerships or individually-owned firms*).

3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and Clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application, such as the resources, experience, and competence of the Candidate.

4. Your Agency and its authorized representatives may contact the following persons for further information.

General and Managerial inquiries	
Contact Name 1	Telephone 1
Contact Name 2	Telephone 2

Personnel Inquiries	
Contact Name 1	Telephone 1
Contact Name 2	Telephone 2

Technical Inquiries	
Contact Name 1	Telephone 1
Contact Name 2	Telephone 2

Financial Inquiries	
Contact Name 1	Telephone 1
Contact Name 2	Telephone 2

5. This application is made with the full understanding that:
- (a) Applications by pre-qualified Candidates will be subject to verification of all information submitted for pre-qualification at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, applications will only be called from pre-qualified bidders who meet the revised requirements; and
    - Reject or accept any application, cancel the pre-qualification process, and reject all applications.
  - (c) Your Agency shall not be liable for any such actions and shall be under no obligation to inform the Candidate of the grounds for them.
6. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the Joint Venture or Association. We also specify the financial commitment in terms of the percentage of the value of the contract, and the responsibilities for execution of the contract.
7. We confirm that if we bid, that bid, as well as the resulting contract, will be:
- (a) signed so as to legally bind all partners, jointly and severally; and
  - (b) Submitted with a Joint Venture agreement providing the joint and several liabilities of all partners in the event the contract is awarded to us.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of (name of Candidate or lead partner of a Joint Venture)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

Signed	Signed
Name	Name
For and on behalf (name of Partner)	For and on behalf of (name of partner)

## SECTION IV - STANDARD FORMS

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## STANDARD FORMS

### Notes on completion of Standard Forms

- Application Form MR10- **Confidential Business Questionnaire**  
This form is to be completed by all Candidates. Separate sheets should be used for each partner of a Joint Venture. For the submitted Confidential Business Questionnaire to qualify, it MUST be in the format provided.
- Application Form 1 - **General information**  
This form is to be completed by all Candidates and their respective Sub-Contractors. Where there is a Joint Venture, each partner shall complete a separate form.
- Application Form 2 - **General Experience Record**  
This form is to be completed by all Candidates. Separate sheets should be used for each partner of a Joint Venture. Candidates are not required to enclose testimonials, certificates or publicity materials with their applications.
- Application Form 2A - **Joint Venture Summary**  
This form is to be completed by Joint Venture Candidates only.
- Application Form 3 - **Particular Experience Record**  
This form is to be completed by all Candidates. Separate sheets shall be used for each member of the Joint Venture. Complimentary information will be given on application Form 3A.
- Application Form 3A- **Details of Contracts of similar nature and complexity**  
This form shall be completed by all Candidates and will contain similar works completed by the Candidate or a member of a Joint Venture.
- Application Form 4- **Summary sheet of Contract commitments/works in progress**  
This form is to be completed by all Candidates including each member of a Joint Venture. It shall contain the 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.
- Application Form 5 - **Personnel Capabilities**  
This form is to be completed by all Candidates. It shall include specific positions essential to contract implementation. The Candidates shall provide the names of staff qualified to meet the specified requirements stated for each position. The data on their experience shall be supplied on Form 5A.

- Application Form 5A - **Candidate Summary**  
This form is to be completed by all Candidates. The information provided will complement information on Form 5. A separate form shall be used for each staff.
- Application Form 5B - **Curriculum Vitae form**  
This form is to be completed by all Candidates. The information provided will complement information on Form 5A. A separate form shall be used for each staff.
- Application Form 6 - **Equipment Capability**  
This form is to be completed by all Candidates. It should provide adequate information to demonstrate clearly that the Candidate has the capability to meet the requirements for the proposed project. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the Candidate.
- Application Form 7 - **Financial Capability**  
This form shall be completed by every Candidate and each member of a Joint Venture. It should contain financial information to demonstrate that they meet the requirements stated in the Instructions to Candidates. If necessary, separate sheets should be used to provide complete banker information. A copy of the certified audited accounts **MUST** be attached. The information should include the summary of actual assets and liabilities for any three consecutive years from 2012 to 2015.
- Application Form 8 - **Litigation History**  
This form is to be completed by all Candidates including each member of a Joint Venture. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a Joint Venture.
- Form RB1 - **Request for Review**  
This form is only to be filled by the Candidate when aggrieved by the Procuring Entity and submitted to the Review Board at any time during the pre-qualification process but not later than 14 days after date of notification of award.

**FORM MR10 - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

**Each Candidate including each member of a Joint Venture MUST provide the information required.**

**PART I: GENERAL INFORMATION**

1. The questionnaire must be fully and comprehensively completed in all respects.
2. Information given by the Candidate shall be treated in strict confidence.
3. Any information given and later found to be incorrect shall lead to disqualification of the Candidate.
4. Canvassing will lead to automatic disqualification of the Candidate.

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

**PART 1 - GENERAL INFORMATION**

Business Name .....  
Location of business premises.....  
Country/Town.....Plot No.....  
Street/Road.....  
Postal Address.....  
Tel No.....  
Nature of Business .....  
Current Practising Licence No.....  
Expiry date.....  
Maximum value of business which you can handle at any time:  
Kshs.....  
Name of your bankers .....  
Branch.....

**PART 2 (A) - SOLE PROPRIETOR**

Your name in full.....  
Age.....Nationality.....  
Country of Origin.....\*Citizenship details.....

\*Attach proof of citizenship

**PART 2 (B) - PARTNERSHIP**

Give details of partners as follows:

Name in full	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

\*Attach proof of citizenship

PART 2(C) - REGISTERED COMPANY:

Private or public.....  
State the nominal and issued capital of the Company-  
Nominal Kshs.....  
Issued Kshs.....

Give details of all directors as follows:

Name in full	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			

\*Attach proof of citizenship

PART 2(D) - INTEREST IN THE FIRM:

Is there any person / persons in ..... (Name of Employer) who has interest in this firm? Yes/No..... (Delete as necessary)

I certify that the information given above is correct.

Name & Title: .....

Signature: .....

Date: .....



**APPLICATION FORM (1) - GENERAL INFORMATION**

1 ·	Name of firm	
2 ·	Head office address	
3 ·	Telephone	Contact
4 ·	Fax	E-mail
5 ·	Place of incorporation/compliance	Year of Incorporation/Compliance

Nationality of owners	
Name	Nationality
1.	
2.	
3.	
4.	
5.	

**APPLICATION FORM (2) - GENERAL EXPERIENCE RECORD**

Name of Candidate or partner of a Joint Venture
---

Annual turnover data (Construction only)		
Year (2012-2015)	Turnover	Kshs.
1.		
2.		
3.		
4.		

**APPLICATION FORM (2A)**

**- JOINT VENTURE SUMMARY**

Names of all partners of a Joint Venture
1. Lead partner
2. Partner
3. Partner
4. Partner
5. Partner
6. Partner

Total value of annual construction turnover, for any three (3) consecutive years from 2012 to 2015, in terms of work billed to Clients, in Kenya Shillings.

Annual turnover data (construction only): Kshs.
---

Partner	Form 2 Page no.	Year 1	Year 2	Year 3
1. Lead Partner				
2. Partner				
3. Partner				
4. Partner				
5. Partner				
6. Partner				
	Totals			

**APPLICATION FORM (3) - PARTICULAR EXPERIENCE RECORD**

Name of Candidate or partner of a Joint Venture:

Name of project	Client	Contract Cost In Kshs.	Commencement- Completion date	Location

**APPLICATION FORM (3A)****-DETAILS OF CONTRACTS OF SIMILAR NATURE AND COMPLEXITY**

Name of Candidate or partner of a Joint Venture:

Use a separate sheet for each contract.

1.	Contract Number	
	Name of Contract	
	Country and City	
2.	Name of employer	
3.	Employer address	
4.	Nature of works and special features relevant to the contract	
5.	Contract role (check one)	
	* Sole contract	* Management contract
	* Sub-contract	* Partner in a Joint Venture
6.	Value of the total contract/Sub-Contract/partner share (in Kenya Shillings at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/Sub-Contract duration (years and months)	
	- years	- months
10	Specified Requirements (project description)	

**APPLICATION FORM (4) - SUMMARY SHEET: CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS**

Name of Candidate or partner of a Joint Venture

Name of contract	Name of Client	Value of outstanding work in Kenya Shillings.	Estimated completion date
1.			
2.			
3.			
4.			
5.			
6.			

**APPLICATION FORM (5) - PERSONNEL CAPABILITIES**

Name of Candidate
-------------------

	<b>COMPANY DIRECTORS</b>
1.	Title of position Name of prime candidate
2.	Title of position Name of prime candidate
	<b>MANAGEMENT STAFF</b>
3.	Title of position Name of prime candidate
4.	Title of position Name of prime candidate
5.	Title of position Name of prime candidate
	<b>TECHNICAL STAFF</b>
6.	Title of position Name of prime candidate
7.	Title of position Name of prime candidate
8.	Title of position Name of prime candidate
9.	Title of position Name of prime candidate
10.	Title of position Name of prime candidate

**APPLICATION FORM (5A) - CANDIDATE SUMMARY**

Name of Candidate
-------------------

Position		Candidate (tick one) * Prime <span style="float: right;">* Alternate</span>	
Candidate information	1. Name of candidate	2. Date of birth	
	3. Professional qualifications		
Present employment	4. Name of employer 5. Address of employer		
Telephone		Contact (manager/personnel officer)	
Fax		E mail	
Job title of candidate		Years with present employer	

Summarize professional experience, in reverse chronological order. Indicate particular technical and managerial experience relevant to the Project.

From	To	Company/Project/Position/Relevant technical and management experience



**APPLICATION FORM (5B)-**

**CURRICULUM VITAE FORMAT FOR  
PROPOSED PROFESSIONAL STAFF**

**Proposed Position:** .....  
**Name of Firm:** .....  
**Name of Staff:** .....  
**Profession:** .....  
**Date of Birth:** .....  
**Years with Firm:** .....  
**Nationality:** .....  
**Contacts: Email Address:**.....**Tel. No:** .....

---

**Membership in Professional Societies:**

*[Give an outline of staff membership details in professional associations and relevant registration bodies].*

---

**Detailed Tasks Assigned:**

*[Give an outline of staff member's current assignments; their duties and responsibilities at your firm].*

---

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

---

**Education:**

*[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained. Certified copies of University Degree certificates MUST be attached for Technical staff, Management staff and at least one (1) Company Director. Where personnel provide degree certificates from foreign institutions, a letter of recognition of the institution from the Commissioner of University Education of Kenya MUST be provided for the certificate to qualify]*

---

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

---

**Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience. I further hereby authorize the procuring entity to contact me if the need arise for verification of any of the information I have provided herein.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

Full name of staff member:

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

\_\_\_\_\_

*[Signature of Company Director of the firm]*

Full name of Company Director:

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

**APPLICATION FORM (6) - EQUIPMENT CAPABILITIES**

Name of Candidate
-------------------

Item of equipment		
Equipment information	1. Name of manufacturer	2. Model and power rating
	3. Capacity	4. Year of manufacture
Current status	5. Current location	
	6. Details of current commitments	
	.....	
Source	7. Indicate source of the equipment	
	* Owned * Rented * Leased * Specially manufactured	

Omit the following information for equipment owned by the Candidate or partner

Owner	8. Name	
	.....	
	9. Address of owner	
	.....	
	Telephone	Contact name and title
Fax	Email	
Agreements	Details or rental/lease/manufacture agreements specific to the project	
	.....	
	.....	

**APPLICATION FORM (7) - FINANCIAL CAPABILITY**

Name of Candidate or partner of a Joint Venture
---

Banker	Name of banker
	Address of banker
	.....
	Telephone
	Contact name and title
Fax	Email

Financial information in Kshs.	Actual : previous three years			Projected: next two years	
	Year 1.	Year 2.	Year 3.	Year 4.	Year 5.
1. Total assets					
2. Current assets					
3. Total liabilities					
4. Current liabilities					
5. Profits before taxes					
6. Profits after taxes					

Source of Finance	Amount in Kenya Shillings
1.	
2.	
3.	
4.	

**APPLICATION FORM (8) - LITIGATION HISTORY**

Name of Candidate or partner of a Joint Venture
---

Candidates, including each of the partners of a Joint Venture, should provide information of any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a Joint Venture.

Year	Award FOR or AGAINST Candidate	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)

**REQUEST FOR REVIEW FORM**

**FORM RB 1**

**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

..... CANDIDATE

AND

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

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

**REQUEST FOR REVIEW**

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

- 1.
2. etc.

By this memorandum, the Candidate requests the Board for an order/orders that: -

- 1.
2. etc

SIGNED ..... (Candidate)

Dated on.....day of ...../ ...20...

---

**FOR OFFICIAL USE ONLY**

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

**SIGNED**  
**Board Secretary**