

**BANKI
KUU YA
KENYA**



**CENTRAL
BANK OF
KENYA**

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TENDER DOCUMENT

**TENDER FOR PREQUALIFICATION OF CONTRACTORS FOR
PROPOSED CONSTRUCTION OF CBK POLICE HOUSING AT
INDUSTRIAL AREA - NAIROBI FOR CENTRAL BANK OF KENYA**

TENDER NO. CBK/47/2020-2021

CLOSING DATE: 4TH FEBRUARY, 2021 AT 10:30AM

GUIDELINES ON PREPARATION OF BID DOCUMENT

In preparing the bid document in response to the tender, bidders are advised to note the following:

1. **Section I - Invitation for Prequalification.** This section gives guidelines on how and where to seek further clarification pertaining to the prequalification document; where and when the tenders should be submitted; and place where tenders will be opened.

2. **Section II - Instruction to Candidates.** This section guides tenderers basically on how to prepare their bid and how the tendering process will be carried out up to the award stage including notification of award to the successful bidder. "Appendix to Instruction to candidates" customizes clauses under Section II. **Wherever there is a conflict between the provisions of the instructions to candidates and the provisions of the appendix, the provisions of the appendix prevail.**

3. **Evaluation Criteria:** This gives information on how the tenders will be evaluated. Tenderers should be able to evaluate their bids even before submission to determine in advance whether they meet the requirement of the tender or not. The evaluation criteria informs bidders on the required documents that should be attached to the bid document.

Checklist of document required to form the bid document:

No.	Documents forming part of the bid	Tenderers Remarks
1	The main sections of the prequalification document that includes: Section I - Invitation for prequalification; Section II - Instruction to candidates; and Section III - standard forms Bidders are requested to provide information requested in each section	
2	Copy of Certificate of Incorporation	
3	Copy of current CR 12 for Incorporated Companies	
4	Copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
5	Documentary evidence of liquid assets and/or availability of credit facilities of a value of at least Kshs.100 million (Kenya Shillings one hundred Million) . (Attach copies of certified bank statements for the last six months (1 st June, 2020 to 31 st December,2020) OR letter of credit line from a financial institution registered by Central Bank of Kenya. The documents so provided may be verified for authenticity).	
6	Documentary evidence of the Company's valid registration by National Construction Authority as a Building Works Contractor Category NCA 1	
7	Documentary evidence of the Company's valid annual practising license from the National Construction Authority as a Building Works Contractor Category NCA 1	
8	Documentary evidence in form of Audited Accounts for the Company for	

	at least three (3) consecutive years (2017, 2018 & 2019). The audited accounts MUST be signed by the auditor preparing the audited accounts and the Company Director(s).	
9	List of at least five (5) clients with <u>references (names and telephone of contact persons)</u> to which the company has undertaken building construction works each valued at KShs. 1,000,000,000 and above in the last 7 years . The Bank may undertake due diligence on the list. Note: Bidder to provide copies of contract agreements, completion certificates and a letter from the client (s) confirming execution of the contract.	
10	List of five (5) building construction project with <u>references (names and telephone of contact persons)</u> each valued at KShs.1,000,000,000 and above to which the company has completed within contract timelines in the last 7 years . Note: Bidder to provide copies of contracts, completion certificates and a letter from the client(s) confirming that the project was completed within contract timelines.	
11	List of at least ten(10) Qualified Technical Staff in the company relevant to the building construction industry in the fields indicated in this prequalification document.	
12	List of at least ten (10) key equipment and plant owned or leased by the company that will be used in the execution of the works	
13	Copy of complete Company profile.	
14	Bidders to ensure that the standard forms provided in Section IV are duly completed as required	
15	Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments	

SECTION I: INVITATION FOR PREQUALIFICATION

1. The Central Bank of Kenya hereinafter referred as “Procuring entity” intend to prequalify candidates for the Proposed Construction of CBK Police Housing at Industrial Area, Nairobi.
2. Prequalification is open to **building works contractors** with valid registration certificates and valid annual license issued by National Construction Authority in Category NCA 1.
3. Eligible candidates may download the prequalification document from the PPIP website: www.tenders.go.ke OR Central Bank of Kenya website: www.centralbank.go.ke at no cost. Bidders who download the prequalification document are advised to register their participation in the tender using the Email: supplies@centralbank.go.ke.
4. Further information as pertains to this tender may be obtained during working hours (Monday to Friday) between 9:00 am and 5:00 pm using the following address: **The Director, General Services Department, Tel: +254 20 2861000/2860000, 5th Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi, Email: supplies@centralbank.go.ke** during normal working hours.
5. Interested bidders are required to have successfully carried out building construction works of similar nature and complexity, have the requisite personnel, equipment and financial capabilities to undertake the works.
6. Applications for prequalification must be submitted enclosed in plain sealed envelopes marked with the tender name and reference number and deposited in the **Green Tender Box No. 3** at the main entrance, ground floor of **Central Bank of Kenya on Haile Selassie Avenue**, so as to be received on or before **4th February, 2021 at 10.30 A.M.**
7. Tenders will be opened on **4th February, 2021 at 10.30 A.M** in the presence of the Candidates or their representatives who choose to attend the opening in the **Conference Room on Mezzanine Floor**, Central Bank of Kenya Head Office in Nairobi.
8. 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 prequalified under this prequalification process will be invited to tender.
9. Bidders are required to serialize all the pages of the bid document submitted including any addendum, appendixes and attachments.

**DIRECTOR,
GENERAL SERVICES DEPARTMENT**

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SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Tender

- 2.1.1 The Central Bank of Kenya hereinafter referred to as the procuring entity intends to prequalify contractors for the proposed construction of CBK Police Housing at Industrial Area - Nairobi. It is expected that prequalification applications will be submitted to be received by the procuring entity not later than **4th February, 2021 at 10:30am.**
- 2.1.2 Prequalification 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, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services provided by the procuring entity and (other relevant date) are as specified in the appendix to instructions to candidates. The contract will be a lump sum contract. The tender documents will be for works procurement.

2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference number and deposited in the tender box at **Central Bank of Kenya on Haile Selassie Avenue**, or be addressed to **The Director, General Services Department, Tel: +254 20 2861000/2860000, 5th Floor, Central Bank of Kenya, Haile Selassie Avenue, Nairobi**, so as to be received on or before **4th February, 2021 at 10:30am.** The procuring entity reserves the right to accept or reject late applications.
- 2.2.2 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.3 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 English language. The translation will govern and will be used for interpreting the information.
- 2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation of the information supplied may result in the applicant's disqualification.
- 2.2.5 A consultations and clarifications meeting will be held at (*place, date and time*) at which applicants may request clarifications of the prequalification document. Attendance of this meeting will be voluntary

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 and as indicated in the appendix to instructions to candidates.
- 2.3.2 The procuring entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 59 of the Act.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance to the set prequalification criteria shall be prequalified.

2.4 Qualification Criteria

- 2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience, personnel and equipment capabilities and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.
- 2.4.2 When highly specialized inputs (especially for execution of the contract) are required by the applicant from specialist sub contractors, such subcontractors and their inputs shall be described in the Standard Form 1 (General Information)
- 2.4.3 General Experience. The applicant shall meet the following minimum criteria:
(a) average annual turnover as main contractor (defined as billing for works in progress and completed) over the last 3years of Kshs.one Billion and;
(b) successful experience as prime contractor in execution of at least three projects of a nature and complexity comparable to the proposed contract within the last 3 years. This experience should include construction of building works of similar nature and complexity.
- 2.4.4 Personnel capabilities. The applicant must have suitably qualified personnel to fill the following positions:

Position	Total Experience (Years)	In Similar Works (Years)	As Manager of Similar Works (Years)
Project Manager			
Asst. Project Manager			

Position	Total Experience (Years)	In Similar Works (Years)	As Manager of Similar Works (Years)
Site Agent;			
Quantity Surveyor			
Lands Surveyor;			
Electrical /Mechanical Engineer;			
Civil /Structural Engineer			
General Forman			
Concrete/Form Work/Steel Forman			
Walling/Finishes Foreman			

2.4.5 Equipment capabilities. The applicant should own, or have assured access (through hire, lease, purchase agreement, availability of manufacturing equipment, or other means) the following key items of equipment in full good working order, and must demonstrate that, based on known commitments they will be available for use in the proposed contract. The applicant may also list alternative equipment that it would propose for the contract together with an explanation of the proposal

Equipment type and characteristics	Number Available for this project	No. Owned	No. Leased
Hoisting equipment			
Concrete Mixer,			
Excavator			
Bank hoe			
Wheel Loader			
Motor grader			
Roller			

Equipment type and characteristics	Number Available for this project	No. Owned	No. Leased
Bull Dozer			
Truck Loader			
Fork Lift,			
Tipper Truck			
Generator,			
Scaffolding,			
Mobile boom elevator			
suspended cradles			
Batching Plant			

2.4.6 Financial position. The applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow for a period of 2 months, estimated at Kshs.100Million, net of the applicants commitments for other contracts.

2.4.7 The audited Accounts for the last three years shall be submitted and must demonstrate the soundness of the applicant's financial position, showing long-term profitability. Where necessary the procuring entity will make inquiries with the applicant's bankers.

2.4.8 Litigation history the applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years. A consistent history of awards against the applicant 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 minimum qualification requirements.

(i) The lead partner shall meet not less than (not less than 60 % of all the qualifying criteria in paras's 2.4.3 and 2.4.6 above

(ii) The other partners shall meet individually not less than 20% of all the qualifying criteria given in para. 2.4.3 and 2.4.6 above;

(iii) The joint venture must satisfy collectively the criteria of section 2.4, for which propose the relevant figures for each of the partners shall be added together to arrive at the joint ventures total capacity. Individual members must each satisfy the requirements of para 2.4.7 and 2.4.8 above;

(b) The formation of a joint venture after pre-qualification and any change in a prequalified 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 an 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 liability 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 prequalify if it meets all the prequalification 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 applicant (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 prequalification and bidding documents for the project, or with an entity that was proposed as engineer for the contract. Any such association must be disclosed and may result in the disqualification of the applicant.

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 bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

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, the provisions of the appendix herein shall prevail over those of the instructions to the candidates.

Clause Reference	Particulars of Appendix to Instruction to Candidates
2.1.2 & 2.3.1	Prequalification is open to eligible firms and voluntarily formed joint ventures who are building works contractors with valid registration certificates and annual license issued by National Construction Authority in Category NCA 1. In case of joint ventures, the lead partner and the other partners should comply with this requirement except that the other partners may be registered in category NCA 2 and above
2.1.3	Details of the general information on the climate, hydrology, topography, access to site, transportation and communications facilities, medical facilities, project layout, expected construction period, facilities, services to be provided by the procuring entity and (other relevant date) will be provided in the binding document to be given to the shortlisted candidates to be invited to submit priced bids.
2.2.5	There will be no physical consultations and clarifications meeting. However, applicants may request clarifications of the prequalification document using the email: supplies@centralbank.go.ke

EVALUATION CRITERIA - SUMARISED

The received tenders will be evaluated in three stages as detailed below:

1. Stage 1: Compliance with Mandatory Requirements;
 2. Stage 2: The Technical Evaluation on Capacity to Deliver;
 3. Stage 3: Due Diligence
- Shortlisting of qualified candidates to be invited to tender;

Stage 1: Compliance with the Mandatory Requirements (MR)

The following mandatory requirements must be met notwithstanding other requirements in the documents:

No	Requirements	Tenderer's Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation	
MR 2	Provide copy of current CR 12 for Incorporated Firms	
MR 3	Provide copy of the company's current Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least up to the date of tender opening.	
MR 4	Provide documentary evidence of liquid assets and/or availability of credit facilities of a value of at least Kshs.100 million (Kenya Shillings one hundred Million) . (Attach copies of certified bank statements for the last six months (1st June, 2020 to 31st December,2020) OR letter of credit line from a financial institution registered by Central Bank of Kenya. The documents so provided may be verified for authenticity).	
MR 5	Provide documentary evidence of the Company's valid registration by National Construction Authority as a Building Works Contractor Category NCA 1	
MR 6	Provide documentary evidence of the Company's valid annual practising license from the National Construction Authority as a Building Works Contractor Category NCA 1	
MR 7	Provide documentary evidence in form of Audited Accounts for the Company for at least three (3) consecutive years (2017, 2018 & 2019) to indicate the Company has had an average annual turnover of Kenya Shillings one Billion (Kshs. 1 Billion) and above in the three years. The audited accounts MUST be signed by the auditor that prepared the accounts and the candidate's Company Director(s).	

Bidders shall be required to meet all the Mandatory Requirements to progress to stage 2 of the evaluation on Technical Evaluation (Capacity to Deliver the Service).

Stage 2: Technical Evaluation (capacity to deliver the contract)

Tenderers fully complying with mandatory requirements will be subjected to technical evaluation on capacity to deliver the contract based on the technical parameters given below:

	Evaluation Attribute	Weighting Score	Max Score
T1	Number of years in the business of building construction and maintenance (a copy of certificate of incorporation or registration to be provided for verification).	Each active year of registration will earn 1mark to a maximum of 5 years	5
T2	Provide a list of at least five (5) clients with references (names and telephone of contact persons) to which the company has undertaken building construction works especially apartment blocks or equivalent each valued at KShs.1,000,000,000 and above in the last 7 years . The Bank may undertake due diligence on the list. Note: Bidder to provide copies of contract agreements, completion certificates and a letter from the client confirming execution of the contract, physical Location and amount.	Each reference client will earn 6 marks to a maximum of 5 clients	30
T3	Provide a list of at least ten(10) Qualified Technical Staff in the company relevant to the building construction industry. For any of the personnel provided to qualify, the following requirements MUST be met: a. As a minimum, the academic qualifications of each of the personnel MUST be a diploma from a recognized institution in any of the following fields; i. Civil and/or Structural Engineering ii. Electrical and/or Mechanical Engineering iii. Quantity Surveying iv. Architecture v. Construction Management vi. Building Technology vii. Any other building construction related field b. Technical personnel to be provided: i). Project Manager; ii)Asst. Project Manager iii). Site Agent; iv). Quantity Surveyor; v). Lands Surveyor; vi). Electrical /Mechanical Engineer; vii). Civil /Structural Engineer viii). General Forman ix). Concrete/Form Work/Steel Forman x). Walling/Finishes Foreman	Each Qualified Technical Staff will earn 3 marks to a maximum of 10No. Qualified Technical Staff.	30

	<p>c. All technical staff provided MUST have as a minimum five years' post college experience in building construction. Each personnel MUST indicate the firms he/she has worked in since graduation.</p> <p>d. Detailed Curriculum Vitae (CV's) of each staff MUST be attached. The Curriculum Vitae MUST state qualification, experience, and duration with the firm and active contacts of the staff. The contacts given in the Curriculum Vitae MUST be active email addresses.</p> <p>e. Copies of academic certificates MUST be provided.</p> <p>f. The role of each technical staff should be indicated</p> <p>Where personnel provide certificates of degrees 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>		
T4	<p>Provide list of at least ten (10) key equipment owned or leased by the company that will be used in the execution of the works (Key Equipment required: Hoisting equipment, Concrete Mixer, Excavator, Bank hoe, Wheel Loader, Motor grader, Roller, Bull Dozer, Truck Loader, Tipper Trucks, Fork Lift, Generator, Scaffolding, Mobile boom elevator, suspended cradles, batching plants etc). Provide proof of ownership e.g. logbook or lease agreement where applicable not older than one year</p>	Each relevant equipment will earn 2 marks up to a maximum of 20 marks	20
T5	<p>Completion Record: Provide a list of five (5) building construction projects with references (names and telephone of contact persons) each valued at KShs.1, 000,000,000 and above to which the company has completed within contract timelines in the last 7 years. The Bank may undertake due diligence on the list. Note: Bidder to provide copies of contracts, completion certificates and a letter from the client (s) confirming that the project was completed within contract timelines.</p>	Each reference project will earn 1 mark to a maximum of 5 Projects	5
T6	<p>Audited Financial Statements for the last three consecutive years (2017, 2018 and 2019) certified by a certified auditor. The evaluation committee will consider annual turnover</p>	<p>i) 10 marks for average annual turnover of 2Billion and above</p> <p>ii). 7 marks for average annual turnover of 1.5B and below 2B</p> <p>iii). 5 marks for average annual turnover of 1B and below 1.5B</p> <p>iv). No mark for average annual turnover of below 1Billion</p>	10
	Total		100

Tenderers will be required to score 75% and above on the above Technical Evaluation to be subjected to due diligence. A maximum of ten (10) candidates ranked from the candidate with the highest technical score will be subjected to the due diligence.

Stage 3: Due Diligence

The candidates attaining the highest score ranked from the one with the highest score up to a maximum of ten (10) candidates will be subjected to due diligence. The exercise will involve visiting/or obtaining verifiable information on at least one or two previous projects among the projects listed in compliance with **Technical Requirement No. T2** in stage two above to verify the bidder's qualification information submitted. This will be in addition to any other information submitted by the candidate(s) that the Tender Evaluation Committee will consider necessary to be verified in compliance with the mandatory requirements and or on technical requirements, in confirmation of the bidder's ability and capability to execute the contract.

The feed-back from the firms/clients visited on the quality of the works provided by the respective candidate will be used to assess the candidate's ability to execute the Bank's prospective contract. In the event that the respective candidate is found to have provided false information in regard to the bidder's qualifications or adverse report is provided by the previous candidate's clients on the quality of the works provided to the client(s), then the candidate will be disqualified at this stage and will not be shortlisted to be invited to submit priced bids.

Shortlisting of Qualified Candidates to be Invited to Tender

Upon successful completion of due diligence, the Tender Evaluation Committee will shortlist the successful candidates up to a maximum of ten(10) ranked from the candidate attaining the highest score to be considered for invitation to submit priced bids.

SECTION III

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LETTER OF APPLICATION

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

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

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

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

SECTION III - 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 Applicant”), and having reviewed and fully understood all of the pre qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
Tender No. CBK/47/2020-2021	Tender for prequalification of contractors for proposed construction of CBK Police Housing at Industrial Area -Nairobi for Central Bank of Kenya

2. Attached to this letter are copies of original documents defining
(a) the Applicant’s legal status
(b) the principal place of business and
(c) the place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants 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 Applicant.

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

General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
- (a) bids by prequalified applicants will be subject to verification of all information submitted for prequalification 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, bids will only be called from prequalified bidders who meet the revised requirements; and
 - reject or accept any application, cancel the prequalification 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 Applicant of the grounds for them
1. 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 <each> contract, and the responsibilities for execution of the <each> contract.

2. We confirm that if we bid, that bid, as well as any 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 liability of all partners in the event the contract is awarded to us.

3. 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 Applicant 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

Notes on completion of Standard Forms

- Application Form 1 - General information**
This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format. Where there is a joint venture, each partners shall complete the form
- Application Form 2 - General Experience Record**
This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants 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 applicants only.
- Application Form 3 - Particular Experience Record**
This form is to be completed by all applicants meeting the requirement set out in the instructions to candidates. Separate sheets shall be used for each member of or 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 applicants and will contain similar works completed by the applicant or a member of a joint venture
- Application Form 4 - Summary sheet. Contract commitments/work in progress**
This form is to be completed by all applicants 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 applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two candidates 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 applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel

Application Form 6 -

Equipment Capability

This form is to be completed by all applicants. It should provide adequate information to demonstrate clearly that the applicant has the capability to meet the requirements for each and all items of equipment listed in the instructions to candidates. A separate form shall be prepared for each item of equipment or for alternative equipment proposed by the applicant.

Application Form 7 -

Financial Capability

This form shall be completed by every applicant and each member of a joint venture. It should contained 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 audited balance sheet if available should be attached. The information should include the summary of actual assets and liabilities for the last five years.

Application Form 8 -

Litigation History

This form is to be completed by all applicants 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

**letter of notification:
of award**

This form shall not be completed by the candidates but will be used by the bank to communicate the result to the candidates.

Form RB1

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Request for Review

This form is only to be filled by the tenderer when aggrieved by the Procuring Entity and submitted to the Review Board at anytime during the tender process but not later than 14 days after date of notification of award

APPLICATION FORM (1): GENERAL INFORMATION

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact
4.	E-mail	
5.	Place of incorporation/registration	Year of incorporation/registration

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

APPLICATION FORM (2): GENERAL EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

Annual turnover data (Construction only)	
Year	Turnover in Kshs.
1.	
2.	
3.	
4.	
5.	

APPLICATION FORM (2A): JOINT VENTURE SUMMARY - To be filled by Joint ventures applicants only

Names of all partners of a joint venture	Percentage to be Handled by Each Partner
1. Lead partner	
2. Partner	
3. Partner	
4. Partner	

Total value of annual construction turnover, in terms of work billed to clients, in Kshs.

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				
	Totals			

APPLICATION FORM (3): PARTICULAR EXPERIENCE RECORD

Name of Applicant or partner of a joint venture

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

Name of Applicant or partner of a joint venture		
Name of contract	Value of outstanding work Kshs.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

APPLICATION FORM (5): PERSONNEL CAPABILITIES

Name of Applicant	
1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate

APPLICATION FORM (5A): CANDIDATE SUMMARY

Name of Applicant		
Position		Candidate * Prime * Alternate
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)
E mail		
Job title of candidate		Years with present employer

Summarize professional experience over the last 20 years, 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 (6): EQUIPMENT CAPABILITIES

Description	Owned	Leased

APPLICATION FORM (7): FINANCIAL CAPABILITY

Name of Applicant or partner of a joint venture	
Banker	Name of banker
	Address of banker
 Telephone Contact name and title
	E mail

Financial information in Kshs.	Year 1	Year 2	Year 3
1. Total assets			
2. Current assets			
3. Total liabilities			
4. Current liabilities			

APPLICATION FORM (8): LITIGATION HISTORY

Name of Applicant or partner of a joint venture

Applicants, 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 (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the you have been shortlisted to be invited to participate in the tender for

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REQUEST FOR REVIEW FORM

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary