



**TENDER REF NO: CBK/011/2013/2014:**

**FOR SERVICING AND REPAIR**

**OF FIRE SPRINKLER SYSTEM**

**FOR**

**THE CENTRAL BANK OF KENYA**

**KISUMU BRANCH**

**CLOSING DATE: TUESDAY 15<sup>th</sup> OCTOBER 2013**  
**AT 02.30PM**

## **SECTION I INVITATION TO TENDER**

**TENDER REF NO CBK/011/2013/2014**

**TENDER NAME: Tender for Servicing and Repair of Fire Sprinkler System for the Central Bank of Kenya Kisumu Branch.**

- 1.1 The Central Bank of Kenya invites sealed tenders from eligible candidates for **Tender for Servicing and Repair of Fire Sprinkler System for the Central Bank of Kenya Kisumu Branch.**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the office of **Director, Department of Estates, Supplies & Transport, (DEST) on the 5<sup>th</sup> Floor of Central Bank of Kenya Headquarters Building on Haile Selassie Avenue, Nairobi** during normal working hours. A complete set of tender documents may be obtained by interested candidates at no fee.
- 1.3 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box **(marked Tender Box No.3) on the Ground Floor, CBK Building on Haile Sellassie Avenue** so as to be received on or before Tuesday 15<sup>th</sup> October 2013 at 02.30 pm.
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend the opening at Conference Room of DEST on 5<sup>th</sup> floor of the CBK Building.
- 1.6 Further information as pertains to this tender may be obtained from the Office of the Director, Department of Estates, Supplies & Transport (Tel: +254 20 2861000/2860000 Fax: +254 20 2863497, +254 20 310604), Fifth Floor, Central Bank of Kenya, Haile Selassie Avenue Nairobi during working hours from Monday to Friday, [comms@centralbank.go.ke](mailto:comms@centralbank.go.ke)

**DIRECTOR,  
DEPARTMENT OF ESTATES, SUPPLIES & TRANSPORT**

## SECTION II - SPECIAL NOTES TO ALL BIDDERS

1. Bidders are required to make a site inspection at their own cost to verify the scope of the specified works and take their own measurement so as to submit a comprehensive bid. Arrangement for accessing the site will be made with the **Branch Manager, CBK Kisumu**, who will also arrange for a joint site inspection with all bidders before the closing date for the quotation. No claims for lack of information will be entertained after opening of the bids.
2. The Bank will expect the highest quality of workmanship. Therefore, workmanship below the expected standards will be replaced at the cost of the Contractor.
3. All prices entered in the Bills of Quantities shall be **in Kenya Shillings** inclusive of all Government taxes and no claims for lack of understanding or omission in this regard will be accepted after the award of the tender. Therefore, bidders are required to ask for clarifications where and if necessary before submitting their bids.
4. This is a fixed price quotation and no variations will be entertained after the award of the tender. Bidders are advised to take this into account so as to include all costs and taxes in their bids.
5. The tender will be a lump sum figure in Kenya shillings, to cover all works.
6. The bid shall remain valid for 90 days from the date opening.
7. Payment for the works will be made upon total completion. No claim for advance payment will be released.
8. The Contractor will be required to maintain a high standard of cleanliness and housekeeping at the site. He/she will regularly cart away all debris or unwanted materials from the site and clear the site prior to the date of handover of the completed works.
9. Canvassing directly by the bidder or by proxy shall lead to automatic disqualification of his bid.
10. No sub-contracting or joint venture allowed in this bid

## SECTION III - EVALUATION CRITERIA

### (A) Mandatory Requirements (MR)

The following mandatory requirements must be met

No	Requirements	Tenderer's Response
MR 1	Provide documentary evidence of the company's Certificate of Incorporation (Legal structure)	
MR 2	Provide copy of the company's <b>current</b> Certificate of Tax Compliance issued by Kenya Revenue Authority (KRA) valid at least upto the date of opening the quotation.	
MR 3	Submit a completed company's profile using the Confidential Business Questionnaire provided in this tender document.	
MR 4	Confirm visit of the site to verify site details before completing and submitting the tender. <b>Bidder should sign site attendance register at CBK Kisumu.</b>	

### (B) TECHNICAL EVALUATION

	Evaluation Attribute	Tenderer's Response	Weighting Score	Max Score %
<b>T1</b>	Number of years in the business of Plumbing & Fighting Equipment Installation and Maintenance ( <b>a copy of certificate of incorporation or registration to be provided for verification</b> ).		<ul style="list-style-type: none"> <li>• 5 Years and above: 5% scores</li> <li>• Others prorated at: <math>\frac{\text{Number of years} \times 5}{5}</math></li> </ul>	<b>10</b>
<b>T2</b>	Provide a list of all <b>clients</b> and contact persons with telephone and addresses for whom you have provided services of <b>similar nature</b> in the last three (3) years. State the value of the work.		<ul style="list-style-type: none"> <li>• 5 or more clients: 40 scores</li> <li>• Others prorated at: <math>\frac{\text{Number of clients} \times 40}{5}</math></li> </ul>	<b>40</b>
<b>T3</b>	Number of qualified technicians with Artisan Grade 1 Certificate in Plumbing or Fire Fighting Systems from a Government recognized Training Centre (Provide evidence).		<ul style="list-style-type: none"> <li>• 4 or more Artisans: 40 scores</li> <li>• Others prorated at: <math>\frac{\text{Number of Artisans} \times 40}{4}</math></li> </ul>	<b>40</b>
<b>T4</b>	Completion period		<ul style="list-style-type: none"> <li>• 5 for shortest period</li> <li>• Others prorate <math>\frac{\text{Your period} \times 10}{\text{Shortest period}}</math></li> </ul>	<b>10</b>
	<b>Total</b>			<b>100</b>

## **(C) AWARD OF CONTRACT**

The contract will be awarded to the Quotation that:

1. Will have complied with all the Mandatory Requirements;
2. Has the highest score under Technical Evaluation;
3. Has the most competitive price.

## SECTION IV - BILLS OF QUANTITIES

### SCOPE OF WORK FOR SERVICING AND REPAIR OF FIRE SPRINKLER SYSTEM AT CENTRAL BANK OF KENYA, KISUMU

	Description	Quantity	KShs.
1.	Check the selector switch for the pump control panel, replace the indicator lamps and allow for complete re-wiring of the panel.	1	
2.	Overhaul both the duty and standby water pumps, test the same and replace all the worn out parts including bolts that anchor the pumps to the mounting frame.	2	
3.	Test the system pressure and service all the non-return valves.	Lot	
4.	Replace the faulty 4" non-return valve with a new one as Pegler or equivalent.	1	
5.	To avoid the pumps from running when there are small pressure losses, supply and install new high quality jockey pump set complete with all attendant pipe work and accessories.	1	
6.	Re-position the alarm control valve from the current horizontal position to vertical position to avoid pressure loss when water flows by gravity.	2	
7.	Inspect and replace all damaged sprinkler heads with new ones of equivalent type.	Lot	
8.	Supply and fit the following to the City Council water supply: a) New 4" gate valve as Pegler or equivalent b) New 4" non-return valve as Pegler or equivalent	1 1	
9.	Service the water propelled gong	Lot	
10.	Spray paint all painted fittings and equipment within pump room to match.		
11.	Any other work necessary for complete work. (a) (b) (c)		
12.	Test and commissioning the system and provide a written warranty for a minimum of 6 months.		
	Total cost inclusive of VAT		
	In words Kenya shillings..... ..... .....		
	Delivery period in days.		

## SECTION V - TENDER FORM

Director,  
Estates, Supplies & Transport  
Central Bank of Kenya  
P.O. Box 60000 – 00200  
NAIROBI

Dear Sir,

### **QUOTATION FOR SERVICING AND REPAIR OF FIRE SPRINKLER SYSTEM AT CENTRAL BANK OF KENYA, KISUMU**

In accordance with the Instructions to Tenderers and Specifications for the execution of the above works, we, the undersigned offer to undertake the above works (comprising ..... ) to the entire satisfaction of the Bank for a total fee of:

Amount                      of                      Tender                      (Fee):                      Kshs  
.....

In words, Kenya Shillings:

.....

.....

1. We acknowledge that the Appendix to the Tender Form forms part of our tender.
2. We undertake, if our tender is accepted, to commence the works as soon as is reasonably possible after the receipt of the Letter of Acceptance.
3. We agree to abide by this tender for a period of 60 days from the date of tender opening and it shall remain binding upon us and may be accepted at any time before the expiry of this period.
4. Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest tender or any Tender you may receive

Name of Contractor: .....

Signature of the first Director .....

Address.....

Date.....

Signature of the second Director .....

Address.....

Date.....

Company Seal

.....

- **SECTION VI - PROFILE OF THE COMPANY**

- (Confidential Business Questionnaire)

(You are advised that it is a serious commission to give false information under this section as it may render your bid being automatically disqualified).

- **PART I: GENERAL INFORMATION**

- a) The questionnaire must be fully and comprehensively completed in all respects.
- b) Information given by the applicant shall be treated in strict confidence.
- c) Any information given and later found to be incorrect shall lead to disqualification of the Tenderer.
- d) Deliberately incorrect information leads to disqualification of the application.
- e) Canvassing will lead to automatic disqualification of the applicant.

- **PART II: BIDDER DETAIL**

The purpose of this section is to provide the required background information of the bidder organization.

1)	Provide documentary evidence of the registered name and number of your company and date of Registration.		
	<b>Company Name</b>	<b>Company Registration Number</b>	<b>Registration Date</b>
2)	Give full details of your Bankers.		

### PART III: CONTACT PERSON(S) DETAIL

3)	Provide the contact person (s) name(s), addresses, phone numbers etc.	
	<b>Contact Person Name</b>	
	<b>Landline Telephone Number</b>	
	<b>Cellular Telephone Number</b>	
	<b>Facsimile Telephone Number</b>	
	<b>E-mail</b>	
	<b>Postal Address</b>	
	<b>Physical Address</b>	
4)	Please provide evidence of the registered street and postal addresses of the bidding organization	
	<b>Registered Street Address</b>	<b>Registered Postal Address of your organization</b>
	<b>LR No.</b>	
5)	Please provide evidence of current registration with relevant regulatory body within your industry, if any.	

### PART IX: CERTIFICATION

	<p>I/We do hereby certify that the above information is correct in all respects.</p> <ul style="list-style-type: none"> <li><b>FULL NAME:</b> .....</li> </ul> <p><b>DESIGNATION/POSITION:</b> .....</p> <p><b>SIGNATURE:</b> .....</p> <p><b>DATE:</b> .....</p> <p><b>COMPANY SEAL AND/OR STAMP:</b> .....</p>
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• **SECTION VII - FORM OF AGREEMENT**

THIS AGREEMENT, made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
\_\_\_\_\_ between \_\_\_\_\_ of  
[or whose registered office is situated  
at] \_\_\_\_\_  
(Hereinafter called “the Employer”) of the one part AND  
\_\_\_\_\_ of [or  
whose registered office is situated  
at] \_\_\_\_\_  
(Hereinafter called “the Contractor”) of the other part.

WHEREAS THE Employer is desirous that the Contractor executes

\_\_\_\_\_ *(name and identification number of Contract)* (Hereinafter called “the Works”)  
located at \_\_\_\_\_ *[Place/location of the Works]* and  
the Employer has accepted the tender submitted by the Contractor for the  
execution and completion of such Works and the remedying of any defects  
therein for the Contract Price of Kshs \_\_\_\_\_ *[Amount  
in figures]*, Kenya  
Shillings \_\_\_\_\_ *[Amount in  
words]*.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and shall be read and construed as part of this Agreement i.e.
  - (i) Letter of Acceptance
  - (ii) Form of Tender
  - (iii) Conditions of Contract Part I

- (iv) Conditions of Contract Part II and Appendix to Conditions of Contract
  - (v) Specifications
  - (vi) Drawings
  - (vii) Priced Bills of Quantities
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of The execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written

The common Seal of

\_\_\_\_\_

Was hereunto affixed in the presence of \_\_\_\_\_

Signed Sealed, and Delivered by the said \_\_\_\_\_

Binding Signature of Employer

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

In the presence of (i)

Name\_\_\_\_\_

Address\_\_\_\_\_

Signature\_\_\_\_\_

(ii) Name

\_\_\_\_\_

Address\_\_\_\_\_

Signature\_\_\_\_\_

Signed .....

Name .....

Company ..... Stamp .....

Date .....