

**PROPOSED OFFICE BLOCK DEVELOPMENT
FOR KENYA NUTRITIONIST & DIETICIANS
INSTITUTE IN SYOKIMAU
NAIROBI**

TENDER No. KNDI/NAIROBI/0002/B

TENDER DOCUMENT - LABOUR ONLY

JULY, 2019

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INTRODUCTION

GENERAL

This tender document is based on the Standard Tender Document for Procurement of Works (Building and Associated Civil Engineering Works) by the PUBLIC PROCUREMENT OVERSIGHT AUTHORITY (PPOA), P.O. BOX 30007 – 00200 – NAIROBI, revised October 2006.

SECTION I

INVITATION TO TENDER

INVITATION FOR TENDERS

Tender Reference No KNDI/NAIROBI/0002/B.

Tender Name: PROPOSED OFFICE BLOCK DEVELOPMENT FOR KENYA NUTRITIONISTS AND DIETICIANS INSTITUTE AT SYOKIMAU, NAIROBI.

- 1.1 The Kenya Nutritionists and Dieticians Institute invites sealed tenders for **labour only** for the Construction to Completion of the Proposed Office Block Development at Syokimau, Nairobi.

Brief description of works

- 1.2 The scope of works covered in the Proposed Office Block Development for Kenya Nutritionists and Dieticians Institute at Syokimau, Nairobi, is but is not limited to, the following;
- i) Site Clearance and Excavations
 - ii) Construction to Completion of the two storey office block and external works
 - iii) Associated Electrical and Mechanical works
- 1.3 **Prices quoted should be net inclusive of all taxes, must be in Kenya shillings and shall remain valid for One Hundred and Twenty (120) days from the closing date of tender.**

Note: Bidders will be responsible for provision/hiring of plan/equipment and tools necessary for the execution of the work and should factor the same in their pricing

- 1.4 Interested eligible candidates may obtain further information and inspect tender documents at the office of the Chief Executive Officer, 3rd Floor, Kenya Nutritionists and Dieticians Institute Offices, Commodore Office Suites P. O. Box 20346-00100 Nairobi, during normal working hours.
- 1.5 A complete set of tender documents in English language may be obtained by interested candidates can be downloaded from Kenya Nutritionists and Dieticians Institute website www.kndi.institute after paying a sum of **Kshs. 5,000 (Five Thousand Shillings Only)** to KNDI Offices.
- 1.6 Completed tender documents serialized from the first to the last page including all the attachments are to be enclosed in plain sealed envelopes marked with Tender Name and Tender Number and be deposited in the Tender Box at Kenya Nutritionists and Dieticians Institute Offices, 3rd floor, Commodore Office Suites along Ngong road, and be addressed to:-

**The CEO,
Kenya Nutritionists and Dieticians Institute,
P. O. Box 20346-00100,
NAIROBI.
Email: info@kndi.institute**

so as to be received on or before **12.00 noon on the 26th July 2019**

- 1.7 Tenders will be opened immediately after the deadline of tender submission in the presence of the Candidates or their representatives who choose to attend at the **Conference room on 3rd Floor**, Kenya Nutritionists and Dieticians Institute Offices, Commodore Office Suites along Ngong Road.
- 1.8 A tender security in the form and amount specified in the tender document must accompany the tenders.
- 1.9 Any additional information, addendums or clarifications in respect to this tender will be available in our KNDI website www.kndi.institute. All bidders are advised to regularly check the website during the bidding period.

1.10 A site visit and pre-tender meeting shall NOT BE conducted.

1.11 The Institute reserves the right to accept or reject any tender and does not bind itself to accept the lowest or any tender.

1.12 Canvassing for the tender by the tenderer or by proxy shall lead to automatic disqualification of their tender.

CEO – Kenya Nutritionists and Dieticians Institute

SECTION II

INSTRUCTIONS TO TENDERERS

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INSTRUCTIONS TO TENDERERS

1. General/Eligibility/Qualifications/Joint venture/Cost of tendering

- 1.1 The Employer as defined in the Appendix to Conditions of Contract invites tenders for Works Contract as described in the tender documents. The successful tenderer will be expected to complete the Works by the Intended Completion Date specified in the tender documents.
- 1.2 All tenderers shall provide the Qualification Information, a statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or has not been associated in the past, directly or indirectly, with the Consultant or any other entity that has prepared the design, specifications, and other documents for the project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Employer to provide consulting services for the preparation or supervision of the Works, and any of its affiliates, shall not be eligible to tender.
- 1.3 All tenderers shall provide in the Form of Tender and Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 1.4 All tenderers shall include the following information and documents with their tenders:
 - a) **copies of original documents defining the constitution or legal status, place of registration, and principal place of business; written power of attorney of the signatory of the tender to commit the tenderer.**
 - b) **total monetary value of construction work performed for each of the last five years:**
 - c) **experience in works of a similar nature and size for each of the last five years, and details of work under way or contractually committed; and names and addresses of clients who may be contacted for further information on these contracts;**
 - d) **major items of construction equipment proposed to carry out the Contract and an undertaking that they will be available for the Contract.**
 - e) **qualifications and experience of key site management and technical personnel proposed for the Contract and an undertaking that they shall be available for the Contract.**
 - f) **reports on the financial standing of the tenderer, such as profit and loss statements and auditor's reports for the past five years;**
 - g) **evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);**
 - h) **authority to seek references from the tenderer's bankers;**
 - i) **information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount; and**
 - j) **proposals for subcontracting components of the Works amounting to more than 10 percent of the Contract Price.**

- 1.5 Tenders submitted by a joint venture of two or more firms as partners shall comply with the following requirements, unless otherwise stated:
- (a) **the tender shall include all the information listed in Clause 1.4 above for each joint venture partner;**
 - (b) **the tender shall be signed so as to be legally binding on all partners;**
 - (c) **all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;**
 - (d) **one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of all partners of the joint venture; and**
 - (e) **the execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.**
- 1.6 To qualify for award of the Contract, tenderers shall meet the following minimum qualifying criteria:
- (a) **annual volume of construction work of at least 2.5 times the estimated annual cashflow for the Contract;**
 - (b) **experience as main contractor in the construction of at least two works of a nature and complexity equivalent to the Works over the last 10 years (to comply with this requirement, works cited should be at least 70 percent complete);**
 - (c) **proposals for the timely acquisition (own, lease, hire, etc.) of the essential equipment listed as required for the Works;**
 - (d) **a Contract manager with at least five years' experience in works of an equivalent nature and volume, including no less than three years as Manager; and**
 - (e) **liquid assets and/or credit facilities, net of other contractual commitments and exclusive of any advance payments which may be made under the Contract, of no less than 4 months of the estimated payment flow under this Contract.**
- 1.7 The figures for each of the partners of a joint venture shall be added together to determine the tenderer's compliance with the minimum qualifying criteria of clause 1.6 (a) and (e); however, for a joint venture to qualify, each of its partners must meet at least 25 percent of minimum criteria 1.6 (a), (b) and (e) for an individual tenderer, and the partner in charge at least 40 percent of those minimum criteria. Failure to comply with this requirement will result in rejection of the joint venture's tender. Subcontractors' experience and resources will not be taken into account in determining the tenderer's compliance with the qualifying criteria.
- 1.8 Each tenderer shall submit only one tender, either individually or as a partner in a joint venture. A tenderer who submits or participates in more than one tender (other than as a subcontractor or in cases of alternatives that have been permitted or requested) will cause all the proposals with the tenderer's participation to be disqualified.
- 1.9 The tenderer shall bear all costs associated with the preparation and submission of his tender, and the Employer will in no case be responsible or liable for those costs.
- 1.10 The tenderer, at the tenderer's own responsibility and risk, is encouraged to visit and examine the Site of the Works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works.

- 1.11 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 1.12 The price to be charged for the tender document shall be KShs. 1,000.00
- 1.13 The tenderer may review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed below and any addenda issued in accordance with Clause 2.4.
 - a) These Instructions to Tenderers
 - b) Form of Tender and Qualification Information
 - c) Conditions of Contract
 - d) Appendix to Conditions of Contract
 - e) Specifications
 - f) Drawings
 - g) Bills of Quantities
 - h) Forms of Securities
- 2.2 The tenderer shall examine all Instructions, Forms to be filled and Specifications in the tender documents. Failure to furnish all information required by the tender documents, or submission of a tender not substantially responsive to the tendering documents in every respect will be at the tenderer's risk and may result in rejection of his tender.
- 2.3 A prospective tenderer making an inquiry relating to the tender documents may notify the Employer in writing or by cable, telex or facsimile at the address indicated in the letter of invitation to tender. The Employer will only respond to requests for clarification received earlier than seven days prior to the deadline for submission of tenders. Copies of the Employer's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, the Employer may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all tenderers. Prospective tenderers shall acknowledge receipt of each addendum in writing to the Employer.
- 2.5 To give prospective tenderers reasonable time in which to take an addendum into account in preparing their tenders, the Employer shall extend, as necessary, the deadline for submission of tenders, in accordance with Clause 4.2 here below.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English language.
- 3.2 The tender submitted by the tenderer shall comprise the following:
 - (a) These Instructions to Tenderers, Form of Tender, Conditions of Contract, Appendix to Conditions of Contract and Specifications;
 - (b) Tender Security;
 - (c) Priced Bill of Quantities ;

- (d) Qualification Information Form and Documents;
- (e) Alternative offers where invited; and
- (f) Any other materials required to be completed and submitted by the tenderers.

- 3.3 The tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities. Items for which no rate or price is entered by the tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities. All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause relevant to the Contract, as of 30 days prior to the deadline for submission of tenders, shall be included in the tender price submitted by the tenderer.
- 3.4 The rates and prices quoted by the tenderer shall only be subject to adjustment during the performance of the Contract if provided for in the Appendix to Conditions of Contract and provisions made in the Conditions of Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of sixty (60) days from the date of submission. However in exceptional circumstances, the Employer may request that the tenderers extend the period of validity for a specified additional period. The request and the tenderers' responses shall be made in writing. A tenderer may refuse the request without forfeiting the Tender Security. A tenderer agreeing to the request will not be required or permitted to otherwise modify the tender, but will be required to extend the validity of Tender Security for the period of the extension, and in compliance with Clause 3.7 - 3.11 in all respects.
- 3.7 The tenderer shall furnish, as part of the tender, a Tender Security in the amount and form specified in the appendix to invitation to tenderers.
- 3.8 The format of the Tender Security should be in accordance with the form of Tender Security included in Section G - Standard forms or any other form acceptable to the Employer. Tender Security shall be valid for 30 days beyond the validity of the tender.
- 3.9 Any tender not accompanied by an acceptable Tender Security shall be rejected. The Tender Security of a joint venture must define as "Tenderer" all joint venture partners and list them in the following manner: a joint venture consisting of"....."; ".....",and ".....".
- 3.10 The Tender Securities of unsuccessful tenderers will be returned within 28 days of the end of the tender validity period specified in Clause 3.6.
- 3.11 The Tender Security of the successful tenderer will be discharged when the tenderer has signed the Contract Agreement and furnished the required Performance Security.
- 3.12 The Tender Security may be forfeited
- (a) if the tenderer withdraws the tender after tender opening during the period of tender validity;
 - (b) if the tenderer does not accept the correction of the tender price, pursuant to Clause 5.7;
 - (c) in the case of a successful tenderer, if the tenderer fails within the specified time limit to
 - i) sign the Agreement, or
 - ii) furnish the required Performance Security.

- 3.13 Tenderers shall submit offers that comply with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. Alternatives will not be considered, unless specifically allowed in the invitation to tender. If so allowed, tenderers wishing to offer technical alternatives to the requirements of the tendering documents must also submit a tender that complies with the requirements of the tendering documents, including the basic technical design as indicated in the Drawings and Specifications. In addition to submitting the basic tender, the tenderer shall provide all information necessary for a complete evaluation of the alternative, including design calculations, technical specifications, breakdown of prices, proposed construction methods and other relevant details. Only the technical alternatives, if any, of the lowest evaluated tender conforming to the basic technical requirements shall be considered.
- 3.14 The tenderer shall prepare one original of the documents comprising the tender documents as described in Clause 3.2 of these Instructions to Tenderers, bound with the volume containing the Form of Tender, and clearly marked "ORIGINAL". In addition, the tenderer shall submit copies of the tender, in the number specified in the invitation to tender, and clearly marked as "COPIES". In the event of discrepancy between them, the original shall prevail.
- 3.15 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorised to sign on behalf of the tenderer, pursuant to Clause 1.4 (a) or 1.5 (b), as the case may be. All pages of the tender where alterations or additions have been made shall be initialled by the person or persons signing the tender.
- 3.16 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 7 days prior to the deadline for submission of tenders.
- 3.17 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.
- 3.18 The tender security shall be in the amount of 0.5 – 2 per cent of the tender price.

4. Submission of Tenders

- 4.1 The tenderer shall seal the original and all copies of the tender in two inner envelopes and one outer envelope, duly marking the inner envelopes as "**ORIGINAL**" and "**COPIES**" as appropriate. The inner and outer envelopes shall:
- (a) be addressed to the Employer at the address provided in the invitation to tender;
 - (b) bear the name and identification number of the Contract as defined in the invitation to tender; and
 - (c) provide a warning not to open before the specified time and date for tender opening.
- 4.2 Tenders shall be delivered to the Employer at the address specified above not later than the time and date specified in the invitation to tender. However, the Employer may extend the deadline for submission of tenders by issuing an amendment in accordance with Sub-Clause 2.5 in which case all rights and obligations of the Employer and the tenderers previously subject to the original deadline will then be subject to the new deadline.
- 4.3 Any tender received after the deadline prescribed in clause 4.2 will be returned to the tenderer unopened.

- 4.4 Tenderers may modify or withdraw their tenders by giving notice in writing before the deadline prescribed in clause 4.2. Each tenderer's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with clause 3.13 and 4.1, with the outer and inner envelopes additionally marked "**MODIFICATION**" and "**WITHDRAWAL**", as appropriate. No tender may be modified after the deadline for submission of tenders.
- 4.5 Withdrawal of a tender between the deadline for submission of tenders and the expiration of the period of tender validity specified in the invitation to tender or as extended pursuant to Clause 3.6 may result in the forfeiture of the Tender Security pursuant to Clause 3.11.
- 4.6 Tenderers may only offer discounts to, or otherwise modify the prices of their tenders by submitting tender modifications in accordance with Clause 4.4 or be included in the original tender submission.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened by the Employer, including modifications made pursuant to Clause 4.4, in the presence of the tenderers' representatives who choose to attend at the time and in the place specified in the invitation to tender. Envelopes marked "**WITHDRAWAL**" shall be opened and read out first. Tenderers' and Employer's representatives who are present during the opening shall sign a register evidencing their attendance.
- 5.2 The tenderers' names, the tender prices, the total amount of each tender and of any alternative tender (if alternatives have been requested or permitted), any discounts, tender modifications and withdrawals, the presence or absence of Tender Security, and such other details as may be considered appropriate, will be announced by the Employer at the opening. Minutes of the tender opening, including the information disclosed to those present will be prepared by the Employer.
- 5.3 Information relating to the examination, clarification, evaluation, and comparison of tenders and recommendations for the award of Contract shall not be disclosed to tenderers or any other persons not officially concerned with such process until the award to the successful tenderer has been announced. Any effort by a tenderer to influence the Employer's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 To assist in the examination, evaluation, and comparison of tenders, the Employer at his discretion, may ask any tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be in writing or by cable, telex or facsimile but no change in the price or substance of the tender shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered in the evaluation of the tenders in accordance with Clause 5.7.
- 5.5 Prior to the detailed evaluation of tenders, the Employer will determine whether each tender (a) meets the eligibility criteria defined in Clause 1.7; (b) has been properly signed; (c) is accompanied by the required securities; and (d) is substantially responsive to the requirements of the tendering documents. A substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tendering documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, inconsistent with the tendering documents, the Employer's rights or the tenderer's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.
- 5.6 If a tender is not substantially responsive, it will be rejected, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

- 5.7 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
- (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and
 - (b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of the Employer, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
 - (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities, the amount as stated in the Form of Tender shall prevail.
 - (d) The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the corrected Builder's Work (i.e. Corrected tender sum less P.C. and Provisional Sums)
 - (e) The Error Correction Factor shall be applied to all Builder's Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and, with concurrence of the tenderer, shall be considered as binding upon the tenderer. If the tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security may be forfeited in accordance with clause 3.11.
- 5.8 The Employer will evaluate and compare only the tenders determined to be substantially responsive in accordance with Clause 5.5.
- 5.9 In evaluating the tenders, the Employer will determine for each tender the evaluated tender price by adjusting the tender price as follows:
- (a) making any correction for errors pursuant to clause 5.7;
 - (b) excluding provisional sums and the provision, if any, for contingencies in the Bill of Quantities, but including Dayworks where priced competitively.
 - (c) making an appropriate adjustment for any other acceptable variations, deviations, or alternative offers submitted in accordance with clause 3.12; and
 - (d) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with clause 4.6
- 5.10 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the tender documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in tender evaluation.
- 5.11 The tenderer shall not influence the Employer on any matter relating to his tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence the Employer or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.
- 5.12 Firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias provided that they do not sub-contract work valued at more than 50% of the Contract Price excluding Provisional Sums to a non-indigenous sub-contractor.

6. Award of Contract

- 6.1 Subject to Clause 6.2, the award of the Contract will be made to the tenderer whose tender has been determined to be substantially responsive to the tendering documents and who has offered the lowest evaluated tender price, provided that such tenderer has been determined to be (a) eligible in accordance with the provision of Clauses 1.2, and (b) qualified in accordance with the provisions of clause 1.7 and 1.8.
- 6.2 Notwithstanding clause 6.1 above, the Employer reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders, at any time prior to the award of Contract, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the action.
- 6.3 The tenderer whose tender has been accepted will be notified of the award prior to expiration of the tender validity period in writing or by cable, telex or facsimile. This notification (hereinafter and in all Contract documents called the "Letter of Acceptance") will state the sum (hereinafter and in all Contract documents called the "Contract Price") that the Employer will pay the Contractor in consideration of the execution, completion, and maintenance of the Works by the Contractor as prescribed by the Contract. At the same time the other tenderers shall be informed that their tenders have not been successful.
- The contract shall be formed on the parties signing the contract.
- 6.4 The Agreement will incorporate all agreements between the Employer and the successful tenderer. Within 14 days of receipt the successful tenderer will sign the Agreement and return it to the Employer.
- 6.5 Within 21 days after receipt of the Letter of Acceptance, the successful tenderer shall deliver to the Employer a Performance Security in the amount stipulated in the Appendix to Conditions of Contract and in the form stipulated in the Tender documents. The Performance Security shall be in the amount and specified form
- 6.6 Failure of the successful tenderer to comply with the requirements of clause 6.5 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Tender Security.
- 6.7 Upon the furnishing by the successful tenderer of the Performance Security, the Employer will promptly notify the other tenderers that their tenders have been unsuccessful.
- 6.8 Preference where allowed in the evaluation of tenders shall not be allowed for contracts not exceeding one year (12 months)
- 6.9 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 6.10 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 6.11 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 6.12 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.

- 6.13 Price variation request shall be processed by the procuring entity within 30 days of receiving the request.
- 6.14 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.15 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 6.16 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

7. Corrupt and Fraudulent practices

- 7.1 The procuring entity requires that tenderers observe the highest standards of ethics during procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.

APPENDIX TO INSTRUCTIONS TO TENDERERS

In addition to the **General Instructions to Tenderers**, Tenderers will meet the following **mandatory minimum qualifying criteria**:

○ **Preliminary mandatory requirements**

Clause:

1.2 All Tenderers shall fill in **ALL** the Standard Qualification Forms contained in the Tender Document - Section VIII (i.e. Form of Tender Security, Qualification information, Tender Questionnaire, Confidential Business Questionnaire and Details of Sub-contractors).

1.3 All Tenderer's shall submit duly filled Form of Tender.

1.4 (a) Registration with National Construction Authority **NCA 1 to NCA 5** for General Building Works (Attach copies of Registration Certificate).

Attach also Copies of Registration/Incorporation certificates, (Valid copy CR-12 in case of a company, duly issued by the Registrar of Companies within the last 6 months) and current KRA Tax Compliance Certificate.

1.4 (f) Copies of audited accounts for the last three years for (2014, 2015 and 2016) or (2015, 2016 and 2017) to be attached as specified in **ICPAK By-Law No.38**

○ **Technical mandatory requirements**

Clause:

1.4 (e) Qualifications and experience of key site management and technical personnel proposed for the Contract Attach CVs for the following Personnel:

- Project Manager – Degree in a relevant construction field with a minimum of **10** years relevant experience in construction of building works
- Site Foreman – Diploma in Construction/Building Management with at least **5** years' experience in construction of building works

1.5 (a) Average annual turnover of not less than **Kshs. 30 million** for the last three years

1.6 (b) Proof of at least two (2) similar works, costing not less than **Kshs. 10 million** each previously undertaken in the last five years (2013 to date) Bidder shall attach copies of the following: Letters of Award, Signed Contract and Completion Certificate for the respective projects. If project is ongoing it must be at least 70% complete, bidder to attach copies of interim payment certificates.

1.6(c) Proposals for the timely acquisition (own, lease, hire) of the essential equipment listed as required for the Works; contractor to indicate availability of all equipment and tools including: adequate scaffolding (at least 15 meters high), glass cutting machines, concrete mixers, and transportation (lorry). Contractors to indicate whether these are in their possession or will be hired or leased. If leased or to be hired, the lease agreement or hire document must have been done within the last year.

1.6(e) Proof of access to finances of not less than **Kshs. 5,000,000/-**; Proof of access to liquid assets may be in the form of cash in hand (current bank statement), letters of credit, bank overdraft specific to this tender.

Also provide the following:

- Original written Power of Attorney authorizing the signatory of the Tender to commit the Tenderer.
- Submit duly completed litigation history.
- Authority to seek references from the Bidder's bankers
- Work methodology
- Program of Works.

1.10 Site Visit

A Site Visit/Pre-bid meeting will **NOT BE** carried out.

1.12 Tender Document Price

The price to be charged for the tender document shall be **Kshs. 5,000 (Five Thousand Shillings Only) and will be downloaded from KNDI website.**

3.3 Pricing

In addition to the General Condition stated, bidders to note that the works will be undertaken in an operational environment both at the tower and airside activities. Bidders to price to phasing including disruptions where necessary and working at odd hours as well including weekends.

3.6 Tender Validity

Tenders shall remain valid for a period of **one hundred and twenty (120) days** from the date of submission.

3.7 Bid Security

Duly completed tenders accompanied with a sealed bid security amounting to **Kshs. 90,000/- (Ninety Thousand Kenya Shillings Only) valid to expire not earlier than 150 days from the closing date of the tender.**

The Bid Security to be provided shall be in the following forms;

1. Cash
2. A Bank Guarantee
3. Such Insurance Company Guarantee as may be approved by the Authority (i.e. PPOA)
4. A letter of credit

All Bid Securities from reputable insurance companies approved by the PPRA should bear or indicate the Policy Number for the bid security.

4.1 Number of Originals and Copies

The Tenderer shall prepare one (1) ORIGINAL and One (1) COPY of the whole of the tender documents comprising the tender documents. Failure to meet this requirement will lead to disqualification.

Preference

5.12 There shall be no preference in the evaluation of tenders.

EVALUATION CRITERIA

Based on the information contained in the Instructions to Tenderers and the appendix thereof, the following will be the evaluation criteria for determination of responsive tenderer leading to award of the contract:

a) Mandatory Requirements

No	Requirement	Compliance
1	Duly filled, signed and stamped form of tender valid for 120 days from the tender opening date.	Must meet
2	Duly filled, signed and stamped appendix to the form of tender	Must meet
3	Duly filled, signed and stamped Qualification information form	Must meet
4	Duly filled Confidential Business Questionnaire form.	Must meet
5	Duly filled Details of Sub-contractors.	Must meet
6	Copy of Valid Business Permit with License Number	Must meet
7	Dully filled and signed Self Declaration form	Must meet
8	Submission of a valid registration certificate issued by the National Construction Authority (NCA) for category NCA 1 - 5 for building works category.	Must meet
9	Copy of Registration/incorporation certificate.	Must meet
10	A valid KRA tax compliance certificate (TTC).	Must meet
11	Proof of access to liquid assets of not less than Kshs. 15 Million or capacity to have a minimum cash flow of Kshs 15 million (evidence in form of current bank Letters of Credit or cash in hand or bank overdraft facilities to be provided).	Must meet
12	Submission of Tender security amounting to Kshs. 90,000.00 valid for 150 days from the closing date of the tender.	Must meet
13	A written power of Attorney authorizing the signatory of the tender to commit the Tenderer witnessed by a Commissioner for Oaths. This does not apply to Sole Proprietorships	Must meet
14	Signed Site Visit Certificate.	Must meet
15	A copy of valid business permit in Kenya.	Must meet
16	Copy of CR-12. Where one or more of the shareholders is a company [Beneficial Ownership], the CR12 of such a company shall be provided. This requirement is not applicable to sole proprietorship.	Must meet
NOTE: Tenderers who will not meet ANY of the above mandatory requirements will not be evaluated further.		

b) Technical Evaluation. Technical requirements will be scored as indicated below: -

1	<p>Qualifications and technical experience of site personnel to manage and execute the works on the site. (Provide proof in form of copies academic certificates and CVs)</p> <p>Project Manager</p> <ul style="list-style-type: none"> • Qualification (Bachelors or Master's Degree in any of the following: Architecture, Quantity Surveying, Construction Project Management/Building Construction or Civil Engineering) • Relevant Experience (minimum of 10 years relevant experience in construction of building works) <p>Site Agent</p> <ul style="list-style-type: none"> • Qualification (Diploma in Construction/Building Management) • Relevant Experience (at least 5 years' experience in construction of building works) 	Must Meet
2	<p>Financial capability</p> <p>The tenderer shall have an average annual turnover of at least Kenya Shillings thirty million (Kshs.30,000,000) as calculated from the submitted Audited financial statements which should incorporate the balance sheet (statements of financial position) profit and loss statements (statements of comprehensive income) and cash flow statement for any of the last three consecutive years (2018,2017, 2016, 2015) prepared in accordance with international financial reporting standards and incorporating audit opinions issued in accordance with ICPAK by- law no. 38".</p> <p>The Audited accounts must indicate the name of Auditor and ICPAK Practicing Number on all the Audited Accounts (<i>in case of a joint venture, the lead partner (the company) who will sign the contract must submit</i>).</p> <p>Bidders must note that due diligence on the authenticity of the financial information/ Auditors professional standing may be carried out from Kenya Revenue Authority, Institute of Certified Public Accountants or the particular Auditor.</p>	Must meet
3	<p>Company past works experience in the last 5 years</p> <ul style="list-style-type: none"> • Proof of at least two (2) similar works, successfully completed costing not less than Kshs. 10million each previously undertaken in the last five years (2013 to date) Bidder shall attach copies of the following: Signed Contract and Completion Certificate for the respective projects. If project is ongoing it must be at least 70% complete, bidder to attach copies of interim payment certificates 	Must Meet
4	<p>Equipment and Machinery</p> <p>Must demonstrate access to the following key minimum equipment (in form of invoices, receipts, leased or hired-all stamped and signed) necessary to undertake the work;</p> <ul style="list-style-type: none"> • Scaffolding (at least 15 meters high) • Transportation (Lorry) • Concrete mixers 	Must Meet

5	Work methodology and work plan <ul style="list-style-type: none"> • Brief work methodology (relevant) • Work program in the form of a bar chart (relevant) 	Must meet

Bidders who fail to meet **ANY** of the above listed criteria will not be evaluated further and therefore will not proceed to Financial Evaluation.

c) Financial evaluation

Financial evaluation will be conducted in accordance with the bidding document and provisions of the PPRA ACT and will include evaluation of the Bills of Quantities. The tender will be awarded to the lowest evaluated bidder.

N/B: Bidders are hereby notified that due diligence may be carried out on information provided by the bidder. Any false information provided will lead to automatic disqualification.

SECTION III

CONDITIONS OF CONTRACT

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CONDITIONS OF CONTRACT

1. Definitions

1.1 In this Contract, except where context otherwise requires, the following terms shall be interpreted as indicated;

“Bill of Quantities” means the priced and completed Bill of Quantities forming part of the tender.

“Compensation Events” are those defined in Clause 24 hereunder.

“The Completion Date” means the date of completion of the Works as certified by the Project Manager, in accordance with Clause 31.

“The Contract” means the agreement entered into between the Employer and the Contractor as recorded in the Agreement Form and signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein to execute, complete, and maintain the Works,

“The Contractor” refers to the person or corporate body whose tender to carry out the Works has been accepted by the Employer.

“The Contractor’s Tender” is the completed tendering document submitted by the Contractor to the Employer.

“The Contract Price” is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.

“Days” are calendar days; **“Months”** are calendar months.

“A Defect” is any part of the Works not completed in accordance with the Contract.

“The Defects Liability Certificate” is the certificate issued by Project Manager upon correction of defects by the Contractor.

“The Defects Liability Period” is the period named in the Contract Data and calculated from the Completion Date.

“Drawings” include calculations and other information provided or approved by the Project Manager for the execution of the Contract.

“Dayworks” are Work inputs subject to payment on a time basis for labour and the associated materials and plant.

“Employer”, or the **“Procuring entity”** as defined in the Public Procurement Regulations (i.e. Central or Local Government administration, Universities, Public Institutions and Corporations, etc) is the party who employs the Contractor to carry out the Works.

“Equipment” is the Contractor’s machinery and vehicles brought temporarily to the Site for the execution of the Works.

“The Intended Completion Date” is the date on which it is intended that the Contractor shall complete the Works. The Intended Completion Date may be revised only by the Project Manager by issuing an extension of time or an acceleration order.

“Materials” are all supplies, including consumables, used by the Contractor for incorporation in the Works.

“Plant” is any integral part of the Works that shall have a mechanical, electrical, chemical, or biological function.

“Project Manager” is the person named in the Appendix to Conditions of Contract (or any other competent person appointed by the Employer and notified to the Contractor, to act in replacement of the Project Manager) who is responsible for supervising the execution of the Works and administering the Contract and shall be an “Architect” or a “Quantity Surveyor” registered under the Architects and Quantity Surveyors Act Cap 525 or an “Engineer” registered under Engineers Registration Act Cap 530.

“Site” is the area defined as such in the Appendix to Condition of Contract.

“Site Investigation Reports” are those reports that may be included in the tendering documents which are factual and interpretative about the surface and subsurface conditions at the Site.

“Specifications” means the Specifications of the Works included in the Contract and any modification or addition made or approved by the Project Manager.

“Start Date” is the latest date when the Contractor shall commence execution of the Works. It does not necessarily coincide with the Site possession date(s).

“A Subcontractor” is a person or corporate body who has a Contract with the Contractor to carry out a part of the Work in the Contract, which includes Work on the Site.

“Temporary works” are works designed, constructed, installed, and removed by the Contractor which are needed for construction or installation of the Works.

“A Variation” is an instruction given by the Project Manager which varies the Works.

“The Works” are what the Contract requires the Contractor to construct, install, and turnover to the Employer, as defined in the Appendix to Conditions of Contract.

2. Interpretation

- 2.1 In interpreting these Conditions of Contract, singular also means plural, male also means female or neuter, and the other way around. Headings have no significance. Words have their normal meaning in English Language unless specifically defined. The Project Manager will provide instructions clarifying queries about these Conditions of Contract.
- 2.2 If sectional completion is specified in the Appendix to Conditions of Contract, reference in the Conditions of Contract to the Works, the Completion Date and the Intended Completion Date apply to any section of the Works (other than references to the Intended Completion Date for the whole of the Works).
- 2.3 The following documents shall constitute the Contract documents and shall be interpreted in the following order of priority;

- (1) Agreement,
- (2) Letter of Acceptance,
- (3) Contractor's Tender,
- (4) Appendix to Conditions of Contract,
- (5) Conditions of Contract,
- (6) Specifications,
- (7) Drawings,
- (8) Bill of Quantities,
- (9) Any other documents listed in the Appendix to Conditions of Contract as forming part of the Contract.

Immediately after the execution of the Contract, the Project Manager shall furnish both the Employer and the Contractor with two copies each of all the Contract documents. Further, as and when necessary the Project Manager shall furnish the Contractor [always with a copy to the Employer] with three [3] copies of such further drawings or details or descriptive schedules as are reasonably necessary either to explain or amplify the Contract drawings or to enable the Contractor to carry out and complete the Works in accordance with these Conditions.

3. Language and Law

- 3.1 Language of the Contract and the law governing the Contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

4. Project Manager's Decisions

- 4.1 Except where otherwise specifically stated, the Project Manager will decide contractual matters between the Employer and the Contractor in the role representing the Employer.

5. Delegation

- 5.1 The Project Manager may delegate any of his duties and responsibilities to others after notifying the Contractor.

6. Communications

- 6.1 Communication between parties shall be effective only when in writing. A notice shall be effective only when it is delivered.

7. Subcontracting

- 7.1 The Contractor may subcontract with the approval of the Project Manager, but may not assign the Contract without the approval of the Employer in writing. Subcontracting shall not alter the Contractor's obligations.

8. Other Contractors

- 8.1 The Contractor shall cooperate and share the Site with other contractors, public authorities, utilities etc. as listed in the Appendix to Conditions of Contract and also with the Employer, as per the directions of the Project Manager. The Contractor shall also provide facilities and services for them. The Employer may modify the said List of Other Contractors etc., and shall notify the Contractor of any such modification.

9. Personnel

- 9.1 The Contractor shall employ the key personnel named in the Qualification Information, to carry out the functions stated in the said Information or other personnel approved by the Project Manager. The Project Manager will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are substantially equal to or better than those of the personnel listed in the Qualification Information. If the Project Manager asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within seven days and has no further connection with the Work in the Contract.

10. Works

- 10.1 The Contractor shall construct and install the Works in accordance with the Specifications and Drawings. The Works may commence on the Start Date and shall be carried out in accordance with the Program submitted by the Contractor, as updated with the approval of the Project Manager, and complete them by the Intended Completion Date.

11. Safety and Temporary Works

- 11.1 The Contractor shall be responsible for the design of temporary works. However before erecting the same, he shall submit his designs including specifications and drawings to the Project Manager and to any other relevant third parties for their approval. No erection of temporary works shall be done until such approvals are obtained.
- 11.2 The Project Manager's approval shall not alter the Contractor's responsibility for design of the Temporary works and all drawings prepared by the Contractor for the execution of the temporary or permanent Works, shall be subject to prior approval by the Project Manager before they can be used.
- 11.3 The Contractor shall be responsible for the safety of all activities on the Site.

12. Discoveries

- 12.1 Anything of historical or other interest or of significant value unexpectedly discovered on Site shall be the property of the Employer. The Contractor shall notify the Project Manager of such discoveries and carry out the Project Manager's instructions for dealing with them.

13. Work Program

- 13.1 Within the time stated in the Appendix to Conditions of Contract, the Contractor shall submit to the Project Manager for approval a program showing the general methods, arrangements, order, and timing for all the activities in the Works. An update of the program shall be a program showing the actual progress achieved on each activity and the effect of the progress achieved on the timing of the remaining Work, including any changes to the sequence of the activities.

The Contractor shall submit to the Project Manager for approval an updated program at intervals no longer than the period stated in the Appendix to Conditions of Contract. If the Contractor does not submit an updated program within this period, the Project Manager may withhold the amount stated in the said Appendix from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue program has been submitted. The Project Manager's approval of the program shall not alter the Contractor's obligations. The

Contractor may revise the program and submit it to the Project Manager again at any time. A revised program shall show the effect of Variations and Compensation Events.

14. Possession of Site

14.1 The Employer shall give possession of all parts of the Site to the Contractor. If possession of a part is not given by the date stated in the Appendix to Conditions of Contract, the Employer will be deemed to have delayed the start of the relevant activities, and this will be a Compensation Event.

15. Access to Site

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

16. Instructions

16.1 The Contractor shall carry out all instructions of the Project Manager which are in accordance with the Contract.

17. Extension or Acceleration of Completion Date

17.1 The Project Manager shall extend the Intended Completion Date if a Compensation Event occurs or a variation is issued which makes it impossible for completion to be achieved by the Intended Completion Date without the Contractor taking steps to accelerate the remaining Work, which would cause the Contractor to incur additional cost. The Project Manager shall decide whether and by how much to extend the Intended Completion Date within 21 days of the Contractor asking the Project Manager in writing for a decision upon the effect of a Compensation Event or variation and submitting full supporting information. If the Contractor has failed to give early warning of a delay or has failed to cooperate in dealing with a delay, the delay caused by such failure shall not be considered in assessing the new (extended) Completion Date.

No bonus for early completion of the Works shall be paid to the Contractor by the Employer.

18. Management Meetings

18.1 A Contract management meeting shall be held monthly and attended by the Project Manager and the Contractor. Its business shall be to review the plans for the remaining Work and to deal with matters raised in accordance with the early warning procedure. The Project Manager shall record the minutes of management meetings and provide copies of the same to those attending the meeting and the Employer. The responsibility of the parties for actions to be taken shall be decided by the Project Manager either at the management meeting or after the management meeting and stated in writing to all who attended the meeting.

19. Early Warning

19.1 The Contractor shall warn the Project Manager at the earliest opportunity of specific likely future events or circumstances that may adversely affect the quality of the Work, increase the Contract Price or delay the execution of the Works. The Project Manager may require the Contractor to provide an estimate of the expected effect of the future event or circumstance on the Contract Price and Completion Date. The estimate shall be provided by the Contractor as soon as reasonably possible.

- 19.2 The Contractor shall cooperate with the Project Manager in making and considering proposals on how the effect of such an event or circumstance can be avoided or reduced by anyone involved in the Work and in carrying out any resulting instructions of the Project Manager.

20. Defects

- 20.1 The Project Manager shall inspect the Contractor's work and notify the Contractor of any defects that are found. Such inspection shall not affect the Contractor's responsibilities. The Project Manager may instruct the Contractor to search for a defect and to uncover and test any Work that the Project Manager considers may have a defect. Should the defect be found, the cost of uncovering and making good shall be borne by the Contractor. However, if there is no defect found, the cost of uncovering and making good shall be treated as a variation and added to the Contract Price.
- 20.2 The Project Manager shall give notice to the Contractor of any defects before the end of the Defects Liability Period, which begins at Completion, and is defined in the Appendix to Conditions of Contract. The Defects Liability Period shall be extended for as long as defects remain to be corrected.
- 20.3 Every time notice of a defect is given, the Contractor shall correct the notified defect within the length of time specified by the Project Manager's notice. If the Contractor has not corrected a defect within the time specified in the Project Manager's notice, the Project Manager will assess the cost of having the defect corrected by other parties and such cost shall be treated as a variation and be deducted from the Contract Price.

21. Bills Of Quantities

- 21.1 The Bills of Quantities shall contain items for the construction, installation, testing and commissioning of the Work to be done by the Contractor. The Contractor will be paid for the quantity of the Work done at the rate in the Bills of Quantities for each item.
- 21.2 If the final quantity of the Work done differs from the quantity in the Bills of Quantities for the particular item by more than 25 percent and provided the change exceeds 1 percent of the Initial Contract price, the Project Manager shall adjust the rate to allow for the change.
- 21.3 If requested by the Project Manager, the Contractor shall provide the Project Manager with a detailed cost breakdown of any rate in the Bills of Quantities.

22. Variations

- 22.1 All variations shall be included in updated programs produced by the Contractor.
- 22.2 The Contractor shall provide the Project Manager with a quotation for carrying out the variations when requested to do so. The Project Manager shall assess the quotation, which shall be given within seven days of the request or within any longer period as may be stated by the Project Manager and before the Variation is ordered.
- 22.3 If the work in the variation corresponds with an item description in the Bills of Quantities and if in the opinion of the Project Manager, the quantity of work is not above the limit stated in Clause 21.2 or the timing of its execution does not cause the cost per unit of quantity to change, the rate in the Bills of Quantities shall be used to calculate the value of the variation. If the cost per unit of quantity changes, or if the nature or timing of the work in the variation does not correspond

- with items in the Bills of Quantities, the quotation by the Contractor shall be in the form of new rates for the relevant items of Work.
- 22.4 If the Contractor's quotation is unreasonable, the Project Manager may order the variation and make a change to the Contract price, which shall be based on the Project Manager's own forecast of the effects of the variation on the Contractor's costs.
- 22.5 If the Project Manager decides that the urgency of varying the Work would prevent a quotation being given and considered without delaying the Work, no quotation shall be given and the variation shall be treated as a Compensation Event.
- 22.6 The Contractor shall not be entitled to additional payment for costs that could have been avoided by giving early warning.
- 22.7 When the Program is updated, the Contractor shall provide the Project Manager with an updated cash flow forecast.

23. Payment Certificates, Currency of Payments and Advance Payments

- 23.1 The Contractor shall submit to the Project Manager monthly applications for payment giving sufficient details of the Work done and materials on Site and the amounts which the Contractor considers himself to be entitled to. The Project Manager shall check the monthly application and certify the amount to be paid to the Contractor within 14 days. The value of Work executed and payable shall be determined by the Project Manager.
- 23.2 The value of Work executed shall comprise the value of the quantities of the items in the Bills of Quantities completed, materials delivered on Site, variations and compensation events. Such materials shall become the property of the Employer once the Employer has paid the Contractor for their value. Thereafter, they shall not be removed from Site without the Project Manager's instructions except for use upon the Works.
- 23.3 Payments shall be adjusted for deductions for retention. The Employer shall pay the Contractor the amounts certified by the Project Manager within 30 days of the date of issue of each certificate. If the Employer makes a late payment, the Contractor shall be paid simple interest on the late payment in the next payment. Interest shall be calculated on the basis of number of days delayed at a rate three percentage points above the Central Bank of Kenya's average rate for base lending prevailing as of the first day the payment becomes overdue.
- 23.4 If an amount certified is increased in a later certificate or as a result of an award by an Arbitrator, the Contractor shall be paid interest upon the delayed payment as set out in this clause. Interest shall be calculated from the date upon which the increased amount would have been certified in the absence of dispute.
- 23.5 Items of the Works for which no rate or price has been entered in will not be paid for by the Employer and shall be deemed covered by other rates and prices in the Contract.
- 23.6 The Contract Price shall be stated in Kenya Shillings. All payments to the Contractor shall be made in Kenya Shillings and foreign currency in the proportion indicated in the tender, or agreed prior to the execution of the Contract Agreement and indicated therein. The rate of exchange for the calculation of the amount of foreign currency payment shall be the rate of exchange indicated in the Appendix to Conditions of Contract. If the Contractor indicated foreign currencies for payment other than the currencies of the countries of origin of related goods and services the Employer reserves the right to pay the equivalent at the time of payment in the currencies of the countries of such goods and services. The Employer and the Project Manager shall be notified

promptly by the Contractor of an changes in the expected foreign currency requirements of the Contractor during the execution of the Works as indicated in the Schedule of Foreign Currency Requirements and the foreign and local currency portions of the balance of the Contract Price shall then be amended by agreement between Employer and the Contractor in order to reflect appropriately such changes.

23.7 In the event that an advance payment is granted, the following shall apply:-

- a) On signature of the Contract, the Contractor shall at his request, and without furnishing proof of expenditure, be entitled to an advance of 10% (ten percent) of the original amount of the Contract. The advance shall not be subject to retention money.
- b) No advance payment may be made before the Contractor has submitted proof of the establishment of deposit or a directly liable guarantee satisfactory to the Employer in the amount of the advance payment. The guarantee shall be in the same currency as the advance.
- c) Reimbursement of the lump sum advance shall be made by deductions from the Interim payments and where applicable from the balance owing to the Contractor. Reimbursement shall begin when the amount of the sums due under the Contract reaches 20% of the original amount of the Contract. It shall have been completed by the time 80% of this amount is reached.

The amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R = \frac{\{A(x^1 - x^{11})\}}{80} - 20$$

Where:

R = the amount to be reimbursed

A = the amount of the advance which has been granted

X¹ = the amount of proposed cumulative payments as a percentage of the original amount of the Contract. This figure will exceed 20% but not exceed 80%.

X¹¹ = the amount of the previous cumulative payments as a percentage of the original amount of the Contract. This figure will be below 80% but not less than 20%.

- d) with each reimbursement the counterpart of the directly liable guarantee may be reduced accordingly.

24. Compensation Events

24.1 The following issues shall constitute Compensation Events:

- (a) The Employer does not give access to a part of the Site by the Site Possession Date stated in the Appendix to Conditions of Contract.
- (b) The Employer modifies the List of Other Contractors, etc., in a way that affects the Work of the Contractor under the Contract.
- (c) The Project Manager orders a delay or does not issue drawings, specifications or instructions required for execution of the Works on time.

- (d) The Project Manager instructs the Contractor to uncover or to carry out additional tests upon the Work, which is then found to have no defects.
 - (e) The Project Manager unreasonably does not approve a subcontract to be let.
 - (f) Ground conditions are substantially more adverse than could reasonably have been assumed before issuance of the Letter of Acceptance from the information issued to tenderers (including the Site investigation reports), from information available publicly and from a visual inspection of the Site.
 - (g) The Project Manager gives an instruction for dealing with an unforeseen condition, caused by the Employer or additional work required for safety or other reasons.
 - (h) Other contractors, public authorities, utilities, or the Employer does not work within the dates and other constraints stated in the Contract, and they cause delay or extra cost to the Contractor.
 - (i) The effects on the Contractor of any of the Employer's risks.
 - (j) The Project Manager unreasonably delays issuing a Certificate of Completion.
 - (k) Other compensation events described in the Contract or determined by the Project Manager shall apply.
- 24.2 If a compensation event would cause additional cost or would prevent the Work being completed before the Intended Completion Date, the Contract Price shall be increased and/or the Intended Completion Date shall be extended. The Project Manager shall decide whether and by how much the Contract Price shall be increased and whether and by how much the Intended Completion Date shall be extended.
- 24.3 As soon as information demonstrating the effect of each compensation event upon the Contractor's forecast cost has been provided by the Contractor, it shall be assessed by the Project Manager, and the Contract Price shall be adjusted accordingly. If the Contractor's forecast is deemed unreasonable, the Project Manager shall adjust the Contract Price based on the Project Manager's own forecast. The Project Manager will assume that the Contractor will react competently and promptly to the event.
- 24.4 The Contractor shall not be entitled to compensation to the extent that the Employer's interests are adversely affected by the Contractor not having given early warning or not having co-operated with the Project Manager.
- 24.5 Prices shall be adjusted for fluctuations in the cost of inputs only if provided for in the Appendix to Conditions of Contract.
- 24.6 The Contractor shall give written notice to the Project Manager of his intention to make a claim within thirty days after the event giving rise to the claim has first arisen. The claim shall be submitted within thirty days thereafter.

Provided always that should the event giving rise to the claim of continuing effect, the Contractor shall submit an interim claim within the said thirty days and a final claim within thirty days of the end of the event giving rise to the claim.

25. Price Adjustment

- 25.1 The Project Manager shall adjust the Contract Price if taxes, duties and other levies are changed between the date 30 days before the submission of tenders for the Contract and the date of Completion. The adjustment shall be the change in the amount of tax payable by the Contractor.
- 25.2 The Contract Price shall be deemed to be based on exchange rates current at the date of tender submission in calculating the cost to the Contractor of materials to be specifically imported (by

express provisions in the Contract Bills of Quantities or Specifications) for permanent incorporation in the Works. Unless otherwise stated in the Contract, if at any time during the period of the Contract exchange rates shall be varied and this shall affect the cost to the Contractor of such materials, then the Project Manager shall assess the net difference in the cost of such materials. Any amount from time to time so assessed shall be added to or deducted from the Contract Price, as the case may be.

- 25.3 Unless otherwise stated in the Contract, the Contract Price shall be deemed to have been calculated in the manner set out below and in sub-clauses 25.4 and 25.5 and shall be subject to adjustment in the events specified thereunder;
- (i) The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the rates of wages and other emoluments and expenses as determined by the Joint Building Council of Kenya (J.B.C.) and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
 - (ii) Upon J.B.C. determining that any of the said rates of wages or other emoluments and expenses are increased or decreased, then the Contract Price shall be increased or decreased by the amount assessed by the Project Manager based upon the difference, expressed as a percentage, between the rate set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of labour incorporated within the amount of Work remaining to be executed at the date of publication of such increase or decrease.
 - (iii) No adjustment shall be made in respect of changes in the rates of wages and other emoluments and expenses which occur after the date of Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.
- 25.4 The prices contained in the Contract Bills of Quantities shall be deemed to be based upon the basic prices of materials to be permanently incorporated in the Works as determined by the J.B.C. and set out in the schedule of basic rates issued 30 days before the date for submission of tenders. A copy of the schedule used by the Contractor in his pricing shall be attached in the Appendix to Conditions of Contract.
- 25.5 Upon the J.B.C. determining that any of the said basic prices are increased or decreased then the Contract Price shall be increased or decreased by the amount to be assessed by the Project Manager based upon the difference between the price set out in the schedule of basic rates issued 30 days before the date for submission of tenders and the rate published by the J.B.C. and applied to the quantum of the relevant materials which have not been taken into account in arriving at the amount of any interim certificate under clause 23 of these Conditions issued before the date of publication of such increase or decrease.
- 25.6 No adjustment shall be made in respect of changes in basic prices of materials which occur after the date for Completion except during such other period as may be granted as an extension of time under clause 17.0 of these Conditions.
- 25.7 The provisions of sub-clause 25.1 to 25.2 herein shall not apply in respect of any materials included in the schedule of basic rates.

26. Retention

- 26.1 The Employer shall retain from each payment due to the Contractor the proportion stated in the Appendix to Conditions of Contract until Completion of the whole of the Works. On Completion

of the whole of the Works, half the total amount retained shall be repaid to the Contractor and the remaining half when the Defects Liability Period has passed and the Project Manager has certified that all defects notified to the Contractor before the end of this period have been corrected.

27. Liquidated Damages

- 27.1 The Contractor shall pay liquidated damages to the Employer at the rate stated in the Appendix to Conditions of Contract for each day that the actual Completion Date is later than the Intended Completion Date. The Employer may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not alter the Contractor's liabilities.
- 27.2 If the Intended Completion Date is extended after liquidated damages have been paid, the Project Manager shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rate specified in Clause 23.30

28. Securities

- 28.1 The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a reputable bank acceptable to the Employer, and denominated in Kenya Shillings. The Performance Security shall be valid until a date 30 days beyond the date of issue of the Certificate of Completion.

29. Dayworks

- 29.1 If applicable, the Dayworks rates in the Contractor's tender shall be used for small additional amounts of Work only when the Project Manager has given written instructions in advance for additional work to be paid for in that way.
- 29.2 All work to be paid for as Dayworks shall be recorded by the Contractor on Forms approved by the Project Manager. Each completed form shall be verified and signed by the Project Manager within two days of the Work being done.
- 29.3 The Contractor shall be paid for Dayworks subject to obtaining signed Dayworks forms.

30. Liability and Insurance

- 30.1 From the Start Date until the Defects Correction Certificate has been issued, the following are the Employer's risks:
- 30.1.1 The risk of personal injury, death or loss of or damage to property (excluding the Works, Plant, Materials and Equipment), which are due to;
 - 30.1.2 use or occupation of the Site by the Works or for the purpose of the Works, which is the unavoidable result of the Works, or
 - 30.1.3 negligence, breach of statutory duty or interference with any legal right by the Employer or by any person employed by or contracted to him except the Contractor.

- 30.2 The risk of damage to the Works, Plant, Materials, and Equipment to the extent that it is due to a fault of the Employer or in Employer's design, or due to war or radioactive contamination directly affecting the place where the Works are being executed.
- 30.3 From the Completion Date until the Defects Correction Certificate has been issued, the risk of loss of or damage to the Works, Plant, and Materials is the Employer's risk except loss or damage due to;
- 30.3.1 a defect which existed on or before the Completion Date.
- 30.3.2 an event occurring before the Completion Date, which was not itself the Employer's risk
- 30.3.3 the activities of the Contractor on the Site after the Completion Date.
- 30.4 From the Start Date until the Defects Correction Certificate has been issued, the risks of personal injury, death and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risk are Contractor's risks.
- The Contractor shall provide, in the joint names of the Employer and the Contractor, insurance cover from the Start Date to the end of the Defects Liability Period, in the amounts stated in the Appendix to Conditions of Contract for the following events;
- loss of or damage to the Works, Plant, and Materials;
- loss of or damage to Equipment;
- loss of or damage to property (except the Works, Plant, Materials, and Equipment) in connection with the Contract, and
- personal injury or death.
- 30.5 Policies and certificates for insurance shall be delivered by the Contractor to the Project Manager for the Project Manager's approval before the Start Date. All such insurance shall provide for compensation required to rectify the loss or damage incurred.
- 30.6 If the Contractor does not provide any of the policies and certificates required, the Employer may effect the insurance which the Contractor should have provided and recover the premiums from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due.
- 30.7 Alterations to the terms of an insurance shall not be made without the approval of the Project Manager. Both parties shall comply with any conditions of insurance policies.

31. Completion and taking over

- 31.1 Upon deciding that the Works are complete, the Contractor shall issue a written request to the Project Manager to issue a Certificate of Completion of the Works. The Employer shall take over the Site and the Works within seven [7] days of the Project Manager's issuing a Certificate of Completion.

32. Final Account

- 32.1 The Contractor shall issue the Project Manager with a detailed account of the total amount that the Contractor considers payable to him by the Employer under the Contract before the end of the Defects Liability Period. The Project Manager shall issue a Defects Liability Certificate and certify any final payment that is due to the Contractor within 30 days of receiving the Contractor's account if it is correct and complete. If it is not, the Project Manager shall issue within 30 days a schedule that states the scope of the corrections or additions that are necessary. If the final

account is still unsatisfactory after it has been resubmitted, the Project Manager shall decide on the amount payable to the Contractor and issue a Payment Certificate. The Employer shall pay the Contractor the amount due in the Final Certificate within 60 days.

33. Termination

- 33.1 The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. These fundamental breaches of Contract shall include, but shall not be limited to, the following;
- (a) the Contractor stops work for 30 days when no stoppage of work is shown on the current program and the stoppage has not been authorised by the Project Manager;
 - (b) the Project Manager instructs the Contractor to delay the progress of the Works, and the instruction is not withdrawn within 30 days;
 - (c) the Contractor is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
 - (d) a payment certified by the Project Manager is not paid by the Employer to the Contractor within 30 days (for Interim Certificate) or 60 days (for Final Certificate) of issue.
 - (e) the Project Manager gives notice that failure to correct a particular defect is a fundamental breach of Contract and the Contractor fails to correct it within a reasonable period of time determined by the Project Manager;
 - (f) the Contractor does not maintain a security, which is required.
- 33.2 When either party to the Contract gives notice of a breach of Contract to the Project Manager for a cause other than those listed under Clause 33.1 above, the Project Manager shall decide whether the breach is fundamental or not.
- 33.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.
- 33.4 If the Contract is terminated, the Contractor shall stop work immediately, make the Site safe and secure, and leave the Site as soon as reasonably possible. The Project Manager shall immediately thereafter arrange for a meeting for the purpose of taking record of the Works executed and materials, goods, equipment and temporary buildings on Site.

34. Payment Upon Termination

- 34.1 If the Contract is terminated because of a fundamental breach of Contract by the Contractor, the Project Manager shall issue a certificate for the value of the Work done and materials ordered and delivered to Site up to the date of the issue of the certificate. Additional liquidated damages shall not apply. If the total amount due to the Employer exceeds any payment due to the Contractor, the difference shall be a debt payable by the Contractor.
- 34.2 If the Contract is terminated for the Employer's convenience or because of a fundamental breach of Contract by the Employer, the Project Manager shall issue a certificate for the value of the Work done, materials ordered, the reasonable cost of removal of equipment, repatriation of the Contractor's personnel employed solely on the Works, and the Contractor's costs of protecting and securing the Works.
- 34.3 The Employer may employ and pay other persons to carry out and complete the Works and to rectify any defects and may enter upon the Works and use all materials on the Site, plant, equipment and temporary works.

- 34.4 The Contractor shall, during the execution or after the completion of the Works under this clause remove from the Site as and when required, within such reasonable time as the Project Manager may in writing specify, any temporary buildings, plant, machinery, appliances, goods or materials belonging to or hired by him, and in default the Employer may (without being responsible for any loss or damage) remove and sell any such property of the Contractor, holding the proceeds less all costs incurred to the credit of the Contractor.

Until after completion of the Works under this clause the Employer shall not be bound by any other provision of this Contract to make any payment to the Contractor, but upon such completion as aforesaid and the verification within a reasonable time of the accounts therefore the Project Manager shall certify the amount of expenses properly incurred by the Employer and, if such amount added to the money paid to the Contractor before such determination exceeds the total amount which would have been payable on due completion in accordance with this Contract the difference shall be a debt payable to the Employer by the Contractor; and if the said amount added to the said money be less than the said total amount, the difference shall be a debt payable by the Employer to the Contractor.

35. Release from Performance

- 35.1 If the Contract is frustrated by the outbreak of war or by any other event entirely outside the control of either the Employer or the Contractor, the Project Manager shall certify that the Contract has been frustrated. The Contractor shall make the Site safe and stop Work as quickly as possible after receiving this certificate and shall be paid for all Work carried out before receiving it.

36. Corrupt gifts and payments of commission

- 36.1 The Contractor shall not;

- (a) Offer or give or agree to give to any person in the service of the

Employer any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of this or any other Contract for the Employer or for showing or forbearing to show favour or disfavour to any person in relation to this or any other contract for the Employer.

- (b) Enter into this or any other contract with the Employer in connection with which commission has been paid or agreed to be paid by him or on his behalf or to his knowledge, unless before the Contract is made particulars of any such commission and of the terms and conditions of any agreement for the payment thereof have been disclosed in writing to the Employer.

Any breach of this Condition by the Contractor or by anyone employed by him or acting on his behalf (whether with or without the knowledge of the Contractor) shall be an offence under the provisions of the Public Procurement Regulations issued under The Exchequer and Audit Act Cap 412 of the Laws of Kenya.

37. Settlement Of Disputes

- 37.1 In case any dispute or difference shall arise between the Employer or the Project Manager on his behalf and the Contractor, either during the progress or after the completion or termination of the Works, such dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed

between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed by the Chairman or Vice Chairman of any of the following professional institutions;

- Architectural Association of Kenya
- Institute of Quantity Surveyors of Kenya
- Association of Consulting Engineers of Kenya
- Chartered Institute of Arbitrators (Kenya Branch)
- Institution of Engineers of Kenya

On the request of the applying party. The institution written to first by the aggrieved party shall take precedence over all other institutions.

- 37.2 The arbitration may be on the construction of this Contract or on any matter or thing of whatsoever nature arising thereunder or in connection therewith, including any matter or thing left by this Contract to the discretion of the Project Manager, or the withholding by the Project Manager of any certificate to which the Contractor may claim to be entitled to or the measurement and valuation referred to in clause 23.0 of these conditions, or the rights and liabilities of the parties subsequent to the termination of Contract.
- 37.3 Provided that no arbitration proceedings shall be commenced on any dispute or difference where notice of a dispute or difference has not been given by the applying party within ninety days of the occurrence or discovery of the matter or issue giving rise to the dispute.
- 37.4 Notwithstanding the issue of a notice as stated above, the arbitration of such a dispute or difference shall not commence unless an attempt has in the first instance been made by the parties to settle such dispute or difference amicably with or without the assistance of third parties. Proof of such attempt shall be required.
- 37.5 Notwithstanding anything stated herein the following matters may be referred to arbitration before the practical completion of the Works or abandonment of the Works or termination of the Contract by either party:
- (a) The appointment of a replacement Project Manager upon the said person ceasing act.
 - (b) Whether or not the issue of an instruction by the Project Manager is empowered by these Conditions.
 - (c) Whether or not a certificate has been improperly withheld or is not in accordance with these Conditions.
 - (d) Any dispute or difference arising in respect of war risks or war damage.
- 37.6 All other matters shall only be referred to arbitration after the completion or alleged completion of the Works or termination or alleged termination of the Contract, unless the Employer and the Contractor agree otherwise in writing.
- 37.7 The Arbitrator shall, without prejudice to the generality of his powers, have powers to direct such measurements, computations, tests or valuations as may in his opinion be desirable in order to determine the rights of the parties and assess and award any sums which ought to have been the subject of or included in any certificate.
- 37.8 The Arbitrator shall, without prejudice to the generality of his powers, have powers to open up, review and revise any certificate, opinion, decision, requirement or notice and to determine all

matters in dispute which shall be submitted to him in the same manner as if no such certificate, opinion, decision requirement or notice had been given.

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

SECTION IV – APPENDIX TO CONDITIONS OF CONTRACT

The Employer is:

**Kenya Nutritionists and Dieticians Institute
P.O BOX 20346-00100,
NAIROBI**

Name of Authorized Representative is:

**Chief Executive Officer
Telephone: 0202608882
Facsimile: 0202608882**

The Project Manager is

**The Director,
Tridents Architects International Limited
P.O. Box 77582-00611,
NAIROBI**

Telephone: 0721347762/0713281293
Facsimile:

As the appointed representative of KNDI

The name (and identification number) of the Contract is:

**PROPOSED OFFICE BLOCK DEVELOPMENT FOR KENYA NUTRITIONISTS AND DIETICIANS
INSTITUTE AT SYOKIMAU, NAIROBI**

KNDI/NAIROBI/0002/B

The Works consist of

- i) Site Clearance and Excavations
- ii) Construction to Completion of the two storey office block and external works
- iii) Associated Electrical and Mechanical works

Clause 2: The following documents also form part of the Contract:

- *These Instructions to Tenderers*
- *Form of Tender and Qualification Information*
- *Conditions of Contract*
- *Appendix to Conditions of Contract*
- *Specifications*
- *Drawings*
- *Bills of Quantities*
- *Forms of Securities*

Clause 8: Other Contractors, utilities etc., to be engaged by the Employer on the Site include those for the execution of:

Not applicable

Clause 10: The Intended Completion Date

- for the whole of the Works shall be: *To be agreed.*
- Clause 10: The Site is located at: Syokimau, Nairobi
- Clause 13: The Contractor shall submit a revised program for the Works within 7 (Seven) days of delivery of the Letter of Acceptance.
- Clause 13: The period between Program updates is: *As per the Project Manager's request*
- Clause 13: The amount to be withheld for late submission of an updated Program is:
KShs. 15,000.00 per month
- Clause 14: The Start Date shall be: *To be agreed.*
- Clause 14: The Site Possession Date shall be: *To be agreed.*
- Clause 20: The proportion of payments retained is: *To be inserted as a sum equivalent to 10% (ten percent) of the contract sum.*
- Clause 23.7: Advance Payment: *Shall not be granted.*
- Clause 25: The Price Adjustment Clause: *Shall not apply*
- Clause 27: The liquidated damages for the whole of the Works is Kshs. 10,000.00 (per week) up to a maximum limit of 10% of the Contract Sum.
- Clause 28: The Performance Security shall be for the following minimum amounts equivalent as a percentage of the Contract Sum: *10% of Contract Sum (All costs related to this item shall be borne by the contractor)*
- Clause 30: The minimum insurance covers shall be;
- The minimum cover for insurance of the Works and of Plant and Materials in respect of the Contractor's faulty design/workmanship is: *10% of the Contract Sum (All costs related to this item shall be borne by the contractor)*
- The minimum cover for loss or damage to Equipment is: *10% of the Contract Sum*
- The minimum for insurance of other property is: *10% of the Contract Sum*
- The minimum cover for personal injury or death insurance
For the Contractor's employees is: *10% of the Contract Sum*
- And for other people is: *10% of the Contract Sum*
- Clause 31: The Completion Period for the Works is: *9 Months.*
- Clause 32: The Defects Liability period is: *6 Months*
- Clause 32: The Final Account should be issued within *3 months* of practical completion of the works

SECTION V

SPECIFICATIONS

WORKS SPECIFICATION

MANUFACTURER'S NAME

Where manufacturer's names and catalogue references are given they are so given for guidance to quality and standard only. Alternative manufacturer of equal quality will be accepted at the discretion of the Project Manager.

ARCHITECTS' SPECIFICATION

GENERAL

DISCREPANCIES IN DESCRIPTIONS

Descriptions of materials and workmanship contained in the Bills of Quantities measured items shall take precedence over descriptions contained in Appendices in the event of discrepancies between the two, unless the Architect shall otherwise direct.

DISCREPANCIES IN DRAWINGS

Drawings shall take precedence over the Bills of Quantities, for construction purposes, in the event of discrepancies between the two, and the Architect must be notified immediately any such discrepancy becomes apparent.

TESTS AND SAMPLES

Unless otherwise described in the Bills of Quantities, the Contractor will be responsible for all the costs involved in testing materials as described hereinafter. He will also be responsible for all the costs involved in supplying samples of materials or workmanship as required hereinafter to the satisfaction of the Architect. The cost of replacing materials fixed or placed in position which do not comply with the required test results or approved samples shall be borne solely by the Contractor.

KENYA STANDARDS

All materials and goods supplied for incorporation in the works must comply with any relevant current standards issued by the Kenya Bureau of Standards. Where these are not established or are unclear the latest British Standards and Codes of Practice shall be applied.

WALLING

CEMENT

All cement used for making mortar shall be Portland cement complying with B.S. 12.

SAND

All sand used for making mortar shall be clean well graded silicone sand of good sharp quality equal to samples which shall be approved by the Architect. It shall be free from lumps of stone, earth, loam,

dust, salt, organic matter and any other deleterious substance, sieved through a fine sieve and washed if so directed by the Architect.

LIME

Lime for mortar shall be non-hydraulic or semi-hydraulic quick lime or hydrated lime in accordance with B.S.

890, Class B.

Quick lime shall be run to putty immediately after delivery to site in a pit dug on the site or in approved containers. The water to be first run into the pit or container and the lime to be added until it is completely submerged and stirred until all lumps are disintegrated and the resulting mild-lime shall then be run through a 3mm square mesh sieve and run into a pit or other container and kept clean and moist for not less than 4 weeks before use.

Hydrated lime shall be added to water in a clean receptacle thoroughly mixed to the consistency of thick cream and allowed to stand and be kept clean and moist for not less than 16 hours before use.

CEMENT MORTAR

The cement mortar (1:3) shall be composed of 42.5 kgs. Of Portland cement to 0.085 cubic metres of sand. The cement mortar (1:6) shall be composed of 42.5 kgs of Portland cement to 0.17 cubic metres of sand measured in specially prepared gauge boxes and thoroughly mixed in an approved mechanical mixer or mixed dry on clean and approved mixing platforms with water added afterwards until all parts are completely incorporated and brought to a proper consistency. The use or retempering of wholly or partly set mortar will not be allowed.

Foundation walling up to ground floor slab 1 part cement to 6 parts sand.

GAUGED LIME MORTAR

Gauged lime mortar shall be composed of 2 parts by volume of lime putty to 12 parts by volume of sand measured in specially prepared gauge boxes and mixed dry on clean and approved mixing platforms with water added afterwards until all parts are thoroughly incorporated and brought to a proper consistency.

The mortar shall be mixed 7 to 10 days before it is required for use and shall be stacked in a neat heap well smoothed off, covered with wet sacks and allowed to mature.

Immediately before use 1 part by volume of Portland cement shall be added to 9 parts by volume of lime mortar, the whole being remixed with the addition of extra water until all parts are completely incorporated and brought to a proper consistency.

The gauged mortar must be used within 45 minutes of being mixed and the use or retempering of wholly or partially set mortar will not be allowed.

Above ground floor slab 1 part cement to 3 parts lime to 15 parts sand.

OTHER TRADES

Close co-operation with electrical and plumbing Sub-Contractors must be maintained from the beginning of the job to avoid chases being cut in hollow block or 100mm solid block work or across any fair faced work. If necessary, conduits should be run down the jambs of the door openings behind the door frame and taken to the switch position through a horizontal joint in the masonry.

CARPENTRY, JOINERY AND IRONMONGERY

QUALITY OF TIMBER

The qualities of timber stated hereinafter are to be in accordance with the Grading Rules (Third Edition) dated 8th April, 1959, approved by the Forest Department of Kenya.

All timber described as 'Sawn Podocarpus' shall be Second (Select) Grade Sawn Podocarpus Gracilior. All timber described as 'Sawn Cypress' shall be Second Grade Sawn Cupressus.

All timber described as 'Wrot Cypress' shall be First (Prime) Grade Wrot Cupressus.

All timber described as 'Wrot Cedar' shall be First (Prime) Grade Wrot Red Cedar (Juniperus Procera).

All timber described as 'Wrot Meru Oak' shall be First (Prime) Grade Wrot Meru Oak.

All timber described as 'Wrot Camphor' shall be First (Prime) Grade Wrot Camphor specially selected for straight grain and colouring. No joinery work is to be put in hand until the Architect has seen and approved the colour and grain of the timber.

Where hardwood is specified it shall be Mvuli, Mahogany, Mninga, Camphor, Rosewood, Blackwood or Meru Oak as selected by the Architect at the letting of the contract and all tenders will be deemed to have allowed for this.

When employed for carpentry work the above timbers shall be well seasoned to a moisture content not exceeding 18% of the dry weight.

When employed for joinery work the above timbers shall be well seasoned to a moisture content not exceeding 6% of the dry weight.

GENERALLY

All timber for permanent work in the buildings shall before use, be dry and be approved by the Architect for quality in accordance with the foregoing specification for its respective grade. All structural timber shall be in accordance with C. P. 112.

All Carpenter's work shall be left with sawn surfaces unless particularly specified to be wrot. Scantlings and boarding shall be accurately sawn and shall be left uniform in width and thickness throughout. All Carpenter's work shall be accurately set out together and securely fixed in the best possible manner with properly made joints. Provide all brads, nails, screws, bolts, etc. as necessary. Nails shall comply with B.S. 1202 and bolts with B.S. 916.

Knotting shall comply with B.S. 1336

Variations from specified dimensions of scantling shall not exceed the tolerance stated in the aforementioned Grading Rules. Boards 25mm thick or less shall hold up to the specified sizes. All timber shall be as long as possible and practicable to eliminate joints.

Ends of timbers required to be built into walls shall have 12mm space between same and walling. All ends of timbers to be strapped with hoop iron and primed.

All Joiner's work shall be wrot unless otherwise specified.

All mouldings shall be accurately run and finished and all arrises shall be slightly rounded. Framed work shall be cut out, properly tenoned, shouldered, etc., and framed together as soon after the commencement of the works as is practicable but should not be wedged up until required for fixing in position and any portions that warp, get in winding, develop shakes or other defects shall be replaced with new. As soon as required for fixing in position the framing shall be glued together with best quality glue and properly wedged or pinned, etc., as described.

Unless otherwise described oval or round brads will be used for fixing all face work, all heads shall be properly punched in. Where described as pelted work shall be countersunk screwed and the screw heads covered with timber pellets to match the adjacent timber.

Should any of the Carpenter's or Joiner's work shrink, warp, wind or develop any other defects within six months after the completion of the works, the same shall be removed and new fixed in its place together with all other work which may be affected thereby, all at the Contractor's cost and expense.

INSECT DAMAGE

All timber, whether graded or ungraded, and including shuttering, scaffolding and the like shall be free of live borer beetle or other insect attack when brought upon the site. The Contractor shall be responsible up to the end of the maintenance period for executing at his own cost all work necessary to eradicate insect attack to timber which becomes evident including the replacement of timbers attacked or suspected of being attacked, notwithstanding that the timber concerned may have been inspected and passed as fit for use.

DIMENSIONS

(a) Timber not specified to be wrought shall be as from the saw and full to the nominal dimensions stated. No undersizes shall be permitted but oversize to the following tolerances may be allowed:-

- (i) 1.5mm oversize on dimensions up to 25mm
- (ii) 3mm oversize on dimensions up to 50mm
- (iii) 6mm oversize on dimensions over 50mm.

(b) Where 'nominal' dimensions are stated for wrot timber a tolerance of 3mm shall be allowed for each wrot face.

Before putting in hand any joinery work, whether built-in or fixed later, the joiner is to ascertain and check on site all dimensions which affect or govern the joinery work.

PRESERVATION OF TIMBER

All timber described as impregnated shall be vacuum pressure impregnated with Tanalith or Celcure preservative in accordance with Specification No. 1/56 (Buildings) for the Vacuum/Pressure

Impregnation of Timber with Hickson's 'Tanalith' wood preservative issued by Hickson's Timber Impregnation Co. (G.B.) Ltd., or other approved source. Where timber is cut or bored after impregnation the exposed surfaces are to be liberally swabbed with Wolmanol.

SPECIES OF TIMBER

Only those timbers specified in these Bills of Quantities are to be used for the works, unless alternatives are authorised by the Architect.

SEASONING OF TIMBER

All carpentry timbers are to be seasoned to a moisture content of not more than 18% of the dry weight. All joinery timbers are to be seasoned to a moisture content of not more than 6% of the dry weight. The Contractor is to make available on site a meter for testing moisture content of all timber delivered.

PREPARATION AND PROTECTION OF TIMBER

(a) All timber necessary for the works is to be purchased immediately the Contract is signed, and when delivered is to be open stacked for such further seasoning as may be necessary. Preparation of the timber is to be commenced simultaneously with the commencement of the works generally.

(b) All timber and assembled woodwork is to be protected from the weather and stored in such a way as to prevent attack by decay, fungi, termites or other insects.

CLEARING UP

The Contractor is to clear up and destroy or remove all cut-ends, shavings and other woodwaste from all parts of the buildings and the site generally as the work progresses and at the conclusion of the works.

TIMBER IN MASONRY, ETC.

Ends of timber built into walls shall be thoroughly brush treated with creosote or other approved preservatives and clean air space maintained around the timbers where they adjoin the walls.

PRIMING WOODWORK

All woodwork which is to be painted or hidden from view, backs of door frames, etc. are to be primed and painted one coat before fixing. Allow for touching up priming during progress of works.

JOINTING

(a) All joints must be made as specified or detailed and the execution of all jointing shall be to the satisfaction of the Architect.

(b) Joining surfaces of all connections exposed to the weather are to be thickly primed except where glueing is specified. Surfaces are to be in good contact over the whole area of the joint before fastenings are applied.

(c) No nails, screws or bolts are to be placed in any end split. If splitting is likely or is encountered in the course of the work, holes for nails are to be pre-bored at diameters not exceeding 4/5ths of the diameter of the nails. Clenched nails must be bent at right angles to the grain. Lead holes are to be bored for all screws.

(d) Where the use of bolts and washers are specified the holes are to be bored from both sides of the timber and are to be a diameter $D + D/16$ where D is the diameter of the bolt. Nuts must be brought up tight but care is to be taken to avoid crushing of the timber under the washers.

(e) Joints in joinery must be as specified or detailed and so designed and secured as to resist or compensate for any stresses to which they may be subjected. All nails, sprigs, etc., are to be punched and puttied.

(f) Loose joints are to be made where provision must be made for shrinkage, glued joints where shrinkage need not be considered and where sealed joints are required. All glued joints shall be crosstongued or otherwise reinforced.

(g) Glues for load-bearing joints or where conditions may be damp must be of the resin type. For non-load-bearing joints, or where dry conditions can be guaranteed, casein or organic glues may be used.

JOINERY

(a) All joinery shall be accurately set out on boards to full size for the information and guidance of artisans with all joints, ironwork and other works connected therewith fully delineated. This setting out shall be submitted to the Architect and approved before the work is commenced.

(b) All joinery shall be executed with workmanship of the best quality in strict accordance with the detailed drawings. All mouldings, shall be accurately and truly run and all work planed, sand-papered and finished to the approval of the Architect.

(c) All framed work shall be cut out, properly tenoned, shouldered etc., and framed together as soon after the commencement of the building as is practicable but shall not be wedged up until the building is ready for fixing the same and any portions that warp, wind, develop shakes or other defects shall be replaced with new. As soon as required for fixing in the building the framing shall be glued together and properly wedged or pinned, etc., as directed.

(d) Should any of the joinery shrink, warp, and wind or develop any other defects within the maintenance period specified in the Contract the same shall be removed and new fixed in its place together with all other work which may be affected thereby. All at the Contractor's expense.

TOLERANCE

Reasonable tolerance shall be provided at all connections between joinery works and the building carcass, so that any irregularities, settlement or other movements shall be adequately allowed for.

SCRIBING

All cornices, architraves, frames and other joinery works shall be accurately scribed to fit the contour of any irregular surfaces against which they may be required to form a close butt connection. In particular, architraves are to be cut to fit against side walls and maintain proper mitres at top corners.

SHRINKAGE

The arrangement, jointing and fixing of all joinery shall be such that shrinkage in any part and in any direction shall be compensated for and not impair the strength or appearance of the work or cause damage to adjacent structures.

VENEERS

All veneers are to be specially selected for grain and colouring and no veneered work shall be put in hand until the Architect has approved the sample of grain and colour.

NATURAL FINISH

When natural finish is specified, the timber in adjacent pieces shall be matched and uniform or symmetrical in colour and grain. The surface finish is to be as specified.

FLUSH DOORS

Flush doors shall be 3mm plywood faced doors with solid or semi-solid cores, in accordance with B.S. 459 Part 2, obtained from a manufacturer approved by the Architect and equal in every respect to a sample to be submitted to and approved by the Architect. Doors shall be lipped with hardwood strips on all edges and shall be finished for painting on both faces unless otherwise stated. Plywood for use on external doors shall be of exterior grade as described later.

The proportion of solid area in semi-solid doors shall not be less than 50% of the total and shall be evenly distributed throughout the door.

CHIPBOARD

Chipboard shall comply in all respects with B.S. 2604 for medium density resin bonded wood chipboard and shall be veneered or not as shown on the drawings and as described in the Bills of Quantities. Chipboard of non-British origin shall comply with the tests enumerated in the said B.S. and samples shall be submitted to the Architect for this purpose and for his approval.

BLOCKBOARD

Blockboard is to be of approved quality, solid and glued throughout. Where described as faced it shall be faced with an approved veneer of the timber specified.

PLYWOOD

Plywood shall be in accordance with B.S. 1455 and shall be of second grade and that for use externally shall be of external grade conforming at least to Clause 138 of the B.S.

HARDBOARD

Hardboard shall be oil-tempered or otherwise as specified of the thicknesses specified and is to be glued and fixed with the special hardboard nails supplied by the manufacturer. Sheeting is to be wetted the day before fixing. All sawn edges to be carefully sandpapered.

SOFTBOARD

The softboard is to be of approved quality and manufacture, fixed with galvanized clout nails or an approved adhesive as necessary, or both as specified.

PLASTIC LAMINATE

Plastic laminate shall be as manufactured by Formica Ltd. or other equal and approved and shall be worked and fixed strictly in accordance with the manufacturer's instructions with the adhesive recommended by the manufacturer. Colours shall be selected by the Architect from samples to be submitted early in the Contract.

PLUGS

All plugs described as fixing for joinery etc., shall be approved plugs such as Rawlplugs or Philplugs set into holes drilled in masonry in accordance with the manufacturer's instruction. No wooden plugs are to be used.

PROTECT JOINERY

Any fixed joinery which is liable to become bruised or damaged in any way shall be properly cased and protected by the Contractor until the completion of the works.

SITE DIMENSIONS

Before putting in hand any joinery work, whether to be built in with the carcass or fixed later, the joiner is to ascertain and check all dimensions on the site which affect or govern joinery work.

BILLS OF QUANTITIES DIMENSIONS

All wrot timber dimensions given in the Bills of Quantities are finished sizes unless otherwise stated.

IRONMONGERY

The Contractor is to check consignments of ironmongery upon receipt and store them in safe keeping until required for fixing.

All ironmongery shall be fitted and fixed in accordance with the manufacturer's instructions. Rates for fixing are to include for all cutting, sinking, boring, morticing and fitting in hardwood or softwood and for supplying all necessary and matching screws. Rates for door furniture shall also include for fixing before painting, removal during painting operations and afterwards fixing and for labelling all keys with door references and handing to the Architect upon completion.

All locks, springs and other items of ironmongery with movable parts shall be properly tested, cleaned and adjusted where necessary and left in perfect working order upon completion of the works by the Contractor who shall include for this in his prices for fixing.

GENERALLY

All pencil marks are to be removed before oiling or varnishing joinery work. Leave all joinery work perfect and clean without nail holes; clean up all waste and protect finished work from staining or damage. Oil all locks and adjust to give a perfect fit and leave clean.

METAL WORK

GENERALLY

All materials shall be of the best of their respective kinds and conform at least to the relevant B.S. where such exists. All work shall be carried out strictly as directed and approved by the Architect before fixing.

ALUMINIUM

Aluminium sheet shall comply with the requirements of B.S. 1470 and be suitable for the purpose required.

Extruded aluminium sections shall be obtained from an approved source and be equal to samples to be submitted to and approved by the Architect. The surface finish shall be matt.

HOOP IRON.

Provide 25mm wide 24 gauge hoop iron reinforcement and anchors to be laid where specified under masonry, and anchored in ring beams.

PRICING INFORMATION

Prices for all welded work shall include for preparing, welding and grinding to a smooth finish.

FLOOR, WALL AND CEILING FINISHES

GENERALLY

The whole of the plasterwork and other wall, floor and ceiling finishes shall be executed to the entire satisfaction of the Architect and any work rejected shall be taken down and re-executed by the Contractor at his own expense. All scaffolding, temporary rules and screeds, tools or special appliances required shall be furnished by the Contractor.

CEMENT

Shall be as described in 'Walling'

LIME

Shall be as described in 'Walling'

SAND

Shall be as described in 'Walling'

WATER

Shall be as described in Structural Engineers Specification.

WORKMANSHIP

All concrete beds or slabs shall be thoroughly brushed, cleaned, hacked if necessary and well wetted and flushed over with a cement and sand (1:1) grout immediately before screeds or pavings are laid.

Screeds and cement pavings shall be laid in accordance with the relevant B.S. Code of Practice and in alternate bays generally not exceeding 3m x 3m with neat butt joints and shall be damp cured with sand or sawdust and kept damp for at least 7 days after laying.

Adequate time intervals must be left between successive coats in two coat work in order that the drying shrinkage of the under-coat may be substantially complete. All internal and external angles shall be pencil rounded.

PLASTERING AND RENDERING GENERALLY

All surfaces to be plastered or rendered shall be brushed clean and be well wetted before plaster is applied. All plaster and rendering shall be kept continuously damp for seven days after application. All arrises shall be finished true and slightly rounded except where otherwise stated, and shall be run at the same time as the adjoining plaster. No partially or wholly set plaster or rendering will be allowed to be used or re-mixed.

The Contractor shall prepare samples of the plastering and rendering as directed until the quality, texture and finish required is obtained and approved by the Architect after which all plastering executed in the work shall conform to the respective approved samples.

The Contractor shall cut out and make good all cracks, blisters and other defects and leave the whole of the work perfect on completion. When making good defects, the plaster or rendering shall be cut out to a rectangular shape with edges undercut to form dovetailed key, and all finished flush with face of surrounding plaster or rendering.

Rates for plastering and rendering are to include for raking out joints of walling or hacking concrete to form a key. Instead of hacking the Contractor will be permitted to treat concrete surfaces, at his own expense, with bonding fluid, such as 'Plastaweld' manufactured by I. Manger and Son Ltd., or other equal and approved applied in strict accordance with the manufacturer's printed instructions.

INTERNAL PLASTER

Internal plaster shall be applied in two coats as follows, overall 12mm thick unless otherwise described:-

(a) 9mm First coat consisting of cement, and sand (1:4) well scratched, wetted and keyed to receive finishing coat.

(b) 3mm finishing coat consisting of cement and lime putty (1:5) skim coat finished with a steel trowel to a smooth and even surface. Adequate time intervals must be left between successive coats in order that the drying shrinkage of the under coat may be substantially complete. All internal and external angles shall be pencil rounded.

PRICING INFORMATION

Prices for paving, beds and screeds shall include for the preparation of the concrete floor and painting with cement grout, as described; for any extra thickness consequent upon the concrete floor not being finished to true levels; and for laying over electrical conduits including reinforcing as necessary to the approval of the Architect.

Prices for plastering and rendering shall include for the preparation of the surfaces including raking out joints of brickwork or blockwork and hacking surfaces of concrete to form key, and for any extra thickness or dubbing out consequent upon any irregularities or inaccuracies in the surfaces to be covered.

Prices for terrazzo and granolithic work shall include for beds and backings, executing in the colours selected by the Architect, laying to panels and designs as may be directed, and for polishing at completion. Dividing strips forming panels and designs will be measured and paid for separately.

Prices for external finishings shall include for executing work at any height above ground and for any necessary additional scaffolding, ladders, cradles, etc.

If required by the Architect, or if indicated on the drawings prices for internal plastering and external rendering shall include for forming a fair splayed edge at all junctions with fair faced concrete surfaces and for forming 12mm wide grooves with fair splayed edges at junctions of walls with structural members and at soffits of slabs etc. Prices shall also include for V-grooves or rounded grooves, not exceeding 12mm wide, in external rendering to form decorative panels.

Prices for beds and backings are to allow for a true and even finish with a steel float, which is to be scraped clean by the Contractor before receiving the finish, to the satisfaction of the finishing Sub-Contractor.

PROTECTING FLOOR FINISHINGS

The Contractor is to allow for protecting all floor and staircase finishings after laying, whether executed by himself or a Sub-Contractor and will be held responsible for any damage to the finishings after laying. All floors are to be cleaned on completion of the building before handing over.

GENERALLY

Protect all fittings, joinery and finishings from plaster and other finishings and clean up all marks on completion.

GLAZING

GENERALLY

All glass shall be of approved manufacture in accordance with B.S. 952, and free from flaws, bubbles, specks, and other imperfections cut to size to fit the opening for which it is required with not more than 1.6mm tolerance all round. All glass to be delivered in proper containers with maker's name, guarantee, type of glass and thickness or weight of glass attached to the outside of the container.

The clear sheet glass shall be Ordinary Glazing (O.Q.) quality sheet glass.

The obscured glass shall be of a pattern approved after the Contractor has submitted samples to the Architect at the beginning of the Contract.

Tempered glass shall be of the thicknesses specified.

The putty for glazing shall be tropical putty of approved manufacture suitable for glazing to metal or wood frames as hereinafter specified.

All putty shall be delivered on site in the original manufacturer's sealed cans or drums. The putty is to be removed from the drum well kneaded with the minimum of linseed oil and left for 24 hours before using.

The rebates and backs of handle brackets to metal windows shall be painted one coat before puttying. Before glazing the rebates of all windows shall be adequately back puttied.

Within 14 days the putty must dry and harden without wrinkling of the surface or caking and shall adhere satisfactorily to the surface of the glass and the frame.

The washleather strip shall be approved by the Architect and shall be cut to fit the exact line of bead.

The wires of Georgian wired glass, in adjacent panes, are to align both ways.

PRICING INFORMATION

Prices for glass shall include for all cutting and glazing to frames as described.

PAINTING AND DECORATING

GENERALLY

The whole of the work shall be executed to the entire satisfaction of the Architect, and all work rejected is to be re-executed by the Contractor at his own expense. Subject to the foregoing, the methods of application adopted i.e. brush, spray, roller, etc. are at the discretion of the Contractor, unless otherwise described.

All paints shall be Grade A in accordance with the Ministry of Works approved paint list.

Sumps and drains shall not be used for the disposal of waste or dirty water.

MAINTENANCE

The Contractor shall make good after other trades have carried out maintenance work. In cases where the defective work is not caused by, or the responsibility of, the Contractor, or his Sub-Contractors, he should make arrangements for payment with the party concerned. Where cracks have been made good, apply two coats to the new filling and one coat to the whole wall in which the crack has appeared.

MATERIALS

Any deviation from the materials and makes specified must be approved in writing by the Architect to whom application must be made before decoration starts.

IRONMONGERY

All ironmongery already fixed is to be removed before painting doors and refixed on completion of the finishing coat. If any paint should get on to ironmongery, it must be removed with chemical solvents and not scratched off.

APPROVED SUB-CONTRACTORS

The Contractor shall arrange for the painting and decorating work to be executed by an approved Sub-Contractor. The Contractor shall state on the form provided and included as a tender document the name of the Sub-Contractor he proposes to employ and he shall not employ any other Sub-Contractor for the work without the written permission of the Architect.

MIXING

All materials shall be delivered on site intact in the original containers and shall be mixed and applied strictly in accordance with the manufacturer's printed instructions. No addition will be allowed to be made locally without the express permission of the Architect.

COLOURS

The priming, undercoats, and finishing coats shall each be of differing tints, the priming and undercoats shall be the correct brands and tints to suit the respective finishing coats, in accordance with the manufacturer's instructions. All finishing coats shall be of the colour and type specified by the Architect.

The Contractor will be required to paint trial panels and will be required to adjust tints as necessary.

AREAS TO BE READY FOR PAINTING ETC.

Before the painting or decorating is started the Contractor shall arrange that all other trades have been completed and other tradesmen removed from the vicinity of the area to be painted. All plaster, mortar, concrete, oil or stains of any kind shall be removed by the Contractor from work to be decorated before painting commences.

PREPARATION

Plastered and rendered surfaces to be decorated shall be allowed to dry for a minimum of four weeks before decoration commences.

Plaster finished with a steel trowel and fair face concrete surfaces shall be well rubbed down filled and made good as necessary and thoroughly cleaned down immediately before decoration is applied.

Plaster finished with a wood float or other rough textured surface of a similar nature shall be made good as necessary and thoroughly brushed clean immediately before decoration is applied.

Insulating board or similar surfaces shall be filled and made good as necessary and lightly brushed down to remove all dirt, dust and loose particles.

Metal work to be painted shall be scaled clean and thoroughly wire brushed.

Woodwork to be painted shall be well rubbed down. All knots shall be covered with good knotting before priming and all defects shall be filled with hard stopping after priming. Plywood shall be brush filled over the entire surface

Woodwork to receive finishes other than paint shall have all stains and pencil marks removed, be well rubbed down and have all defects levelled up with hard stopping of a colour to match the adjoining surface.

Woodwork to be clear varnished shall be well rubbed down and the varnish is to be applied with a chamois leather pad, rubbed back with fine graded steelwool between coats and afterwards buffed up to produce an approved finish.

All woodwork to be varnished is to have all pencil and other marks removed and surfaces smoothed down prior to application.

PAINTS

All paints used should be obtained from one of the following manufacturers after obtaining the Architect's approval and of the product specification hereinafter described.

- a) Robbialac
- b) Crown Paints
- c) Dulux Paints
- d) Sadolin Paints

PLASTIC EMULSION PAINTS

Plastic emulsion paint for internal and external application shall be of a manufacture approved by the Architect.

BITUMINOUS SOLUTION

Bituminous solution for use on coated pipes shall be obtained from a manufacturer approved by the Architect.

PRIMERS

Unprimed steelwork shall be primed with a Red Lead Primer.

Galvanised steelwork shall be treated with a mordant solution and primed with a Zinc Chromate Primer.

Woodwork shall be primed with a Pink Wood Primer.

UNDERCOATING

The undercoat for use under enamel finishing coats shall be an approved undercoat.

PRODUCT SPECIFICATION FOR PAINTS

Product specification for paints shall be in accordance with the composition requirements and may be required to be tested by the M.O.W. Materials Testing Branch

PRICING INFORMATION

The numbers of coats stated in the descriptions in these Bills of Quantities shall be applied in addition to any primers, stoppers, fillers, sealers, knotting, stopping, etc. required. The Contractor's prices shall be deemed to include for supplying and applying all such preparatory materials as may be required by the Standard Specification as recommended by the manufacturer of the finishing coat for the particular surface to be covered. The Contractor's prices shall further include for all other preparatory.

	1st Quality Emulsion Paint	2nd Quality Emulsion Paint	1st Quality Alkyd Gloss Paint
Non-volatile(B.S Content3900 B2)	Must not exceed 50% by weight	Not more than 60% by weight	Less than 50% by weight
Pigment Volume Concentration	Not more than 5%	Not more than 70%	Less than 25%
Resin type	Vinyl Acetate/ Acrylic Ester Copolymer	Vinyl Acetate/ Acrylic Ester Copolymer	Long Oil Alkyd minimum oil length not less than 60%
Opacity requirement (contrast ratio to B.S. 3900 D4)	Not less than 80%	Not less than 70%	Not less than 90%
Pigment/ Binder Ratio	Not more than 2.25:1	Not more than 2.75:1	Not more 2.25:1

APPROVED SUB-CONTRACTORS

The Contractor shall state on the form provided and included as a tender document, the names of the Sub-Contractors he proposes to employ, and he shall not employ any other Sub-Contractors for the work without the written permission of the Architect.

MAINTENANCE

The Contractor shall make good after other trades have carried out maintenance work. In cases where the defective work is not caused by, or the responsibility of, the Contractor, or his Sub-Contractors, he should make arrangements for payment with the party concerned. Where cracks have been made good, apply two coats to the new filling and one coat to the whole wall in which the crack has appeared.

MATERIALS

Any deviation from the materials and makes specified must be approved in writing by the Architect to whom application must be made before decoration starts.

CONCRETE WORK

ARCHITECT/ENGINEER

For the purpose of the concrete structure the Structural Engineer shall be deemed vested with the duties of and be the representative of the Architect.

CODE OF PRACTICE

All workmanship, materials, tests and performances in connection with the reinforced concrete work are to be in conformity with the latest edition of the appropriate British Standards where not inconsistent with these specifications.

SUPERVISION

A competent person approved by the Engineer shall be employed by the Contractor whose duty will be to supervise all stages in the preparation and placing of the concrete. All cubes shall be made and site tests carried out under his direct supervision, in consultation with the Engineer.

CONTRACTOR'S PLANT, EQUIPMENT AND CONSTRUCTION PROCEDURES

Not less than 30 days prior to the installation of the Contractor's plant and equipment for processing, handling, transporting and storing and proportioning ingredients, and for mixing, transporting and placing concrete, the Contractor shall submit drawings for approval by the Engineer, showing proposed general plant arrangement, together with a general description of the equipment he proposes to use.

After completion of installation, the operation of the plant and equipment shall be subject to the approval of the Engineer.

Where these specifications, the Bills of Quantities or the drawings require specific procedures to be followed, such requirements are not to be construed as prohibiting use by the Contractor of

alternative procedures if it can be demonstrated to the satisfaction of the Engineer, that equal results will be obtained by the use of such alternatives.

Approval of plant and equipment or their operation, or of any construction procedure, shall not operate to waive or modify any provisions or requirements contained in these specifications governing the quality of the materials or of the finished work.

LEVELS AND FOUNDATIONS

The foundations of the work shall be carried down to depths as may be directed by the Engineer and they must be cut as nearly to the size of the concrete as possible and the vacant spaces between the concrete and solid ground excepting where otherwise shown must be carefully filled in as directed by the Engineer.

All temporary timbering shall be removed but should any timber be left in or should any other work be done beyond that specified, it will be at the Contractor's own cost.

TOLERANCES

On all setting out dimensions of 6m and over a maximum non-accumulative tolerance of plus or minus 6mm will be allowed. On all setting out dimensions under 6m a maximum non-accumulative tolerance of plus or minus 3mm will be allowed. On the cross sectional dimensions of structural members, unless otherwise required by the drawings, a maximum tolerance of plus or minus 3mm will be permitted.

The top surface of concrete floor slabs and beams shall be within 6 mm of the normal level and line shown on the drawings. Columns shall be truly plumb and non-accumulative tolerance of 3 mm in each storey and not more than 12 mm out of plumb in their full height will be permitted. The Contractor shall be responsible for the cost of all corrective measures required by the Engineer to rectify work which is not constructed within the tolerances set out above.

MATERIALS GENERALLY

All materials which have been damaged, contaminated or have deteriorated or do not comply in any way with the requirements of these specifications shall be rejected and shall be removed immediately from the site at the Contractor's own expense. No materials shall be stored or stacked on suspended floors without the Engineer's prior approval.

SAMPLES AND TESTING

Every facility shall be provided to enable the Engineer to obtain samples and carry out tests on the materials and construction. If these tests show that any of the materials or construction do not comply with the requirements of these specifications, the Contractor will be responsible for the costs of the tests and the replacement of defective materials and/or construction.

CEMENT

Cement unless otherwise specified shall be Portland Cement of a brand approved by the Engineer and shall comply with the requirements of B.S. 12, and a manufacturer's certificate of test in accordance with B.S. 12 shall be supplied for each consignment delivered to the site. Provided that

the approval of the Engineer is obtained, the cement may vary from B.S. 12 in that up to 10% of the total weight may be reactive volcanic ash and the quantity of insoluble residue may exceed that specified by B.S. 12.

Should the Contractor require to use cement of the rapid hardening variety, he shall obtain the approval of the Engineer and also obtain any instructions regarding modifications to these specification caused thereby. Any additional cost that may be caused by the use of rapid hardening cement shall be at the Contractor's expense.

Cement may be delivered to the site either in bags or in bulk.

If delivered in bags each bag shall be properly sealed and marked with the manufacturer's name and on the site is to be stored in a weatherproof shed of adequate dimensions with a raised floor. Each consignment shall be kept separate and marked so that it may be used in the sequence in which it is received. Any bag found to contain cement which has set or partly set, shall be completely discarded and not used in the works. Bags shall not be stored more than 1.50 metres in height.

If delivered in bulk the cement shall be stored in a weatherproof silo either provided by the cement supplier or by the Contractor but in either case the silo shall be to the approval of the Engineer.

AGGREGATES

Aggregates shall conform to the requirements of B.S. 882 and the sources and types of all aggregates are to be approved in all respects by the Engineer before work commences.

The grading of aggregates shall be within the limits set out in B.S. 882 and as later specified and the grading, once approved, shall be adhered to throughout the works and siliceous sand of good, sharp, hard quality and shall be free from lumps of stone, earth, loam, dust, salt, organic matter and any other deleterious substances. It shall be graded within the limits of Zone 1 or 2 of Table 2 of B.S. 882. Sea sand will not be accepted.

Coarse aggregate for concrete Classes '35', '30', '25', and '20' shall be black trap, Mazeras, or similar basaltic stone to the approval of the Engineer and coral aggregate will not be accepted. It shall be hard, clean and of good shape, free from dust, decomposed stone, clay, earthy matter, foreign substances or friable thin elongated or laminated pieces. It shall be graded within the limits of Table 1 of B.S. 882 for its respective nominal size.

If in the opinion of the Engineer the aggregate meets with the above requirements but is dirty or adulterated in any manner it shall be screened and/or washed with clean water if he so directs at the Contractor's expense,

Aggregates shall be delivered to the site in their prescribed sizes or gradings and shall be stockpiled on paved areas or boarded platforms in separate units to avoid intermixing. On no account shall aggregates be stockpiled on the ground.

The Engineer shall be entitled to require a certificate from an approved testing laboratory in connection with each source of fine and coarse aggregate showing that materials comply with the specification.

WATER

The water used for mixing concrete shall be from an approved source, clean, fresh and free from harmful matter, and comply with B.S. 3148.

EXPANSION JOINT FILLER

Expansion joint filler shall be 'Flexcell' as manufactured by Expandite Ltd., or 'Resilex' as manufactured by Evomatics Ltd. or equal and approved.

JOINT SEALER

Sealers shall be 'Pli-astic' or 'Seelastic' as described, both manufactured by Expandite Ltd., applied in accordance with the manufacturer's printed instructions and prices shall include for temporary battens or fillets and afterwards withdrawing to form grooves as necessary.

'Seelastic' shall be applied by gun and where more than 12mm deep shall include filling the groove with loose packing yarn to within 1mm from outer face.

'Pli-astic' shall be Grade 88 and applied hot. With the Engineer's prior approval 'Polevomastic' fillers of the appropriate grade as manufactured by Evomatics Ltd. may be substituted for 'Seelastic' and 'Pli-astic'.

CONCRETE STRENGTHS

Classes '35', '30', '25', and '20' concrete shall have the minimum strengths as given by works cube tests shown herebelow.

Classes lower than those given shall be of the following nominal mixes and may be measured by volume or weight. No cube tests will be required for these classes.

Nominal mix by volume	1:3:6 (Class 15)	1:4:8 (Class 10)
Cubic m. fine aggregate per 50Kg. bag of cement	0.12	0.16
Cubic m. coarse aggregate per 50Kg. bag of cement	0.24	0.32
Max. size of coarse aggregate	40mm	40mm

MEASURED PROPORTIONS OF CONCRETE

Cement

The quantity of cement shall be measured by weight. Where delivered in bags, each batch of concrete is to use one or more whole bags of cement.

- Aggregate
- (i) For Classes '35', '30', '25', and '20' concrete shall be measured by weight in a weigh batching machine as described hereafter.
 - (ii) For lower Classes concrete, aggregates may be measured by weight or by volume. Where by volume, approved gauge boxes of such a size as will give the correct proportions shall be used.

WEIGH BATCHING MACHINE

Weigh batching machines shall be of an approved type and shall be properly maintained and checked for accuracy at regular intervals.

CONCRETE CLASSES - '35', '30', '25', and '20'

The weights of fine and coarse aggregate to be used in concrete classes '35', '30', '25', and '20' shall be limited in accordance with the table below. The proportions of fine to coarse aggregate and cement which the Contractor proposes to use for the mix specified shall first be approved by the Engineer. The Contractor will then be required to prepare preliminary test cubes and have these cubes tested as described for work cube tests. The test results should be submitted to the Engineer in sufficient time for further tests to be carried out should they prove unsatisfactory. Cube strengths in the preliminary tests must show crushing strengths of at least 25% higher than the strengths specified for work cube tests. If the Contractor is unable to produce specified cube strengths, he will be required at his own cost to increase the cement of the mix until satisfactory results are produced.

Minimum Crushing Strengths

Age	Class 35	Class 30	Class 25	Class 20
7 days	24.5 N/mm ²	21.0 N/mm ²	17.5 N/mm ²	14.0 N/mm ²
28 days	36.0 N/mm ²	31.0 N/mm ²	26.5 N/mm ²	21.0 N/mm ²

The average strength obtained from cube tests shall be 10% higher than the minimum strength shown above.

The Engineer may require at any time during the Contract the proportions of fine to coarse aggregate to be altered in order to produce a mix of greater strength or improved workability and providing that the total proportions of aggregate to cement remain unchanged, no claim for additional cost will be considered.

Concrete shall be poured to the classes as follows: -

The mixes given below e.g. 1:3:6 shall mean concrete composed by volume one part Portland cement, three parts sand or fine aggregate and six parts of coarse aggregate. All other compositions shall be interpreted in a like manner.

Class '35' designed	using 5mm to 20mm coarse aggregate
Class '30' concrete 1:1:2:3	using 5mm to 20mm coarse aggregate
Class '25' concrete 1:1 1/2:3	using 5mm to 20mm coarse aggregate
Class '20' concrete 1:2:4	using 5mm to 20mm coarse aggregate

Unless otherwise specified concrete shall be used as follows:-

High stress reinforced concrete	CLASSES '35' & '30'
Normal reinforced concrete	CLASSES '25' & '20'
Reinforced concrete member of thickness 75mm or less	CLASSES '20'
Surface beds, threshold, concrete surface channels and mass concrete fill	Concrete 1:3:6 mix
Concrete benching to cupboards and fittings and filling where described	Concrete 1:4:8 mix

MINIMUM CEMENT CONTENT - CLASSES '35', '30', '25', and '20'

The minimum cement content by weight shall be limited to: -

Mix.	'35'	'30'	'25'	'20'	1:3:6	1:4:8
Minimum cement content (kg/m ³)	350	300	300	260	220	150

WATERPROOF CONCRETE

Where 'waterproof concrete' is specified, the system may be an approved surface applied product, or waterproofing additives of a type approved in writing by the Engineer are to be added to the mixing water strictly in accordance with the manufacturer's instructions. Not more than 25 litres of water per 50Kg. bag of cement are to be used unless otherwise approved by the Engineer.

WATER BAR

Water bar shall be P.V.C. water bar as manufactured by Expandite Limited, or other approved type and shall be provided in width and at the positions indicated on the drawings.

Joints shall be heat welded in accordance with the manufacturer's instructions and where the water bar is to be fixed vertically, metal clips as manufactured by the supplier of the water bar or of other approved design shall be provided to suspend the water bar from the reinforcement.

Where waterproof concrete is used the Contractor shall adhere strictly to the position and type of construction joints as detailed on the drawings. Any deviation from this procedure or the provision of additional construction joints will require the prior approval of the Engineer and any additional water bar so required will be at the Contractor's expense.

Formwork shall be designed with sufficient timber formers and blocking pieces to support the water bar and to ensure that it is not displaced during concreting. In the case of horizontal joints in vertical walling and similar members the formwork shall be so constructed as to permit the starter or upstand of concrete surrounding the lower half of the water bar to be poured in the same operation as the slab or other concrete from which it springs. Formwork to walls or similar members where water bar

is positioned at the base of the lift shall have sufficient openings not less than 300mm square at approximately 150mm to 300mm above the level of the water bar to permit checking that the water bar is correctly positioned and not displaced during concreting.

No concreting will be permitted to portions where upstand starters form an integral part until the formwork to the starter has been fixed and approved.

SEALCRETE SUPERCOAT WATERPROOFER

Where '*Sealocrete Supercoat Waterproofer*' specified shall be applied to concrete or blockwork surfaces strictly in accordance with the manufacturer's instructions. The surfaces must be well wire-brushed to remove dirt, efflorescence, adhering mortar and all foreign matter. It shall then be cleaned with fresh water. When absolutely dry a generous coat of Sealocrete Supercoat shall be applied by brush or spray gun. Surfaces so treated shall be protected from damage or staining as described elsewhere.

TESTING EQUIPMENT

The Contractor shall provide the following equipment for carrying out control tests on the site: -

- (a) Straight edges 3.00m and 1.20m long for testing the accuracy of the finished concrete;
- (b) A glass graduated cylinder for use in the silt test for organic impurities in the sand;
- (c) Slump test apparatus;
- (d) Four 150mm steel cube moulds with base plates and tamping rods to B.S. 1881.

WORK CUBE TESTS

Work cubes are to be made at intervals such that one set of four cubes shall represent no more than 50m³ of concrete in the works or as required by the Engineer and the Contractor shall provide a continuous record of the concrete work. The cubes shall be made in approved 150mm moulds in strict accordance with the British Standards.

Four cubes shall be made on each occasion, from each batch, the concrete being taken from the point of deposit.

Each cube shall be marked with a distinguishing number (numbers to run consecutively) and the date, and a record shall be kept on site giving the following particulars: -

- (a) Cube No.
- (b) Date made.
- (c) Location in work.
- (d) 7-day Test

Date

Strength required

(e) 28-day Test

Date
Strength required

Cubes shall be forwarded, carriage paid, to an approved Testing Authority, in time to be tested, two at 7 days and one at 28 days and the fourth at the discretion of the Engineer. No cube shall be despatched within 3 days of casting.

Copies of all work cube test results shall be forwarded to the Engineer and one shall be retained on the site.

If the strengths required above are not attained, and maintained throughout the carrying out of the Contract, the Contractor will be required to increase the proportion of cement and/or substitute better aggregates so as to give concrete which does comply with the requirements of the Contract. The Contractor may be required to remove and replace at his own cost any concrete which fails to attain the required strength as ascertained by work cube tests.

The Contractor must allow in his rates for concrete test cubes for all expenses in connection with the preparation and conveyance to the Testing Laboratory of test cubes and no claim in respect of his not so doing will be allowed.

MIXING AND PLACING OF CONCRETE

The concrete shall be mixed only in approved power driven mixers of a type and capacity suitable for the work, and in any event not smaller than 0.33 cu.m. Capacity.

The mixer shall be equipped with an accurate water measuring device. All materials shall be thoroughly mixed dry before the water is added and the mixing of each batch shall continue for a period of not less than two minutes after the water has been added and until there is a uniform distribution of the materials and the mass is uniform in colour.

The entire contents of the mixed drum shall be discharged before recharging. The volume of mixed materials shall not exceed the rated capacity of the mixer. Whenever the mixer is started, 10% extra cement shall be added to the first batch and no extra payment will be made on this account.

As a check on concrete consistency slump tests may be carried out and shall be in accordance with B.S. 1881. The Contractor shall provide the necessary apparatus and allow for the costs of such tests. The slump of the concrete made with the specified water content, using dry materials, shall be determined and the water to be added under wet conditions shall be so reduced as to give approximately the same slump. Slump shall be 75 + 25mm, unless otherwise instructed by the Engineer.

The concrete shall be mixed as near to the place where it is required as is practicable, and only as much as is required for a specified section of the work shall be mixed at one time, such section being commenced and finished in one operation without delay. All concrete must be efficiently handled and used in the works within twenty (20) minutes of mixing. It shall be discharged from the mixer direct either into receptacles or barrows and shall be distributed by approved means which do not cause separation or otherwise impair the quality of the concrete. Approved mechanical means of

handling will be encouraged, but the use of chutes or pumping for placing concrete is subject to the prior approval of the Engineer.

Concrete shall be placed from a height not exceeding 1.5m directly into its permanent position and shall not be worked along the shutters to that position. Unless otherwise approved, concrete shall be placed in a single operation to the full thickness of slabs, beams and similar members, and shall be placed in horizontal layers not exceeding 1.4m deep in walls or similar members.

Concrete in columns may be placed to a height of 4.00m with careful placing and vibration and satisfactory results. Where the height of the column exceeds 4.00m suitable openings must be left in the shutters so that this maximum lift is not exceeded.

Concrete shall be placed continuously until completion of the part of the work between construction joints as specified hereinafter or of a part of approved extent. At the completion of a specified or approved part a construction joint of the form and in the positions hereinafter specified shall be made. If stopping of concreting be unavoidable elsewhere, a construction joint shall be made where the work is stopped. A record of all such joints must be made by the Contractor and a copy supplied to the Engineer.

Any accumulation of set concrete on the reinforcement shall be removed by wire brushing before further concrete is placed.

The Contractor shall provide runways for concreting to the satisfaction of the Engineer. Under no circumstances will the runways be allowed to rest on the reinforcement.

Care shall be taken that the concrete is not disturbed or subjected to the vibrations and shocks during the setting period.

Mixing machines, platforms and barrows shall be clean before commencing mixing and be cleaned on every cessation of work.

Where concrete is laid on hardcore or other absorbent materials, the base shall be suitably and sufficiently wetted before the concrete is deposited.

COMPACTION

At all times during which concrete is being placed, the Contractor shall provide adequate trained and experienced labour to ensure that the concrete is compacted in the forms to the satisfaction of the Engineer.

Concrete shall not be placed at a rate greater than will permit satisfactory compaction nor to a depth greater than 450mm before it is compacted.

During and immediately after placing, the concrete shall be thoroughly compacted by means of continuous tamping, spading, slicing and vibration. Vibration is required for all concrete of classes '35', '30', '25' and '20'

Care shall be taken to fill every part of the forms, to work the concrete under and around the reinforcement without displacing it and to avoid disturbing recently placed concrete which has begun to set.

Any water accumulating on the surface of newly placed concrete shall be removed and no further concrete shall be placed thereon until such water be removed.

Internal vibrators shall have a frequency of not less than 7,000 cycles per minute and shall have a rotating eccentric weight of at least 0.7Kg., with an eccentricity of not more than 12mm. Such vibrators shall visibly affect the concrete within a radius of 230mm from the vibrator.

Internal vibrators shall not be inserted between layers of reinforcement less than one and a half times the diameter of the vibrators apart. Contact between vibrators and reinforcement and vibrators and formwork shall be avoided.

Internal vibrators shall be inserted vertically into the concrete wherever possible at not more than 500 mm centres and shall constantly be moved from place to place. No internal vibrator shall be permitted to remain in any one position for more than ten seconds and it shall be withdrawn very slowly from the concrete. In consolidating each layer of concrete the vibrating head shall be allowed to penetrate and re-vibrate the concrete in the upper portion of the underlying layer. In the area where newly placed concrete in each layer joins previously placed concrete more than usual vibration shall be performed, the vibrator penetrating deeply at close intervals along these contacts. Layers of concrete shall not be placed until layers previously placed have been vibrated thoroughly as specified.

Vibrators shall not be used to move concrete from place to place in the formwork.

At least one internal vibrator shall be operated for every three cubic metres of concrete placed per hour and at least one spare vibrator shall be maintained on site in case of break-down during concreting operations.

External formwork vibrators shall be of the high frequency low amplitude type applied with the principal direction of vibration in the horizontal plane. They shall be attached directly to the forms at not more than 1224mm centres.

In addition to internal and external vibration the upper surface of suspended floor slabs shall be levelled with a tamping or vibrating screed prior to finishing. Vibrating elements shall be of the low frequency high amplitude type operating at a speed of not less than 3,000 r.p.m.

CONSTRUCTION JOINTS

Construction joints shall be permitted only at the positions pre-determined on the drawings or as instructed on the site by the Engineer. In general they shall be perpendicular to the lines of principal stress and shall be located at points of minimum shear, viz. vertically at, or near, mid-spans of slabs, ribs and beams.

Suspended concrete slabs are generally to be cast using alternate bay construction in bays not exceeding 13 metres in length. No two adjacent bays are to be cast within a minimum period of 48 hours of each other. The joints between adjacent bays are to be in positions agreed with the Engineer.

Under no circumstances shall concrete be allowed to tail-off, but it shall be deposited against stopping-off boards.

Before placing new concrete against concrete already hardened, the face of the old concrete shall be thoroughly hacked, roughened and cleaned, and laitance and loose material removed therefrom, and immediately before placing the new concrete the surface shall be saturated with water and covered with a coat of mortar at least twenty five mm in thickness composed of cement and fine aggregate in the proportions used in the concrete.

CURING AND PROTECTION

Care must be taken that no concrete is allowed to become prematurely dry and the fresh concrete must be carefully protected within two hours of placing from rain, sun and wind by means of hessian sacking, polythene sheeting, or other approved means. This protective layer and the concrete itself must be kept continuously wet for at least seven days after the concrete has been placed. The Contractor must allow for the complete coverage of all fresh concrete for a period of 7 days. Hessian or polythene sheeting shall be in the maximum widths obtainable and shall be secured against wind. The Contractor will not be permitted to use old cement bags, hessian or other material in small pieces.

Concrete in foundations and other underground work shall be protected from admixture with falling earth during and after placing.

Traffic or loading must not be allowed on the concrete until the concrete is sufficiently matured, and in no case shall traffic or loading be of such magnitude as to cause deflection or other movement in the formwork or damage to the concrete members. Where directed by the Engineer props may be required to be left in position under slabs and other members for greater period than those specified hereafter.

FAULTY CONCRETE

Any concrete which fails to comply with these specifications, or which shows signs of setting before it is placed shall be taken out and removed from the site. Where concrete is found to be defective after it has set, the concrete shall be cut out and replaced in accordance with the Engineer's instructions. On no account shall any faulty, honeycombed, or otherwise defective concrete be repaired or patched until the Engineer has made an inspection and issued instructions for the repair. The whole of the cost whatsoever, which may be occasioned by the need to remove faulty concrete shall be borne by the Contractor.

ROD REINFORCEMENT

The steel reinforcement shall be mild steel or high tensile steel as detailed on drawings or schedules and comply with the latest requirements of the following British Standards: -

Hot rolled bars for the reinforcement of concrete	to B.S. 4449 (metric units)
Cold worked steel for the reinforcement of concrete	to B.S. 4461 (metric units)
Hard drawn steel wire	to B.S. 4482 (metric units)

It shall be in metric sizes as detailed on the drawings.

The Contractor shall submit a test certificate of the rollings. Reinforcement shall be stored on racks above ground level. All reinforcement shall be free from loose mill scale or rust, grease, paint or other substances likely to reduce the bond between the steel and concrete.

FABRIC REINFORCEMENT

To be electrically cross-welded wire mesh reinforcement to B.S. 4483 and of the size and weight specified

FIXING ROD REINFORCEMENT

Reinforcement shall be accurately bent to the shapes and dimensions shown on the drawings and schedules and in accordance with B.S. 4466. Reinforcement must be cut and bent cold and no welded joints will be permitted unless so detailed.

Reinforcement shall be accurately placed in position as shown on the drawings and, before and during concreting, shall be secured against displacement by using No. 18 S.W.G. annealed binding wire or suitable clips at intersections, and shall be supported by concrete or metal supports, spacers or metal hangers to ensure the correct position and cover.

No concreting shall be commenced until the Engineer has inspected the reinforcement in position and until his approval has been obtained and the Contractor shall give two clear days' notice of his intention to concrete.

The Contractor is responsible for maintaining the reinforcement in its correct position, according to the drawings, before and during concreting. During concreting a competent steel fixer must be in attendance on the concretors to adjust and correct the positions of any reinforcement which may be displaced. The vibrators are not to come into contact with the reinforcement.

Where reinforcement projects from a concreted section of the structure and this reinforcement is expected to remain exposed for some time, it is to be coated with a cement grout to prevent rust staining on the finished concrete. This grout is to be brushed off the reinforcement prior to the continuation of concreting.

POSITION AND CORRECTNESS OF REINFORCEMENT

Irrespective of whether any inspection and/or approval of the fixing of the reinforcement has been carried out as above, it shall be the Contractor's sole responsibility to ensure that the reinforcement complies with the details on the drawings or schedules and is fixed exactly in the positions shown therein and in the positions to give the prescribed cover. The Contractor will be held entirely responsible for any failing or defect in any portion of the reinforced concrete structure and including any consequent delay, claims, third party claims, etc., where it is shown that the reinforcement has been incorrectly positioned or is incorrect in size or quantity with respect to the detailed drawings or schedules.

SPACING BLOCKS

Spacing blocks of approved size and shape made of concrete similar to that used in the surrounding construction and fixed to the reinforcement or formwork by No. 18 S.W.G. wires set into the spacer blocks, or other approved means, shall be provided where necessary to ensure that the requisite cover is obtained. The Contractor is to include for providing sufficient such spacer blocks in his prices for steel reinforcement where a supplier has been nominated. Where composite blocks or other forms of rib construction are used, spacer blocks are to be provided as shown on the drawings. These will generally consist of concrete blocks as described above made to fit the width of the rib less 3mm

tolerance and with single or double grooves (depending on the number of reinforcement bars used per rib) in the top surface with wire ties at each groove.

CONCRETE COVER TO REINFORCEMENT

Unless otherwise directed the concrete cover to rod reinforcement over main bars in any face shall be :-

Foundations	50mm
Columns and walls	40mm
Beams	25mm
Slabs	15mm

FIXING FABRIC REINFORCEMENT

The fabric shall be free from scale, rust, grease or other substance likely to reduce the bond between the steel and the concrete and shall be laid with minimum 300mm laps and bound with No. 18 S.W.G. annealed iron wire.

In all ground slabs, unless otherwise specified a single layer of square mesh steel fabric shall be placed at a depth of 50mm below the top surface of the concrete. The fabric shall comply in all respects with B.S. 4483 and be of the size and weight specified or shown on the drawings.

The fabric shall extend to within 75mm of the expansion joints and shall have laps of at least 230mm at all joints in the fabric at junctions with reinforced concrete beams or other members. It shall be placed on top of the first layer of concrete as previously described and sufficient wire ties shall be provided to ensure that the fabric is held down securely.

FIXTURES AND INDENTATIONS IN CONCRETE

No openings, chases, holes or other voids shall be formed in the concrete without the prior approval of the Engineer. Details of any fixtures to be permanently built into the concrete including the proposed position of all electrical conduits 25mm and over in diameter shall be submitted to the Engineer for his approval before being placed.

CHASES, HOLES, ETC. IN CONCRETE

The Contractor shall be responsible for the co-ordination with the Electrical and other Sub-Contractors for incorporating electrical conduit, pipes, fixing blocks, chases, holes and the like in concrete members as required and must ensure that adequate notice is given to such Sub-Contractors informing them when concrete members incorporating the above are to be poured. The Contractor shall submit full details of these items to the Engineer for approval before the work is put in hand. All fixing blocks, chases, holes, etc., to be left in the concrete shall be accurately set out and cast with the concrete.

POSITION OF ELECTRICAL CONDUIT

Unless otherwise instructed by the Engineer all electrical conduit to be positioned within the reinforced concrete shall be fixed inside the steel cages of beams and columns and between the top and bottom steel layers in slabs and similar members.

The proposed position of all electrical conduits 25mm and over in diameter which are to be enclosed in the concrete shall be shown accurately on a plan to be submitted to the Engineer, whose approval shall be obtained before any such conduit is placed.

FORMWORK

The method and system of formwork which the Contractor proposes to use shall be approved by the Engineer before construction commences. Formwork shall be substantially and rigidly constructed of timber or steel or precast concrete or other approved material.

All timber for formwork shall be good sound clean sawn well-seasoned timber, free from warps and loose knots and of scantlings sufficiently strong for their purpose.

CONSTRUCTION OF FORMWORK

All formwork shall be of sufficient thickness and with joints close enough to prevent undue leakage of liquid from the concrete and fixed to proper alignment, level and plumb and supported on sufficiently strong bearers, shores, braces, plates, etc. properly held together by bolts or other fastenings to prevent displacement, vibration or movement by the weight of materials, men and plant on same and so wedged and clamped as to permit of easing and removal of the formwork without jarring the concrete. Where formwork is supported on previously constructed portions of the reinforced concrete structural frame, the Contractor shall be in consultation with the Engineer to ensure that the supporting concrete structure is capable of carrying the load and/or sufficiently propped from lower floors or portions of the frame to permit the load to be temporarily carried during construction.

Soffits shall be erected with an upward camber of 10mm for each 4000mm of each horizontal span or as directed by the Engineer.

Great care shall be taken to make and maintain all joints in the formwork as tight as possible, to prevent the leakage of grout during vibration. All faulty joints shall be caulked to the Engineer's approval before concreting.

The formwork shall be sufficiently rigid to ensure that no distortion or bulging occurs under the effects of vibration. If at any time the formwork is insufficiently rigid or in any way defective the Contractor shall strengthen or improve such formwork as the Engineer may direct.

The Contractor's attention is drawn to the various surface textures and applied finishes required and the faces of formwork next to the concrete must be of such material and construction and be sufficiently true to provide a concrete surface which will in each case permit the specified surface treatment or applied finish.

All surfaces which will be in contact with concrete shall be oiled or greased to prevent adhesion of mortar. Oil or grease shall be of a non-staining mineral type applied as a thin film before the reinforcement is placed. Surplus moisture shall be removed from the forms prior to placing of the concrete.

Temporary openings shall be provided at the base of columns, wall and beam forms and at any other points where necessary to facilitate cleaning and inspection immediately before the pouring of

concrete. Before the concrete is placed the shuttering shall be trued-up and any water accumulated therein shall be removed. All sawdust, chips, nails and other debris shall be washed out or otherwise removed from within the framework. The reinforcement shall then be inspected for accuracy of fixing. Immediately before placing the concrete the formwork shall be well wetted and inspection openings shall be closed. The erection, easing, striking and removing of all formwork must be done under personal supervision of a competent foreman, and any damage occurring through faulty formwork or its incorrect removal shall be made good by the Contractor at his own expense.

After removal of formwork, all projections, fins, etc., on the concrete surface shall be chipped off, and made good to the requirements of the Engineer. Any voids or honeycombing shall be treated as described in 'Faulty Concrete'.

STRIPPING FORMWORK

All formwork shall be removed without undue vibration or shock and without damage to the concrete. No formwork shall be removed without the prior consent of the Engineer and the minimum periods that shall elapse between the placing of the concrete and the striking of the formwork will be as follows:-

Beam sides, walls and inclined columns (unloaded)	2 days
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Slab horizontal soffits (props left under)	3 days
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Beam soffits (props left under)	7 days
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Removal of props (subject to 7 days concrete cube strength being satisfactory) to :-

Slabs	10 days
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Beams	14 days
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If the Contractor wishes to take advantage of the shorter stripping times permitted for beam and slab soffits when props are left in place, he must so design his formwork that sufficient props as agreed with the Engineer can remain in their original position without being moved in any way until expiry of the minimum time for removal of props. Stripping and re-propping will not be permitted.

The above times may be reduced in certain circumstances, at the discretion of the Engineer provided an approved method is adopted at the Contractor's expense to ensure that the required concrete strength is attained before the forms are stripped.

Solid strips in composite slab shall be considered as beams. The tops of retaining walls shall be adequately supported with stout raking props at intervals required by Engineer. These props are not to be removed until 7 days after casting of the floor slab.

FAIR FACE

Where fair face is specified the concrete shall be brought perfectly true smooth and even by rubbing with carborundum stone dipped in cement grout. Such work must be commenced within one hour of removing the formwork and be actively and rapidly pursued until completed, the object being to complete the finish as soon as possible after the removal of the shuttering. On no account may such

work be postponed to a later stage in the Contract. Fair face surfaces shall be clean, smooth, even, true to form and free from all board marks joint marks, honeycombing, pitting, etc. The Contractor is permitted at his own expense to provide smooth lining to the forms which will achieve the required finish without rubbing down. All rubbed down work must be lightly washed with plain cold water at the completion of the Contract, and not before the cement grout used in the finish is at least four weeks old after initial mixing

BUSH HAMMERED FINISH

The concrete surface prior to the tooling of this finish shall resemble in all respects that produced as 'Fair Face' above. Particular care is required to achieve complete compaction of the concrete.

The bush-hammering shall be carried out using approved tools and shall produce an even, tooled appearance. All arrises, projections, etc., shall remain true and sharp and no rounding off of edges shall be permitted. The Contractor is to take care that no reinforcement is exposed and that in any case no tooling penetrates the concrete surface by more than 10mm.

The Contractor shall, prior to any bush-hammering taking place, provide a sample measuring 1.00m square to the Engineer indicating the standard of bush-hammering to be achieved. This when approved by the Engineer will form the standard for the entire works. Any surface not complying with this standard shall be removed or made good to the Engineer's satisfaction at the Contractor's expense.

TAMPED FINISH

Areas so specified shall be finished at the time of casting with a tamped finish to the Engineer's approval produced by an edge board. Board marks are to be made to a true pattern and will generally be at right angles to the traffic flow. Haphazard or diagonal tamping will not be accepted.

WROT LINED FORMWORK

The shuttering shall be constructed of wrot tongued and grooved boarding, plywood or blockboard lined with approved laminated plastic sheeting to produce a concrete surface with truly flat surface completely free from all air bubbles, joint marks, honeycomb and other pittances and blemishes to the approval of the Engineer.

Should the Contractor desire to use alternative materials he should submit his proposals to the Engineer for approval.

Should the Contractor fail to obtain approval and the Architect subsequently rejects the work, the Contractor will at his own expense carry out all work necessary to attain the approval of the same.

BOARD MARKED FINISH

Where so directed or measured the finish shall be that of a board marked pattern in panels, the boards shall be arranged vertically or horizontally and of widths and sizes all as detailed on the drawings. All exposed concrete will be left unpainted and therefore every care and attention shall be paid to obtain a satisfactory visual appearance and the maintenance of the same throughout the building operation. The finished surfaces shall be free from blow holes, hungry patches and other

blemishes, and a sample panel is to be provided and approved by the Engineer before work commences.

Unless otherwise specified, the formwork shall be rip sawn softwood to the Engineer's approval and shall have a sufficiently strong grain to impart a corresponding pattern to the concrete surface. Unless otherwise approved it shall have four uses only and shall be carefully cleaned from adhering grout after each use. It shall be lightly oiled with an approved no-staining oil.

CHISEL DRESSED FINISH

Where specified a chisel dressed finish is to be carried out on any grade of concrete but not until it is at least 30 days old. The surfaces are to be fully chisel dressed to remove a maximum of 12mm (average 9mm) of the surface to expose the aggregate without excessive cracking or breaking thereon.

Where the drawings show details of arrises of columns, beams, etc., these are to be pre-formed with timber fillets set in the formwork and care must be taken in working up to those to preserve a clean line. For vertical surfaces of walls and columns, particular care must be taken to remove all sharp projections. For beam soffits this requirements is not necessary.

All chisel dressed surfaces are to have the margin chisel dressed by hand for a minimum width of 75mm commencing from the fillet edge. Thereafter mechanical chisel dressing may be used but the Contractor must ensure that a uniform texture and even plane surface is achieved. The use of pointed steel tools for both hand and mechanical chisel dressing is essential. Upon completion the surfaces are to be thoroughly wire brushed and washed down and protected during the course of construction from damage, dirt, cement grout, etc.

PRECAST CONCRETE

Unless otherwise approved by the Engineer, all precast concrete construction shall be carried out on the site and shall conform to the requirements given elsewhere.

The maximum size of coarse aggregate in precast concrete shall not exceed 20mm except for thicknesses less than 75mm where it shall not exceed 12mm.

The compaction of precast concrete shall conform to requirements given elsewhere in these Specifications except for thin slabs where use of immersion type vibrators is not practicable. The concrete in these slabs may be consolidated on a vibrating table or by any other methods approved by the Engineer.

Steam curing of precast concrete will be permitted. The procedure for steam curing shall be subject to the approval of the Engineer.

The precast work shall be made under cover and shall remain under the same for seven days. During this period and for a further seven days the concrete shall be shielded by sacking or other approved material kept constantly wet. It shall then be stacked in the open for at least a further seven days to season before being set in position. Where steam curing is used these times may be reduced to the approval of the Engineer.

Precast concrete units shall be constructed in individual forms. The method of handling the precast concrete units after casting, during curing and during transport and erection shall be subject to the approval of the Engineer. Providing that such approval shall not relieve the Contractor of responsibility for damage to precast concrete units resulting from careless handling.

Repair of damage to the precast concrete units, except for minor abrasions of the edges which will not impair the installation and/or appearance of the units will not be permitted and the damaged units shall be replaced by the Contractor at his own expense.

Moulds for 'Fair Face' precast work are to be made of metal or are to have metal or plywood linings or are to be other approved moulds which will produce a smooth dense fair face to the finished concrete suitable to receive a painted finish direct and free from all shutter marks, holes, pinnacles, etc. In his prices for such precast work the Contractor shall include for all rubbing down to produce the finish required, to the satisfaction and approval of the Engineer.

The precast units shall be installed to the lines, grades and dimensions shown on the drawings or as directed by Engineer.

COMPOSITE FLOOR OR ROOF SLABS

Concrete hollow blocks for used in the composite floor slabs are to be of the sizes required as shown on the drawings and with 30mm wall thickness and are to be of adequate strength to support the concrete during placing and consolidation by vibration. Blocks are to be manufactured in accordance with the procedure specified in B.S. 2028 and to be of a mix not weaker than 1:4:8 cement: sand: aggregate using maximum size aggregate.

Concrete blocks are to be cured for at least 28 days before use on the site. During the first seven days of curing, blocks are to be kept permanently damp and protected from exposure to sun and wind.

Concrete blocks are to be well wetted before the pouring of concrete.

COMPOSITE FLOOR CONSTRUCTION

The hollow block floor construction is generally to be as shown on the Engineer's drawings.

Care shall be taken in placing blocks to ensure that they are set out in accordance with the details shown on the drawings and that they run truly in line without encroaching on the width of the insitu ribs.

The open ends of hollow blocks, if adjacent to concrete to be placed insitu, are to be plugged or stopped to prevent the concrete from flowing into the void and the Contractor is to include for this in his prices.

The Contractor should note that slip tiles are not to be used to the soffit of ribs and he is to take this into consideration in pricing the items of formwork to the soffit of hollow block floor construction.

Before concreting is carried out the blocks are to be thoroughly wetted.

Care should be taken during concreting that the width of ribs between the rows of blocks and the solid insitu concrete shown on the drawings adjacent to supporting beams is not encroached upon by the blocks.

It is essential that the concrete topping be poured at the same time as the ribs between hollow blocks.

Reinforcement shall be positioned accurately with required cover in accordance with the drawings and using the particular spacing blocks with wire ties as previously described. Spacer blocks shall be provided in ribs at not more than 1.2m centres. Care must be taken during concreting that the reinforcement is not displaced.

Where holes for services, etc. occur, the necessary holes or pockets shall be accommodated by the replacing of a hollow block by insitu concrete or the widening of a rib all in accordance with the Engineer's instructions.

Prices for holes, etc. through hollow block construction are to include the re-arrangement or substitution of the hollow block with sold concrete in addition to the actual formation of the hole.

CONCRETE SURFACE BEDS

Concrete for surface beds shall be Grade '20'.

Before placing concrete and where specified or shown on the drawings a layer of 500 gauge polythene or diothene sheeting shall be laid on the base course. Minimum 300mm laps shall be provided at all joints.

The concrete shall be placed as soon as possible after being mixed. In transporting the concrete, adequate precautions shall be taken to avoid damage to the prepared base. The concrete shall be spread to such a thickness that when compacted it shall have the finished thickness as specified or shown on the drawings. A layer of concrete 50mm less than the finished thickness shall first be spread and struck off at the correct level to receive the top fabric reinforcement.

The top layer shall then be added. Not more than 30 minutes shall elapse between spreading the bottom layer. The Contractor shall be responsible for maintaining the reinforcement in its correct position during the placing and compaction of the concrete.

The compaction and finishing of the concrete shall be effected by immersion vibrators and a hand or mechanical tamper weighing not less that 10Kg per meter run and having a tamping edge shod with a steel strip 75mm wide fixed to the tamper by countersunk screws. Immersion vibrator with 'spade' attachments will be permitted. Compaction shall be continued until a dense, sealed surface finish is achieved. Over-compaction causing an excessive amount of fines to be brought to the surface shall be avoided.

The surface of the concrete shall be finished to the surface texture specified to the levels, falls and crossfalls, as directed or shown on the drawings and shall be subject to the following tolerance :-

The level shall be within or - 6mm of the levels specified.

The falls shall be within 10% of the falls specified.

The smoothness shall be such that departure from a 3.000m straight edge laid in any direction shall not exceed 3mm.

Minor irregularities shall be made good by the use of a steel float but in no circumstances shall mortar be used to make good the surface.

As soon as the surface has been finished, it shall be protected against too rapid drying by means of damp hessian, polythene sheeting or other approved means placed carefully on the surface and kept damp and in position for 7 days and the concrete shall be kept wet for further 21 days. The most critical period is the first 24 hours after placing and curing during that time shall be very thorough. The Contractor is to obtain the Engineer's approval to the material and method he proposes to use for curing and no concreting will be permitted until sufficient such material is on site.

Forms shall not be removed from freshly placed concrete until it is at least 24 hours old. Care shall be taken that in their removal no damage is done to the concrete, but should any damage occur the Contractor shall be responsible for making it good.

EXPANSION JOINTS IN CONCRETE SURFACE BEDS

Expansion joints shall be positioned and constructed as shown on the drawings. The joints in the surface beds shall be absolutely square and true to line and position.

All joints in surface beds shall be formed to the patterns and shapes to coincide exactly with the joints in the surface finish or as otherwise indicated on the drawings. Formwork shall be manufactured from steel of heavy angle section and be to the Engineer's approval. The Contractor shall submit drawings of the forms he intends to use and obtain the Engineer's approval before fabrication. Panels shall be poured in alternate bays as agreed with the Engineer. No construction joints other than those indicated on the drawings shall be submitted.

NOTES CONCERNING MEASUREMENT AND PRICING

The Contractor must allow for all costs incurred during the progress of the Contract for complying with the provisions concerning the preparation and use of graded mixes.

Prices for concrete shall include for mixing and depositing as described or indicated and for hoisting and depositing at the various levels required throughout the building, and shall also include for forming or hacking a satisfactory key for all faces receiving asphalt and plaster work. Prices for slabs shall also include for levelling off the surface as described under 'Compaction', and all temporary formwork to form construction joints at bay edges.

Prices for reinforced concrete shall, in addition, include for filling into, between or on formwork and thoroughly compacting between and around rods or fabric reinforcement and for forming all additional construction joints between varying mixes. Where described as vibrated, prices must include for fully vibrating as described.

Formwork (use and waste only) is measured net to the actual face of the concrete to be supported and the prices for formwork shall include for extra material at joints, extra labour and waste for narrow widths, small quantities, overlaps, passing at angles, straight cutting and waste, splayed edges, notchings, etc., and for fixing at the various levels including battens, struts, and supports and for bolting, wedging, easing, striking and removal. Prices for linear items such as boxings shall include

for angles and ends. Strutting has been measured at varying levels to soffits only and prices for other items must include for strutting at any level.

Prices for steel rod reinforcement shall include for cutting to lengths and all labour in bending and cranking, forming hooked ends, handling, hoisting and fixing in position and for providing all necessary tying wire and supports. Prices for fabric reinforcement shall include for all straight cutting and waste, handling, hoisting and fixing in position, providing all necessary tying wire, and supports and all extra material in laps.

Prices of all precast concrete shall include for all moulds, finishings as described, handling reinforcement, hoisting and fixing at the required levels, bedding, jointing and pointing in cement and sand (1:5) mortar, also for casting or cutting to the exact lengths required and any waste resulting from such cutting. The sizes of weathered or moulded items stated are extreme sizes.

Prices for suspended hollow tile composite floor and roof slabs must be 'all inclusive' to include for concrete hollow tiles, in situ concrete ribs, concrete topping, concrete filling to open ends of hollow concrete tiles.

Concrete in main beams has been measured to the full width thereof and for full depth to top of slab level and composite slabs are measured separately, the net area between same. No adjustment will be made in these measurements for any projection of ribs, reinforcement, etc., into main beams or floors etc., to obtain bearings, which are deemed to be covered in the Contractor's rates.

Prices for expansion joints shall include for cutting to size and all temporary supports and prices for expansion joint sealers shall include for all temporary battens or fillets required to form the necessary grooves.

STRUCTURAL STEELWORK

APPROVED SUB-CONTRACTOR

The whole of the structural steelwork is to be executed by a specialist Sub-Contractor who is to be specifically approved by the Engineer and the Contractor will be required to make arrangements for the execution of this work and bear all expenses incurred. No change in the rates for this work inserted by the Contractor in these Bills of Quantities will be allowed

ARCHITECT/ENGINEER

For the purpose of the steel structure the Structural Engineer shall be deemed vested with the duties of and be the representative of the Architect.

QUALITY OF MATERIAL AND WORKMANSHIP

The quality of all materials and workmanship used in the execution of the works shall comply with the requirements of current relevant British Standard and Codes of Practice, including all the latest amendments.

BRITISH STANDARDS AND CODES OF PRACTICE

B.S. 4360..... Weldable Structural Steels

B.S. 5950.....	The use of Structural Steel in Building.
B.S. 4 (Part 1).....	Hot Rolled Sections
B.S.4848 (Part2).....	Hot Rolled Hollow Sections.
B.S. 2994 & 1449.....	Cold Formed Steel Sections
B.S. 5135.....	General Requirements for the Metal Arc Welding of Structural Steel Tubes to B.S. 6222,(B.S. 5125 will be considered to apply to the requirements for welding of hot-rolled hollow sections to B.S. 4848 Part 2).
B.S. 6323 Parts 1 – 8... B.S. 1856.....	Steel Tubes for Mechanical, Structural & General Engineering Purposes. General Requirements for the Metal Arc Welding of Mild Steel.
B.S. 639.....	Covered Electrodes for the Metal Arc Welding of Mild Steel
C.P. 2008.....	Protection of Iron & Steel Structures from Corrosion

TESTS

The Engineer may at any time require any materials to be tested in accordance with the requirements of the Standards listed above. The cost of all successful tests shall be borne by the Employer. The Contractor shall, if required by the Engineer, promptly supply at his own expense test pieces. The costs of tests on materials failing to comply with these Standards shall be borne by the Contractor. If in the opinion of the Engineer, faulty material and/or workmanship has been used in the works, the Contractor may be directed to dismantle and cut out the parts concerned and remove them for examination and testing. The cost of dismantling, cutting out and making good to the approval of the Engineer shall be borne by the Contractor.

FABRICATION

The standard of work and the general procedure to be followed during fabrication shall be in accordance with B.S. 449. The Contractor must ascertain all dimensions on the site prior to commencement of fabrication.

(a) Cutting & Bending - All members, plates, brackets, etc., shall be neatly and accurately sheared, sawn, or profiled to the required shape as shown on the drawings. Where steel is oxy-cut to shape, care shall be taken to preserve the full finished sizes required.

If members or plates are bent or set, the bends or sets shall be correctly made to the radii or angles specified without leaving hammer marks. The materials may be heated to permit this. Material that has been heated should be annealed to approval.

(b) Punching & Drilling - Holes for black bolts shall be drilled or punched 2mm larger in diameter than the bolt size. Holes for high tensile friction grip bolts shall be drilled or sub-punched and reamed to 2mm larger in diameter than the specified bolt size. All drilled holes shall be parallel sided and shall be drilled with the axis of the holes perpendicular to the surface. Badly drilled holes shall either

be reamed out to approval and larger bolts fitted or otherwise as directed. All rough arrises shall be ground off. Holes for bolts in material thicker than 15mm must be drilled. When holes are drilled in one operation through two or more thicknesses of material, the parts shall be separated after drilling and all burrs removed before assembly. Holes for bolts shall not be formed by a gas cutting process. Holes formed or enlarged by oxy-cutting will not be accepted and must be filled to approval by electric welding and re-drilling.

(c) Bolting - All bolts used shall be of such length that at least one full thread is exposed beyond the nut after the nut has been tightened. Where a nut or bolt head would bear on an inclined surface, a bevelled washer of the correct shape shall be interposed between the two surfaces. Bevelled washers shall not be allowed to get out of position during fabrication and erection and for this purpose may be spot welded to the steel surface. Bevelled washers for use with high tensile bolts shall not be welded.

(i) Black Bolts, Nuts and Washers

Black bolts shall comply with the requirements of B.S. 916. (B.S.W. Threads).

(ii) Close Tolerance Bolts

Close tolerance bolts shall conform to B.S. 916.

(iii) High Strength Friction Grip Bolts

(a) General grade bolts to B.S. 3692.

(b) Load indicating bolts manufactured by G.K.N. Ltd. or any other approved manufacturer.

(c) High tensile bolts to B.S. 4395.

(iv) Rawl bolts

Rawlbolts shall be those manufactured by Rawlplug Company Ltd or any other approved manufacturer.

(v) Washers

Washers to B.S. 4320.

Washers for high strength friction grip bolts shall be appropriate to the type and quality of the bolt specified.

(vi) Rivets

The steel used for rivets shall be in accordance with B.S. 4360 and in the case of high tensile steel rivets shall be so manufactured that they can be driven and the heads formed and the physical properties not impaired.

(d) Pressed Steel Sections

Pressed or cold rolled steel purlins and girders shall be to the sizes indicated on the drawings and shall be formed from approved steel strip with a minimum yield strength of 175N/mm².

The sections shall be manufactured straight and free from twist. The tolerance away from straightness shall not be greater than 2mm for every 2000mm in length along any folded edge.

The Contractor shall ensure that each run is inspected and any unsatisfactory weld cut out and remade to approval.

Welds in material 25mm or greater in thickness shall be made by the Argon arc or similar approved process, and special precautions shall be taken to prevent weld cracking.

Unless otherwise specified, the minimum size of fillet shall be 6mm.

On completion, welds shall present a smooth and regular finish. Weld metal shall be solid throughout with complete fusion between weld metal and parent metal and between successive runs throughout the joint

Defects shall be cut out and made good to approval in sound weld metal.

The external faces of butt welds are to be ground smooth on completion to the approval of the Engineer.

SHOP AND FIELD CONNECTIONS

(a) Rolled Sections

All shop connections shall be electric welded or bolted with high tensile bolts.

No bolts used shall be less than 12mm diameter and no weld less than 40mm in length. At least two bolts shall be used in connections transmitting loads unless otherwise indicated by the Engineer.

No weld of length less than four times the nominal fillet size shall be deemed capable of carrying load.

Beam to column connections not detailed shall be on 'Standard' top and bottom cleat connections with the load carried on the bottom cleat. 'Standard' web connections shall be used for connecting beams to beams.

Field connections shall be as detailed, i.e. bolted with high tensile or black bolts in drilled holes. Black bolts in punched holes will only be permitted for connections carrying a designed load or for connections to timber members.

(b) Structural Hollow Sections

Hollow sections shall be connected by electric welding unless specified otherwise.

The designs of welds shall be in accordance with Clause 6.6 of B.S. 5950.

Butt welds in tension members will not be permitted unless the prior approval of the Engineer in writing has first been obtained.

Butt welds where permitted, shall be made with the fusion surfaces of the ends of each member properly prepared and the member properly aligned.

ASSEMBLY

(a) Trusses and Portal frames

Trusses and portal frames shall be carefully set out to the dimensions shown on the drawings.

Where it is required that trusses be cambered, such camber shall be provided by bending the bottom chord to an arc of a circle.

Notwithstanding any dimensioned spacing of purlin cleats, the Contractor shall ensure that purlin cleat spacing is satisfactory for the available stock lengths of roof sheeting. However, the Engineer's approval must first be obtained before any alteration is made in purlin spacing or sheeting sizes.

Splices in portal and other frames shall be made where shown on the details or where directed by the Engineer.

(b) Boxed Members

Abutting edges of boxed members shall be connected and sealed with a continuous weld to exclude the entrance of moisture. Where specified such welds shall be ground flush to approval.

(c) Shop Assembly

Assembly of units in the shop prior to transporting to the site must be inspected by the Engineer before painting. The assembled work shall be laid out in the shop or yard such that all parts are accessible for inspection and testing.

The Contractor shall furnish all facilities for inspection and testing of the works and must notify the Engineer on every occasion materials are ready for inspection.

(d) Marking

All members of the structures to be site assembled shall be marked in accordance with the shop details and marking plans submitted to the Engineer for approval.

ERECTION

(a) Site Dimensions

Erection shall not commence unless and until accurate site dimensions have been taken by the Contractor. No claims will be considered should site dimensions differ from those on the drawings. Any modifications to the structural steel required in order to comply with site dimensions shall be made on the ground to the Engineer's approval before erection is commenced.

(b) Safety

All erection shall be carried out by competent and experienced personnel and the Contractor shall take every care to safeguard members of the public, workmen, and adjoining property against injury and/or damage. The Contractor shall be held responsible for all damage caused to the structure, workmen, or other property during erection.

All gear used shall be of adequate strength and shall comply with all current Regulations. During erection the work shall at all times be adequately bolted, guyed and/or braced to make the structure secure.

(c) Storage and handling

Steel members shall be stored, handled and erected in such a manner that no member shall be subjected to excessive stresses which could have adverse effect on the properties of the steel. If, in the opinion of the Engineer, the steelwork has been subjected to such treatment, the Contractor shall remove the member from the site and replace it at his own expense.

(d) Erection Notes

No member or part of a member which has been bent or distorted shall be erected in that condition. All straightening shall be done on the ground.

Stanchions shall be wedged to line and level on steel or cast iron wedges and checked by the Engineer. After acceptance, stanchion bases shall be grouted to approval before wedges are removed. Unless otherwise shown on the drawings, all stanchions shall be left truly vertical and correct to line and level. Beams, girders, etc., shall be erected level unless otherwise shown, and correctly positioned.

Trusses and open web joists shall be carefully handled at all times and during erection shall be lifted at such points and in such a manner as will preclude any possibility of damage from excessive stresses.

Packing plates, shims, washers or similar adjusting pieces found necessary to accommodate tolerances in structural site dimensions shall be provided and fixed to the approval of the Engineer.

Immediately after erection, each truss shall be made secure by purlins, bracing or guys to approval of the Engineer.

Bracing shall be fixed in position as soon as dependent portion of the work is completed.

(e) Tightening and Testing High Tensile Friction Grip Bolts

Before assembly, the contact surfaces, including those adjacent to the washers, shall be descaled, and be free from dirt, oil, loose scale, burrs, paint (except priming paint), pits and other defects that would prevent proper seating of the parts.

Bolts shall be fixed with approved hardened flat or tapered washers as required between the bolt and nut and the softer mild steel.

When bearing faces of the bolted parts have a slope of more than 1 in 20 with respect to a plane normal to the bolt axis, square smooth bevelled washers shall be used to compensate for the lack of parallelism.

All bolts shall be tightened by the 'Turn of Nut' method and as approved by the Engineer to achieve in all bolts a minimum tension equal to the proof load.

(f) Grouting

Unless otherwise detailed on the drawings, a space of not less than 40mm shall be provided between undersides of column base plates and footings, and between all beams and roof truss bearings and concrete pads.

After each column, beam or roof truss has been wedged up to a line and level and fixed in position to approval, the space between footing or pad and the underside of the column base plate or steel member shall be grouted with a mixture of one part of Portland cement and one part of approved washed sand (1:1).

The Portland cement and sand shall be thoroughly mixed together with sufficient water to produce a mixture of 'damp earth' consistency and shall be used within twenty minutes of mixing. The caulking mixture shall be packed tight into the space between baseplate and foundation and protected from damage until it sets.

PAINTING

(a) Paints

All paints are to be obtained from suppliers approved in writing by the Engineer.

Paints are to be delivered to the site or to the Contractor's fabrication site in the original containers as supplied by the manufacturer with seals unbroken and are to be used in strict accordance with the manufacturer's instructions. Manufacturer's representatives are to be free to visit the site and inspect materials for laboratory analysis.

Paints are not to be thinned unless instructed by the Engineer. No external painting is to be carried out during rain or when rain is likely to occur before the paint has had time to dry. All surfaces are to be dry and free from moisture during painting.

(b) Preparation for Painting

All structural steel shall be thoroughly scraped and wire brushed to remove mill scale and rust. Dirt, grease and oil shall be washed off with white spirit and the steel allowed to dry.

(c) Application

A first coat of Red Lead Graphite Primer or other approved primer shall be applied after fabrication of the works has been completed. A minimum of 24 hours shall elapse before the steel is moved from its position after painting has been completed.

After delivery to site, the steel shall be carefully examined and all areas where the priming coat has been damaged and/or where rust has developed shall be washed with white spirit and wire brushed as necessary and a further priming coat as for the first coat applied to completely cover the damaged areas.

During erection, surfaces of steel which are to be in contact shall be painted with one further coat of primer as previously described and the surfaces brought together whilst the paint is still wet.

After erection, paint a second and finishing coat of 'Oil Company Aluminium Paint 368/36' or other finishing paint of standard as for steelwork. Welds shall not be painted over until they have been deslagged, inspected and approved.

Steel purlins and side rails shall generally be painted as for steelwork when the following specification shall be used:

1st Coat - Red Oxide Zinc Chromate Primer or other approved primer

2nd Coat - Robbialac 'Oil Company Aluminium Paint 368/36' or other equal and approved Aluminium Paint

The interior of mild steel gutters shall be prepared as previously described and painted with 2 coats of "Robbialac Epilac Coal Tar Epoxy Paint" or other approved paint.

PRICES, MEASUREMENTS AND PAYMENT

Prices quoted by the Contractor shall be based on the calculated weights of steel, and shall include for manufacture, painting, and supply, all as described in the Bills of Quantities, specified, and shown on the drawings, including the cost of delivery to the site or other agreed place or places and the supply of all bolts, rivets, plugs, gussets, cleats, to complete the erection of the works.

Prices shall include for erection, (all labour, scaffolding, and other erection equipment necessary) and cover the cost of additional prime coat painting as previously specified. The prices shall also include for lining up, levelling and plumbing but not for grouting up of the bases.

The basis for payment for steelwork shall be the calculated steel weights of the structure. Any variation from the original design on which the tender was based, which results in either an increase or decrease in calculated weight of the structure as completed, shall result in the appropriate additions or deductions to the submitted tender totals.

Any written instruction from the Engineer which may result in additional work over and above that for which the Contractor quoted will be considered as extras and shall be paid for on the basis of calculated additional steel weights.

GENERAL PLUMBING AND DRAINAGE SPECIFICATION

GENERAL

All plumbing works shall be carried out by a licenced plumber and/or drain layer.

APPROVAL

The entire installations shall be carried out to the approval of the Local Authority and in compliance with all governing regulations, in particular the following specific codes and regulations:-

a) The Local Authority by-laws and regulations.

b) The current Republic of Kenya Building Code.

- c) The M.O.W. latest issue of General Specification for Building Works.
- d) B.S. 5572 - Code of practice for sanitary pipework
- e) B.S. 8301 - Code of practice on building drainage
- f) B.S. 6465 - Sanitary Appliances.
- g) C.P. 6700, 7181 - water supply
- h) The I.E.E. Regulations 16th Edition
- i) The Kenya Bureau of Standards (K.B.S.) Specification.

Galvanized Steel Pipework

Galvanized steel pipework shall be manufactured to comply in all respects with the standards described for black steel pipework in paragraph. (a) above.

Galvanizing shall be carried out in accordance with the requirements of B.S. 729.

Copper Tubing

All copper tubing shall be to B.S. 2871 Part 1 of approved manufacture, solid drawn, round, clean, smooth and free from all defects and deleterious filing in the bore.

Pipe joints shall be made with soldered capillary fittings and connections to equipment shall be with compression fittings manufactured in accordance with B.S. 864.

Copper tubing is to be used as connection tubes between steel pipework and sanitary or laboratory fittings. In order to avoid direct contact a PVC or ABS straight connector shall be positioned between the steel pipe and the copper tube.

Cast Iron Pipework

Cast iron pipework and fittings for use above ground in connection with internal building services, shall be manufactured with spigot and socket joints of the weight required by the Local Authority and shall comply fully with the requirements of B.S. 416.

All joints on cast iron spigot and socket pipes shall be made with an approval cold caulking compound and so installed as to allow for any expansion or contraction which may take place.

All cast iron pipework, branches, tees, bends and other fittings shall be supplied complete with inspection covers for cleaning purposes. These inspection covers shall be included as part of the fittings and shall comply with the requirements of B.S. 416.

A.B.S. Waste System

Where indicated on the drawings and schedules, supply and fix A.B.S. waste pipes and fittings.

The pipes, traps and fittings shall be in accordance with the relevant British Standards, including B.S. 3943, and fixed generally in accordance with manufacturer's instructions, and B.S. 5572: 1978.

Jointing of pipes shall be carried out by means of solvent welding. The manufacturer's recommended method of joint preparation and fixing shall be followed.

Standard brackets, as supplied for use with this system, shall be used wherever possible. Where the building structure renders this impracticable provide purpose made supports, the centres of which shall not exceed one metre.

Expansion joints shall be provided as indicated. Supporting brackets and pipe clips shall be fixed on each side of these joints.

Connections to Existing Piping, etc.

The Contractor must keep all existing pipework, special fittings, etc. free from debris at all times during the progress of the work and must leave them free from debris on completion of the work.

Diversions of Existing Services

Where services are to be diverted on the instructions of the Engineer the work must be carried out with minimum of interference with existing services.

All precautions must be taken to prevent any damage to existing installations and prevent any unnecessary interference with the working thereof.

The Contractor must ensure that any services supplied to existing properties being retained are maintained at all times and to prevent any unnecessary interference with the working thereof.

Where required or directed by the Engineer, existing services on the site must be disconnected and sealed off to the approval of the appropriate Authority.

Testing

Pipelines shall be tested in sections under an internal water pressure - normally one and a half times the maximum allowable working pressure for the class of pipe used. Testing shall be carried out as soon as practicable after laying and when the pipeline is adequately anchored. Precautions shall be taken to eliminate all air from the test section and to fill the pipeline slowly to avoid risk of damage due to surge.

SANITARY APPLIANCES

General

Installation of all pipework, valves, fittings and equipment shall be carried out under adequate supervision from skilled staff to the relevant codes and standards as specified herein. All builder's work associated with the piping installation is to be carried out in a satisfactory manner to the approval of the Engineer.

ELECTRICAL ENGINEER'S GENERAL SPECIFICATIONS

GENERAL

The Electrical Sub-Contractor shall be responsible for the supply, delivery, installation, connection, testing and setting to work of the entire electrical system in accordance with the Contract Documents.

The Electrical Sub-Contractor shall provide all the necessary tools, skilled and un-skilled labour to comply and complete the whole installation in accordance with the tenderer's works programme.

Standards and Regulations

The electrical portion of the works shall comply with the current regulations of The Kenya Power and Lighting Co. Ltd. The latest codes of Practice of The British Standards Institution, the Regulations for Electrical Equipment in buildings issued by the Institution of Electrical Engineers (I.E.E) in Great Britain and this specification.

Power Supply on Site.

The supply voltage will be 240 volts single phase or 415 volts 3 phase 50 Hz. TN-S system, viz. separate neutral and protective conductor throughout the system.

INSTALLATION OF CABLES.

General

Bending of cables shall be in accordance with table 52c of the IEE Regulations and no cable shall be bent to radius less than that specified by the cable manufacturers.

Cables shall be rated for the maximum connected load with due consideration to the following factors:-

- (i) Voltage drop not in excess of 4% of the nominal voltage.
- (ii) Ambient temperature.
- (iii) Degree of excess-current protection.
- (iv) Grouping.
- (v) Cables run under defined conditions.

Cables in conduits and Trunking

All cables shall be polyvinyl chloride (PVC) insulated to BS 6604, "PVC-insulated cables (non-armoured) for electric power lighting", 450/750 volt grade, unless an alternative is specified elsewhere in the contract documents. The quality and size of cables contained in any one conduit shall comply with IEE Regulation 529-7 and Appendix 12. No cable with a cross-section area of less

than 1.5mm² shall be used. All cables installed in a conduit or trunking system shall be PVC single insulated conductors and shall be colour coded in accordance with the IEE Regulation 524-3 and Table 52A.

Final sub-circuits shall be run in conduits separate from main or sub-main cables. All cables in conduit shall be drawn in simultaneously. All cables shall be drawn in without the use of excessive force, without the use of lubricants and the wiring shall be easily withdrawable.

PVC/SWA/PVC Cable

These cables shall comprise copper conductors unless specifically detailed otherwise, laid up with PVC fillers bedded with an extruded inner PVC sheath, armoured with a single layer of galvanised steel wires, aluminium or strip as specified, and covered overall with PVC sheath.

Cables shall be manufactured to BS 6346 "PVC insulated cables for electrical supply" with conductor dimensions and resistances in accordance with BS 6360 1969, "copper conductors in insulated cables and cords", Armouring shall be galvanised steel to BS 1442.

Attention is drawn to Chapter 52 of the IEE Regulations and Appendix 9. Where the armour wires of cables are used to provide protective conductor they shall comply with the requirements of Chapter 54 of the IEE Regulations, particularly section 543; alternatively, additional cables with copper conductors shall be installed to reduce the impedance to a level which ensures compliance with Section 543 of the IEE Regulations.

Unless permission is given by the Engineer, no joints will be allowed. In the event of joints being authorised, they shall be made using plastic boxes of approved design filled with an approved cold pouring plastic or resin compound. The cable box shall incorporate suitable copper tapes and clamps to bond the armouring of the jointed cables.

The PVC/SWA/PVC cables should be terminated in the cable manufacture's approved glands. These shall be of the compression type providing controlled radial compression of the sheath seal. The gland shall incorporate an armour clamping ring and earthing ring and, where used outdoors, a lead washer shall be used to ensure a watertight joint between the gland and the unit to which it is fitted. The earthing ring shall be rigidly fixed to the item of equipment and terminated using brass nuts, bolts and washers. All gland terminations shall be protected by a PVC shroud which shall fit tightly over the cables.

The Electrical Sub-Contractor is responsible for determining the true nature and extent of cable routes. No claim on the grounds of lack of knowledge will be entertained. All cable routes shall be agreed with the Engineer. After the cables have been installed and terminated, but prior to putting into service, they shall be subjected to an insulation test of 500 volts and the results of these tests (recorded on test sheets) forwarded to the Engineer.

CONDUIT AND CONDUIT FACILITIES - MILD STEEL CONDUIT SYSTEM

Conduits

Conduits shall be installed as required by the IEE Regulations and as detailed in this specification. All metal conduits must be heavy gauge, seam welded, steel tube screwed conduits manufactured to BS 31, "steel tube screwed conduits and fittings for electrical wiring", Class B, BS 4568, "Steel conduit and fittings with thread of ISO form for electrical installation", for metric conduit, unless specified otherwise. Conduits shall be finished black stove enamelled, except in positions exposed to water

(other than water used in construction), steam condensation or the action of weather, where hot galvanised conduits shall be used.

Any conduits work rejected by the Engineer shall be replaced at no extra cost. No conduit smaller than 20 mm in diameter or longer than 50mm diameter shall be used.

All bends in conduit shall be in accordance with the IEE Regulation 529-5, and made in a conduit bending machine fitted with a former of the correct radius for each conduit size.

Conduits shall be secured in an efficient pipe vice whilst being screwed. Conduit system shall be installed so as to ensure compliance with requirements of IEE Regulations 529-7. Attention is drawn to Appendix 12 of the IEE Regulations.

Conduit Fittings

Conduit fittings shall have same finish as the conduits being used and shall comply with BS 31 or BS 4586. All conduit fittings shall be screwed or loop-in malleable iron circular type, fitted with covers secured by brass screws. Rectangular adaptable steel boxes may be used on multi-conduit runs.

All circular type boxes must be fitted with long screwed spout conduit entries with the screwed thread terminating within the spout and the edges of the internal orifice of the box rounded and smoothed to act as a bush except for the adaptable steel rectangular boxes and loop-in conduit boxes, in which case male bush and coupling must be used for conduit connections. In concealed installation, boxes shall be fixed with the rims flush with the finished surface, but when, for any reason whatsoever, the rims are below the surface, suitable extension rings of the required depth shall be provided and installed to finish flush with the surrounding surfaces and with the lids of sufficient oversize (7.5 mm minimum all round) to cover the junction between box and plaster. In no case will the use of site-manufactured bends, sets, elbows, inspection elbows or tees be permitted.

Fixing of Conduits

All conduits must be firmly and rigidly fixed to be entirely without whip or movement. Space-bar saddles, or strap saddles, must be used on the timbers in roof spaces and will be allowed when the conduits are run on the underside of exposed unsealed floor or ceiling joints. Pipe hooks or crumpets will not be allowed except for security conduits in chases, or screeds, when the top of the hook must at least be 10 mm below the finished surface of the wall, or 25 mm below the floor finish. Pipe hooks shall be galvanised.

The finish of the saddles must in all cases conform to the finish of the supported conduits. Galvanised, sherardised or cadmium plated screws shall be used in all cases where galvanised conduits are installed.

The standard cast iron distance saddle, (single fixing base and two-screw fixing top), must be used for all conduits run on the surface of walls and ceilings etc., fixed at intervals of not more than 1.2 metres.

Conduit Runs and Concealment

The routes of the conduit installation shall be agreed with the Engineer prior to commencing the installation. Conduits shall be installed atleast 150 mm from, and preferably under, any hot water

pipes and at least 50 mm from other surface pipes and cables. Conduits shall be bonded to other surfaces in accordance with the requirements of IEE Regulations 413-2 and 547-4 to 547-7 inclusive.

Each continuity test shall be applied to the system before plastering, screeding, or casting of concrete is commenced. Surface work will be allowed where certain pre-fabricated methods of construction preclude the concealment of the runs, and or fair-faced brickwork or block work or other unplastered walls.

Conduit runs shall be planned to obviate the need for draw-in boxes, but where the use of such boxes is unavoidable they shall be accessible at all times and be fitted with covers. When Conduits are specified as being installed on the surface the runs must be arranged to render the whole system as neat and inconspicuous as possible, having regard to the existing architectural features. All vertical and horizontal runs must be taken where conduits converge and run together near distribution centres to obtain a symmetrical layout. The distance between the conduits shall be maintained through bends and sets and shall not vary noticeably.

Flexible Metallic Conduit

Flexible Conduit shall comply with the BS 731 part 1. "Flexible steel conduit and adaptors for the protection of electrical cables." It shall be used for the final connection from a rigid conduit installation to the terminal boxes of all the equipment provided with a means of positional adjustment and /or where vibration may reasonably be expected to occur.

Flexible conduits shall be PVC sheathed and shall be terminated using approved glands. In all instances a separate PVC insulated green and yellow coloured protective conductor complying with table 41A1 or 41A2 and section 543 of the IEE Regulations shall be installed, terminating at each end into purpose-made earthing terminals.

Under no circumstances will flexible conduits be accepted in lieu of sets and bends in a rigid conduit installation.

In normal circumstances flexible conduits shall have a minimum length of 300 mm and a maximum unstretched length of 800mm. It shall permit a full range of withdrawal, adjustment or movement of the equipment.

Locking, Bushing and Coupling

All conduit ends must be filed square and reamed before erection to ensure freedom from internal burrs and roughness.

Running couplings shall only be used on black enamelled steel conduit installations, and the use of this shall be kept to the minimum. All running couplings shall be secured by means of the lock nuts or lock rings, and the exposed thread painted after installation.

Every conduit connection to the equipment, boxes, distribution boards, loop-in boxes, cable trunking etc, shall be made by means of a screw coupling and a male hexagonal headed smooth bore brass bush. The smooth bore shall be fitted to secure the conduit to the item connected via a purpose-made clear hole to be closed by the bush and coupling when fitted. Paint must be removed from the surface of the item connected to allow it to be covered by the end of the coupling which shall be filed, clean and square, to ensure a good mechanical and electrical metal to metal joint. Any exposed

area of metal from which paint has been removed must be made good in a matching paint. Bushes shall be fitted and tightened by means of correctly fitting spanners. Mutilated bushes damaged whilst being fitted must be removed and replaced.

Conduits connecting via couplings shall be connected by a means of 15 mm long threaded section and shall have a gap of approximately 2 mm between them. No thread shall be exposed except running couplings.

Continuity and Earthing

The whole of the conduit installations shall be mechanically and electrically sound and continuous throughout their length in accordance with the IEE Regulations.

Where the conduit system is used to provide a protective conductor it shall comply with the requirements of Chapter 54 of the IEE Regulations particularly Section 543; alternatively, a separate protective conductor shall be installed in the conduit to comply with Section 543 of the IEE regulations.

CABLE TRUNKING-SHEET STEEL

Trunking shall only be installed in situations which will remain readily accessible throughout the life of the buildings. No cable trunking shall be installed behind a plastered ceiling or in other inaccessible situations.

All cable trunking shall comply with BS 4678, part 1 "Steel surface trunking" and part 2 for "Steel underfloor (duct) trunking".

Sheet steel cable trunking may be used on installations employing steel conduits, for connecting two or more switchboards together or where several conduits would otherwise have to run alongside each other. Proper allowance should be made for the derating of cables installed together in a container system. The cables must be capable of carrying the current imposed by the equipment connected. Attention is drawn to Chapter 52 of the IEE Regulations, particularly Section 522, and Appendix 9: the current carrying capabilities of cables indicated shall not be exceeded. The Engineer must be consulted as to precise details concerning trunking routes and applications.

All lengths of trunking shall be heavy gauge zinc coated steel connected together by internally fitted rectangular couplings of sufficient width to provide a minimum bearing face of 25mm, to which the lengths shall be bolted on site or welded at the factory.

Adequate provision shall be made to allow for expansion.

All Tee pieces and bends shall be formed with similar means of connection and the inner radii area shall be such that cables will not be bent through a radius less than that prescribed in the IEE Regulations. Only bends and tees of approved pattern will be accepted.

All fixing screws within the trunking shall be of the round head type. The trunking shall have an overlapping well-fitted lid securely fixed to the trunking by approved means that will avoid damage to the cables. Self-tapping screws shall not be used.

All necessary accessories including long sleeve couplings, end piece, bends, sets, tees, reducers, branches, fillets, pinracks, cable retainers etc., shall be purpose-made units rather than being fabricated on site.

Where a change in direction of trunking run occurs, the deviation should be effected by a purpose-made unit manufactured on similar lines to the bends and tee pieces described above. Where this is not practical, changes in direction shall be fabricated in a neat workmanlike manner. All joints shall fit closely and gaps will not be permitted. All burrs and sharp edges shall be removed and no screw shall protrude into the trunking.

Trunking shall be firmly attached to its associated equipment either by bolted flanges or by male bushes and couplings.

Where trunking is connected to equipment by means of flange connectors, the entry into the equipment shall be of the same cross-section as the trunking.

Where trunking does not terminate in equipment, the otherwise open end shall be capped with a cover suitable bolted in position.

Where communications, extra low voltage circuits (category 1) etc., are contained in a trunking, the requisite number of separate compartments shall be provided to segregate the wiring. Where conduits are taken off such trunking they shall not pass through other compartments unless prior permission is obtained from the Engineer.

The entire trunking is required to be recessed in the structure of the building, the finished edge of the trunking is to be installed flush with the plaster work.

Trunking runs shall be so arranged that the lid or cover plate is always on the top or side and not underneath, unless this cannot be avoided, in which case the Engineer's permission shall be obtained.

Wherever trunking passes through walls, vertical partitions etc., a fixed piece of trunking lid shall be fitted to the trunking extended 25 mm either side of the wall or other barrier, this is to allow removal of the adjacent lid without disturbing the building fabric. Care shall be taken to ensure that no opening is left between the trunking and the building structure through which fire might spread. In addition a suitable barrier of incombustible material shall be provide and fitted inside the trunking, in accordance with the IEE Regulations 528-1. On vertical runs of trunking internal incombustible barriers shall be fitted at the distance between floors or 5m, whichever is the less, in accordance with IEE Regulations 523-6.

All necessary trunking support work, hangers, brackets and fixing requirements shall be provided by the Electrical Sub-Contractor.

Earth links of the appropriate size and type shall be installed at every jointing coupling, manufactured bend, etc., throughout the entire trunking system. Where trunking is used to provide a protective conductor it shall comply with the requirements of Chapter 54 of the IEE Regulations, particularly Section 543; alternatively, a separate protective conductor shall be installed in the trunking to comply with section 543 of the IEE Regulations.

In cases where sheet steel trunking is installed and there is danger of movement, a flexible earth conductor shall be installed bonding all joints in the trunking. This shall be fitted in addition to the standard earth links. Cable retaining strips shall be fitted at 1 m intervals. Insulated cable support

pins shall be fitted at intervals of 4 m in vertical runs of trunking and at the top of the vertical trunking.

CABLE TRAYS

Cable trays shall be formed from perforated steel of not less than 0.9 mm thickness up to and including 100 mm width - 1.25 mm thickness from 150 mm up to and including 300 mm width - and 2.00 mm thickness above 300 mm width. They shall be galvanised unless otherwise specified. Tray shall be adequately sized to support the cable without bunching.

Support shall be by means of steel brackets installed at intervals necessary to provide a rigid fixing and ensure that no undue deflection occurs in the complete installation. The brackets shall be galvanised prior to fixing. Dome-headed bolts, nuts and washers of finish suitable to the tray shall be used between tray and brackets.

Fixing to the surfaces of walls, ceilings, etc. shall be by means of expansion-type masonry plugs or bolts. Fixings shall be galvanised unless otherwise stated. Cable trays shall be installed using factory-formed bends, elbows, tees, couplers and risers etc. Site fabrication of elbows etc., will only be permitted with prior approval of the Engineer and where it is not possible to obtain the necessary factory-made item.

Where cuts have been made, the tray shall be painted with zinc rich paint.

Holes which have been cut to allow cables to pass through shall be suitably bushed.

Suspension sets shall comprise threaded M12 cadmium plated hanger rods together with nuts and locking washers, vertical hanger brackets, support channel, tray hold-down clips etc., all of which shall have a galvanised finish.

All cables shall be securely fixed to traywork and the complete installation must be carried out in a neat and workmanlike manner without crossovers. A 25% reserve margin in size and weight shall be allowed for all cable tray works.

Cables of 30 mm diameter and above shall be fixed using the appropriate size cable straps of approved manufacture. On light duty multi-cable runs, cable straps of plastic coated metal shall be used to secure cables.

Bunching of cables will not be permitted.

Cables shall be clipped by means of copper or brass saddles and clips where high temperature or humid conditions are likely to be experienced. In all cases, saddles, clips, straps, etc., shall be fixed to the tray by means of brass screws or bolts and nuts.

PROTECTION OF PVC/SWA/PVC CABLES

General

Cable routing shall be such that the maximum degree of protection against accidental damage is obtained by running cables along the inside of channels and beams, etc.

Cables shall be laid in performed trenches or duct throughout all paved areas. Ducts shall be installed for underground cables before the paving is constructed.

Cable ducts shall be sealed at both ends using materials which are resistant to any likely corrosive and insect attack in the area concerned.

All cables rising through floors and trench covers, except in switch rooms, shall be protected by a length of steel pipe which shall project at least 150 mm above the finished surface level.

The open end of the pipe shall be sealed with a suitable compound. Care must be taken that all phases of single core cables pass through the same protective steel duct.

Cables Direct in Ground

All excavation and backfilling of cable trenches will be carried out by the Main Contractor unless otherwise specified, but the Electrical Sub-Contractor shall in any case make sure that trenches are made to a depth as specified.

The Electrical Sub-Contractor shall lay cables direct in the ground in the following manner:-

75 mm (3 inches) of dry fine sand shall be placed to form a bed for the cables. After cables have been laid they shall be covered with additional dry fine sand well punned over and around the cables to a level of 75 mm above the top of the uppermost cable. Mechanical punners shall not be used for this work. The Electrical Sub-Contractor shall supply and install concrete cable tiles which shall be carefully placed over the cable forming each circuit.

Until all the cables have been laid in the trench and have been covered with their protective tiles, no sharp metal tools such as spades or fencing stakes, shall be used in the trench. Rollers used during laying of cables shall have no sharp projecting parts liable to damage the cables.

Cables above Ground

For main cable runs the cable shall be run on approved tray or ladder rack, and secured to it at intervals of not more than 400 mm horizontally and 600 mm vertically.

Cables shall be dressed together and fixed with a common saddle. If the number of cables is such as to require the tiering of cables, the number of tiers shall generally be two.

TERMINATION OF CABLES

Cables shall be terminated in accordance with Chapter 52 of the IEE Regulations, particularly Section 527.

Cables shall be terminated by one of the following methods:-

- (i) The cable conductors shall be sweated into lugs of the appropriate size for the cable and equipment terminal.
- (ii) The cable conductors shall be secured by compression type lugs of the correct size for the cable and equipment terminal.
- (iii) The cable conductors shall be secured in pinch screw terminals.
- (iv) The cable shall be secured by means of clamps.

Where cables are required to terminate at connectors, as at lighting points, such connectors shall secure all the strands of stranded cables. Care shall be taken to ensure that cables are not damaged during preparation for termination.

Cables terminating at pinch screw terminals shall be twisted together and single cables shall have the conductor doubled back to ensure adequate purchase for pinching screws.

Cables connected to lampholders or other components at which heat is produced shall be insulated with heat resisting material capable of withstanding, without detriment, the temperature encountered.

All terminations on PVC/SWA/PVC insulated cables shall be by compression type glands of an approved design and manufacture with facilities for clamping the armouring the outer sheath of the cable.

Glands mounted outdoor shall incorporate a seal to prevent ingress of moisture into the gland, and all glands shall be fitted with a thermoplastic shroud.

Where circular terminations are to be made, these shall be completed using Ross Counterney terminals.

Where cables are terminated in "Klippon" type terminals with parallel faced jaws, the individual cores shall be terminated using the appropriate flat or hook blade crimped lugs. Where the terminal faces are concaved, the cores shall be terminated in wires pin crimped lugs.

The Electrical Sub-Contractor shall avoid multiple connections under one screw or one pin. Where more than two wires are required, a common termination jumper bar shall be used. Terminals shall be mounted on rails or supports. All internal wiring is to be clearly marked by markers.

SEGREGATION OF SERVICES

Cables of differing voltages shall be segregated so that there is no possibility of a fault in a power cable damaging any adjacent cables or imposing a different voltage upon them.

IDENTIFICATION OF CABLES

All cables shall be fitted with non-corrosive cable identification bands at each end, and at all changes of direction where they leave a group of cables. All cables cores connected to equipment having marked terminals shall be fitted with non-corrosive identification bands bearing markings corresponding to those of the terminals at both ends.

EARTHING

The whole of the metallic portion of the installation, other than current carrying parts, shall be electrically and mechanically bonded to the consumer's main earth terminal and also if applicable, to the lightning protection system or other points specified.

The installation shall be earthed in accordance with the Sixteenth Edition of the Regulations for Electrical Installation issued by the IEE, BS CP1013, "Earthing" and BS 6651' "The protection of

structures against Lightning". The Electrical Sub-Contractor's attention is drawn to Chapter 54 of the IEE Regulations.

A main earth terminal shall be supplied and installed adjacent to the electricity supply cable termination. The terminal shall be of ample size and capacity to suit the installation. All items of equipment, switchgear, etc., shall be bonded to this earth terminal using PVC insulated PVC sheathed cables, coloured green and yellow and sized in accordance with Tables 41A1 of the IEE Regulations. An invarine label reading "SAFETY ELECTRICAL CONNECTION - DO NOT REMOVE" in engraved upper case characters not less than 4.75mm high, shall be permanently fixed immediately adjacent to or on the earth terminal.

A heavy duty copper clamp complying with BS. 951 shall be used to bond the main protective conductor to the electricity supply cable armouring or metallic sheath (where applicable the armouring and sheath shall be bonded together).

All protective conductors shall, where possible, be enclosed within metal trunking or conduit serving switchgear, distribution board etc., so as to provide mechanical protection. Where protective conductors are run on building surfaces they shall be properly fixed and supported by means of PVC coated metal saddles along selected routes.

Earth continuity between separate items of switchgear, distribution boards etc., mounted adjacent to one another shall be affected by means of high conductivity continuous copper tape, or PVC sheathed cable, coloured green and yellow, and sized in accordance with the Table 41A1 or 41A2 and Section 543 of the IEE Regulations, connecting all items to the earth terminal.

All items of switchgear, accessories, luminaires, conduits, and the outer sheaths of MICS cables, the armouring of all PVC/SWA/PVC cables together with all other items of electrical plant and equipment shall be effectively earthed by means of a protective conductor in accordance with Table 41A1 and 41A2 and section 543 of the IEE Regulations.

At every terminal point on the fixed wiring an integral earth terminal shall be provide e.g BESA boxes, accessory boxes etc. A protective conductor shall be provided and installed between this terminal and the earth terminal on the associated switch, socket outlet, luminaire etc.

Each circuit protective conductor shall be connected to a multiway earth terminal provided and fixed within each distribution board. The earth terminal shall be provided with an adequate number of ways such that not more than one conductor per terminal shall be installed and the earthing conductors shall be connected in the same sequence as the current carrying conductors.

All metal piped services, e.g., Heating, Water and Gas Services, metal wastes and piped services at sinks, baths and showers etc., shall be bonded to the earth terminal in accordance with the IEE Regulations 413-2.

A 50 mm section of each gas and water pipe, at position close to their entry into the relevant building, shall be cleaned and made smooth. A copper earthing clamp designed to permit the connection of protective conductors shall be provided and sized in accordance with Table 41A1 and 41A2 and Section 543 of the IEE Regulations.

The clamp shall be a proprietary type or shall be fabricated from high conductivity copper strip, minimum size 40 mm x 4 mm which shall encircle the cleaned sections of the pipe. A permanent

label indelibly marked with the words, "SAFETY ELECTRICAL CONNECTION - DO NOT REMOVE" in legible type not less than 4.75 mm high, shall be permanently fixed at the points of connections.

The final connection of bonding conductors from gas, water pipes and other services to the earthing terminal shall not be completed until earth electrode and earth impedance tests have been satisfactorily completed.

Bonding connections to pipework shall be as unobstructive as possible where practicable shall be made in service ducts or accessible voids and shall be readily on the Record Drawings. All materials and sundry item shall be provided whether or not specifically mentioned, necessary to completely and effectively earth the installation. The installation shall be fully protected against dampness and corrosion and the effect of electrolytic action between dissimilar materials. A completely permanent installation shall be provided which shall be fully accessible for regular testing and inspection.

The value of earth resistance from any point of an installation to the general mass of earth shall be low enough to ensure operation of circuit protective devices and shall in any case not exceed four(4) ohms for electrical equipment, seven (7) ohms for lighting protection. Each earthing cable shall terminate in an approved design of cable lug.

Where earth conductors are run upon structures or walls they shall be fastened by means of heavy gauge non-ferrous fasteners not more than 0.75 m apart on horizontal runs and not more than 1.2 m apart on verticle runs and to give a minimum clearance of 4 mm from the fixing face.

In the event of the Electrical sub-Contractor not being able to establish a suitable earth connection to the electricity supply cable, earth electrodes shall be installed which shall be galvanised or copper clad steel extendable rods not less than 16 mm diameter and not less than 1.2 m in length. Connections to electrodes shall be made by means of solderless mechanical clamps.

To avoid corrosion, all earth system connections shall be cleaned bright and immediately covered with silicon MS4 compound or approved equal.

Earth pits, where required, shall be in accordance with the Tenderer's relevant drawings, with the facility to disconnect the earth ring while measuring the electrode earth resistance.

LIGHTING PROTECTION

Lighting protection shall be provided on high buildings/structures more than 10 m in height. such protection shall be effected by bonding each individual building/structures direct to the earthing system, in accordance with the BS CP 326, by a minimum size of 170mm² conductor.

FUSED-SWITCH UNITS, SWITCHFUSES AND ISOLATORS

The above units comply with BS 5419 and shall be 500 volt type and installed where specified and indicated on the relevant drawings.

All switchgear shall be provided with suitable locks for padlocking the switches in the 'OFF' position. The cover shall be interlocked with the operating mechanism to prevent it from being opened in the 'ON' position. This interlocking shall also prevent the switch from being closed with the cover open unless for maintenance purposes. The cover shall be gasketted to prevent ingress of dust.

The switch action mechanism shall be of the parallel operation (double break type having cartridge fuses mounted switches) and shall be ASTA certified to meet adequately all the duties specified.

The end plates shall be removable for drilling for conduit or cable entry and shall be fitted with additional distance pieces where necessary. Switchgear boards shall be fixed to the wall/floor by Rawl bolts or other approved fixings.

No building alteration shall be allowed when moving the switchboard into position, the switchboard being supplied in sections to be built in position, if so required.

Switchgear shall be delivered to site when required to suit the progress of the works. Care shall be taken to preserve the manufacturer's paint finish. Any refurbishing etc. shall be carried out, using paint obtained from the switchboard manufacturer, to the original standard of finish.

All fuses in switchgear shall be HRC fuses sized for the fused-switch units or switch-fuses etc., in which they are incorporated. They shall be ASTA certified for compliance with BS 88, Category of Duty 440 A.C 5 Class 01 and in all cases fuse links shall be selected to provide circuits discrimination.

CONTROL PANELS AND CUBICLES

The details specified in clause 4.11 shall apply as far as fused switches, bus-bars and rating etc are concerned. The panels shall be constructed from rolled steel channel minimum size 60 mm x 30 mm deep x 5 mm or equivalent angle section clad with sheet steel of 3 mm gauge. 2 mm gauge may be used for covers and doors of not more than 1 m square.

Terminals shall be of the "Klippon" standards rail-mounted feed-through type or approved equal. All terminals shall be identified by means of numbered or lettered marking tags, which shall be identical to the number of letter applied to the cables. Cables shall be identified as terminations by means of cable markers as manufactured by "Klippon" or approved equal. 25% spare terminals capacity within wiring duct shall be provided. All components motors, starters, relays, timbers, etc. shall be labelled showing their reference and function and these shall relate to the panels' schematic wiring diagram provided with the "As-built" drawing and manuals.

All control panels shall be fitted with multi-pole isolating switches through which all electricity supplies shall pass. The door(s) of the control panel shall not open unless the isolating switch is in the "off" position. A facility to lock the control panel isolating switch in the "off" position shall be included.

DISTRIBUTION BOARDS

General

All distribution boards, unless stated otherwise, shall be miniature Circuit Breaker Distribution Boards and shall be of surface or flush type, as specified. Facilities for local isolation of the distribution boards shall be provided by either a local fused-switch unit or an integral isolating switch, whichever is specified.

Where surface mounted on a flush installation, all conductors shall terminate behind the board in an adequate box. For surface mounting, trunking shall be fixed between the board and ceiling level, or conduits run directly into the board. Adequate earth continuity connection shall be made between the various components.

Fused Distribution Boards

All fuseboards shall be of 500 volt rating to BS. 5486 part 11 "Particular requirements for Fuseboards". The details specified in clause 4.12 shall apply as far as cabinet and construction, cabling arrangements, bus-bars, neutral bars, earthing and isolating switches are connected.

Fuse banks shall be spaced so as to obviate the necessity for insulating barriers, but protection shall be provided by means of insulating shields to prevent accidental contact with the main bus-bars and connections.

All fuses lighting and heating circuits shall be of the HRC cartridge type, ASTA certified, for compliance with BS. 88, category of Duty 440 A.C 5 class 01.

Miniature Circuit-Breaker Distribution Boards

MCB distribution boards shall comply with BS. 5486 part 12 'Particular requirements for miniature circuits-breaker boards'. The cases shall be constructed of heavy gauge sheet steel, in such a manner as to afford rigidity and maximum ease of wiring for full size circuit and main cables.

The cover shall be provided with an efficient gasket or alternatively designed with generous overlapping edges to prevent the ingress of dust. Components shall not be manufactured from zinc alloy in conjunction with sheet steel where they are relied upon for earth continuity.

Where the cover is required to be lockable, cylinder type locks shall be provided, having two keys per lock. All locked distribution boards shall be handed to the Engineering Supervisor on completion of the works. The cases shall be provided with detachable cable/conduit terminating plates, which shall be reversible and interchangeable from top to bottom.

All screws and nuts used in the construction of the case shall be fitted with shakeproof washers and care taken to ensure efficient earth continuity. An external earthing terminal with cable socket shall be fitted.

All MCB banks shall be fitted to frames, with robust locking plates provided to ensure the frames rigidly in the fixed position.

The banks shall be so spaced to obviate the necessity for insulating barriers, but protection shall be provided by means of insulating shields to prevent accidental contact with main bus-bars and incoming mains cable.

Bus-bars shall be of high conductivity, hard drawn copper conductors connected to the MCB contacts by means of spring washered screws or bolts, unless plug-in type MCB's are specified.

Neutral bars shall be similar to the main bus-bars and shall have two screw terminals per way for rating of 30 amps or over. Single screw connections will be allowed for capacities up to 30 amps. The neutral bars shall have one terminal for each MCB within the board, and connection of conductors to the neutral bar shall be in the same order as the MCB ways.

Where installations are carried out with cables with a protective conductor, all distribution boards shall also contain internal earthing bars similar to the neutral bars detailed above, with one terminal

for each MCB within the board. Earthing conductors shall be connected in the manner described for neutral conductors to neutral bars.

Where a main integral isolating switch is provided in an MCB case it shall be arranged to isolate incoming live and neutral main cables from the bus-bars. The isolator switch shall be rated at 500 volts and of the quick make-and break pattern with positive action. Incoming and outgoing terminals shall be fitted with two clamping screws and outgoing conductors to the bus-bars shall be high conductivity hard drawn copper rods.

Isolating switches shall comply with IEE Regulations, Part 537, and shall be capable of carrying their full rated load continuously and shall 'make' or 'break' their full rated load without undue burning of the contacts.

Miniature Circuits Breaker (MCB)

All MCB's shall have movements which are positive in both directions (make and break) so as to enable units to be closed decisively by the operation of the handle, and to be able to assume the 'OFF' position unless the contacts are definitely separated, to safeguard against false indications.

The handle shall be trip free to make it impossible for the operator to hold the breaker in the closed position under faulty conditions. The operating mechanism and arc chambers of the circuit breaker shall be separated from the terminals and fixing screws.

Terminal identification shall be readily discernable as viewed from the front of the board with automatic and clear signal identification for both 'ON' and 'OFF' position.

All terminals shall be readily accessible from the front and each wiring chamber shall be closed by a screw fixed cover which protects the terminals and prevents dust from settling on the insulation.

Where the full capacity of a distribution board is not required the Electrical Sub-Contractor shall fix blanking plates in the vacant MCB housings. All MCB's shall be rated at 500 volts minimum, and comply with BS 3871. "Miniature and moulded case circuits breakers" and 4752 part 1, "Circuit breakers".

Moulded Case Circuit Breakers (MCCB)

Where specified, MCCB's shall be of the thermal/magnetic type, having a quick make, quick break, trip free mechanism which prevents the MCCB from being closed or held against short circuits or overloads. Tripping of every multi-pole MCCB shall be such that operation ensures simultaneous action in all phases.

Clear indication shall be provided for the three positions of operation of the mechanism - 'ON', 'OFF' and 'TRIPPED'. The operation shall be such that the MCCB shall trip automatically under fault conditions and, to reset, the handle shall require first moving through the 'off' position. All MCCB's shall be provided with facilities for locking the breaker in 'OFF' position.

All MCCB's shall be rated at 500 volts minimum, be ASTA certified for this operational duty, and comply with BS. 3871 and BS. 4752 Part 1.

LABELLING AND ENGRAVING

Labelling

All fused-switch units, switchfuses, switches, bus-bars chambers, distribution boards etc., and all items of equipment on the main panel shall be identified in accordance with section 514 of the IEE Regulations and shall have securely fitted externally a white 'Traffolyte', 'Formica' or other approved plastic laminate label engraved with 6 mm high black letters detailing the function of the equipment and any reference number.

Red, yellow, blue, plastic laminate phase discs shall be fixed inside all switchgear and distribution boards to indicate to which phase of the supply the various circuits are connected. The colourings shall comply with Part 524 of the IEE Regulations.

Each TP or TP & N item of switchgear shall have fitted on the cover a white plastic laminate label having 'CAUTION' - 415 VOLTS' engraved in 10 mm high red lettering.

Engraving

The Electrical Sub-Contractor shall allow for engraving of all switched fused spurs, double pole switch accessories and any other accessories which are customarily required.

The accessory plate shall be engraved in either black or red, capital letters 5 mm high, detailing and appliance or equipment being supplied by the accessory e.g., 'WATER PUMP' etc.

MOUNTING HEIGHTS

The approximate position of main switchgear, control equipment distribution boards, fittings and accessories shall be as indicated on the Drawings. Actual positions shall be determined on site by the Engineer.

Unless otherwise stated on the relevant drawings or directed by the Engineer the following mounting heights of all accessories above finished floor level shall be adhered to:-

Lighting Switches	1400 mm to centre
Socket Outlet and Spur	300 mm to centre (or 150 mm above work top level to centre)
Distribution Boards	1800 mm to lower edges.

All groups of accessories shall be in line either vertically or horizontally or as specified.

LUMINAIRES

All Luminaires shall be of the manufacture, size and type specified and shall comply in all respects to BS 4533 "Electric Luminaires".

The Electrical Sub-Contractor shall supply and install all luminaires including lamps, lampholders, control gear, capacitors, glassware, diffusers or other attachments, heat resistant internal cables,

fuses and terminals and all necessary suspension gear. In case where Luminaires are supplied by the client the Sub-Contractor shall deliver to site store, install, commission and set to work.

Unless otherwise stated, Luminaires shall be suitable for Class 1 normal indoor environments, giving a degree of protection against ingress of moisture or dust.

All Luminaires shall be assembled and installed in accordance with the respective manufacturer's instructions/recommendations, in the position and mounting heights specified.

Luminaires shall not be installed under dirty and hazardous site conditions, and any damage or deterioration to luminaires installed under these conditions shall be made good by the electrical Sub-Contractor.

The Luminaires shall be cleaned free of dust and dirt after completion of the installation. Where dirt, dust, corrosion or other conditions cause imperfections in the luminaires, they shall be replaced.

Luminaires, diffusers, attachments or glassware etc., shall be properly stored to final erection, in such a manner as to avoid damage of any kind.

Luminaires fixings shall generally be suitable for direct connection to conduit boxes or as otherwise specified. Luminaires not provided with suitable BESA box shall be modified as necessary.

Where a flexible cord supports, or partly supports, a luminaire the maximum mass supported by the cord shall not exceed the values set out in IEE Regulations 523-32.

The minimum cross-section area flexible core to the employed shall be 0.75mm².

Specified attention shall be given to Chapter 52 of the IEE Regulations, particularly Regulation 521-5 and 521-6, Appendices 9 and 10.

Pendant tungsten luminaires shall be fitted with heat resistant flexible cord complying with BS 6500, capable of continuous operation with a conductor temperature of 150 degrees C. The cable shall be of the circular multicore type, finished white, if not otherwise specified.

Ceiling mounted tungsten luminaires, spotlights and other luminaires of the category 'hot' luminaires shall be wired internally with cable suitable for continuous operation at 185 degree C. Where cable tails are provided they shall be of the heat resistant type capable of operation at 185 degree C.

Exterior luminaires, fixed to the walls of buildings etc., shall be wired such that final circuit wiring terminates within the luminaire. All final circuit cables so installed shall be provided with heat resistant sleeves from the connection point within the luminaire for a distance of 300 mm.

All fluorescent and other discharge luminaires shall be provided with an integral fused connector block. The rating of the fuse shall be in accordance with the manufacturer's instructions to protect the internal wiring of the luminaire and to provide discrimination between final circuit protection and luminaire protection.

All recessed and semi-recessed luminaires in ceilings shall be connected by three core 0.75 mm² high temperature flexible cord from the terminals of the luminaires to a plug-in ceiling rose fixed and connected to an accessible outlet box in the wiring system, within the suspended ceiling immediately above the luminaire. The ceiling rose shall be accessible via the opening provided in the ceiling.

The Electrical Sub-Contractor shall ensure that the methods of suspension for luminaires are electrically and mechanically sound.

Luminaires suspended by means of tubes shall be fitted to ball joints allowing a swing of at least 20 degrees all round. Reliable earthing between the fixed and moving parts shall be provided by means of a flexible braided copper tape.

Fluorescent luminaires shall be provided with a minimum of two fixings, except in the case of recessed modular luminaires or surface-mounted luminaires exceeding 300 mm in width, where four number fixings (one from each corner) shall be provided by means of conduit drops or threaded rods.

Normally visible luminaires support shall be conduit. All fluorescent luminaires shall be solidly mounted with all assembly nuts, bolts and accessories made tight to prevent vibrations and noise. Anti-vibration packing shall be fitted where necessary. Luminaires mounted direct to trunking shall be fixed by means of the manufacturer's recommended fixing assemblies.

Unless stated otherwise, all luminaire supports shall be fixed to the building primary structure. Luminaires shall not be supported from suspended ceiling unless otherwise specified. The Electrical Sub-Contractor shall be responsible for mounting and fixing arrangements.

Break joint rings of approved colour shall be provided for all suspended luminaires and fluorescent battery luminaires where the batten is of insufficient width to cover completely the conduit box and its associated clearance hole in the ceiling.

The metalwork of all luminaires shall be effectively bonded to the earthing system in accordance with Chapter 54 of the IEE Regulations.

Care shall be taken to ensure that the internal wiring of luminaires and the cable of any fixed wiring shall not be in contact with high temperature areas in luminaires.

Lighting track shall be of the type, size, finish, number of circuits and manufacture specified and shall comply with the requirements of the relevant section of BS. 4533. The positions of luminaires as shown on the Drawings are approximate only and exact position shall be determined after reference to the Engineering supervisor.

CEILING ROSES

Surface mounted ceiling roses shall be of all insulated, high impact moulded plastic construction complying with BS. 67 and shall be suitable for direct attachment to conduit outlet boxes. Recessed or semi-recessed ceiling roses shall be manufactured from porcelain. Break joint rings shall be provided when used on flush conduit outlet boxes.

Ceiling roses shall not be connected to fixed wiring in such a manner that one of the terminals remains 'live' when the associated switch is in the 'off' position, unless that terminal is inaccessible to touch when the ceiling rose cover is removed, e.g for replacement flexible cord.

Terminals shall be provided for switched live, neutral and protective conductors. Loop-in facilities shall also be provided.

LAMPS

Lamps shall be compatible with the luminaire for which they are intended and shall be of the wattage, type and colour specified. Lamps shall be of the correct voltage rating for the particular electricity supply concerned.

Tungsten filament lamps, unless otherwise specified, shall be of the 'PEARL' type and of the long-life type giving 2000 hours average life.

Luminaires designed to accommodate lamps with reduced physical dimensions shall be fitted with lamps of the mushroom type of approved equal.

EXTERNAL LIGHTING

External lighting system shall comprise the lighting points at the position shown on the Drawings and shall include the provision, erection and connection of all lighting columns, bollards, wall and ceiling luminaires and the provision and connection of all control gear together with the laying, jointing and connection of all necessary cables.

All excavation, trenching, backfilling etc., will be undertaken by the Main Contractor.

All lighting columns shall be of the type specified, suitable for looping in and out three No.2 Core PVC/SWA/PVC cables of the specified size.

Where discharge lamps are specified the associated controlgear shall be mounted in the base of the column above the fused 'cut out', all on a timber board housed within the base of the column.

Each lighting column/bollard shall be completed with all adaptors, spigots, mounting brackets, luminaires, controlgear and lamps and shall be provided with a base compartment and locking door.

All column/bollards shall be fixed in the position specified.

Cable routes are shown on the relevant drawings and the Electrical Sub-Contractor shall lay the lighting cables in the trenches.

All connections shall be made in an approved manner, and the installations shall be finished complete and handed over in working order to the full satisfaction of the Engineer.

LIGHTING SWITCHES

Lighting switches shall be of the type, size and manufacture as specified.

Wall and ceiling switches shall comply with BS 3676. Wall and ceiling switches controlling A.C lighting circuits shall be rated 20 amp and be of the slow break quick make, type unless stated otherwise.

Where several switches on one phase are shown at one position, a ganged box shall be used.

Where switches at any location are connected to different phases, purpose-make phase barrier switches shall be installed. The phases shall be separated by means of rigidly fixed barriers and the cable for each phase shall be confined to the area enclosed by the barriers for that phase.

Switches connected to a particular phase shall have separate cover or covers fitted over each phase. The covers shall be engraved "CAUTION 415 VOLTS".

The switch plate of the specified finish shall be fitted over phase covers to render the switch unit indistinguishable from the switches that are not phase barrier switches.

Alternatively, each gang shall have its own piping and box for each phase, physically separated from other phases with similar arrangements.

For flush position on a plastered or equivalent finish wall, the switches shall have overlapping plates.

In any places where the finish is fair-faced brickwork, the wiring shall be installed on the back of the wall and make a back entry into the accessories. Each switch in these areas shall be neatly recessed and incorporate an overlapping plate.

For surface-mounted positions and such Plant Rooms, Electrical Switch room etc., employing a surface-mounted system or wiring, switches shall be surface-mounted, having metal front plates of an aluminium finish, mounted in matching metal boxes.

SOCKETS OUTLETS

All socket outlets and plugs shall be supplied and installed in accordance with the manufacture, type, sizes and finish specified.

All round pin 2A, 5A, 15A, and 30A socket outlets shall comply with the requirements of BS 546.

All sockets outlets shall be switched, unless otherwise specified.

All switched sockets outlets shall be complete with steel boxes of the same manufacture, complete with earth terminal.

Assemblies shall comply fully with the requirements of the IEE Regulations concerning the bonding of protective conductor terminals and each such terminal shall be connected by a conductor, having a minimum cross-sectional area of 2.5 mm², to a permanent earthing terminal incorporated in the associated box providing an effective, solid connection to the earth continuity conductor of the installation.

Where the assembly does not provide a reliable electrical contact between the cover plate and box with effective connection of metal operating bars and toggles, then an insulated earthing lead shall be provided, solidly connected to the metal plate and operating bar or toggle and terminating at the fixed earthing terminal incorporated in the associated box. 13 amp sockets will generally be installed using ring circuits in accordance with Appendix 5, Table 5A of the IEE Regulations.

All plugs shall be of moulded rubber or other resilient material complying with BS 1363 or BS 546. The plug shall have internal cord grip. 13 amp plugs shall be fitted with cartridge fuse links to BS 1362. The fuse rating shall be selected to give protection to the flexible cord or cable connected.

All fuses installed within 13 amp plug top, fused spurs, clock connections etc., shall be cartridge fuse links rated at 240 volts, ASTA certified for compliance with BS 1362 'General purpose fuse links for domestic and similar purposes', or BS 464 'Cartridge fuse links (rated at upto 5 amperes) for AC and DC service', or BS 2950 'Cartridge fuse-link for telecommunications and light electrical apparatus'.

All equipment which is locally fused shall have fitted fuses with characteristics which are recommended by the manufacturer of the equipment.

If any appliance or equipment suffers due to incorrect fusing of the appliances, such appliances or equipment shall be repaired or replaced at the Electrical Sub-Contractor's cost, to the satisfaction of the Engineer.

INSPECTION AND TESTING

A visual inspection shall be made in accordance with IEE Regulations 612-1. References shall be made to appendix 14 of the IEE Regulations which is a check list for initial inspection of installations.

The electrical installation shall be inspected and tested by the Electrical Sub-Contractor in accordance with part 6 of the IEE Regulations.

Where any part of installation is to be concealed within a building, fabric tests shall be made to ensure that the installation is satisfactory prior to concealment.

Upon completion of the works the whole installation shall be subjected to the tests detailed hereafter and every defect shall be noted, corrected and brought to the notice of the Engineer.

All tests shall be witnessed by the Engineer to his full satisfaction and he shall be given at least one week's notice in writing of the proposed tests.

All labour and test instruments shall be provided by the Electrical Sub-Contractor and the instruments shall be correctly calibrated and certified for the limits of accuracy required and shall be operated by competent person. If, in the Engineer's opinion, a particular instrument is not suitable, then an acceptable alternative shall be provided. The Engineer shall be at liberty to demand the use of any testing instrument or apparatus that he may reasonably consider to be necessary in the execution of the testing.

In the event of the installation failing to pass the test, the Engineer has the full authority of the Employer to deduct from the Contract Price all reasonable expenses incurred, due to him being required to attend a repetition of the test.

The following items, where relevant, shall be tested in the sequence indicated. Standard methods of testing, in respect of some of the following regulations of this section, are given in Appendix 15 of the IEE Regulations.

- i) Continuity of ring final circuit conductors.
- ii) Continuity of protective conductors, including main supplementary equipotential bonding.
- iii) Earth electrode resistance.
- iv) Insulation resistance.
- v) Insulation of site-built assemblies.
- vi) Protection of barriers or enclosures provided during erection.
- vii) Insulation of non-conducting floors and walls.
- viii) Polarity.
- ix) Earth fault loop impedance.
- x) Operation of residual current devices and fault voltage operated protected devices.

Upon completion of all tests and commissioning, two copies of detailed certificates shall be provided by the Electrical Sub-Contractor to show that the equipment, materials, installation etc., have been

tested and commissioned. One copy of each, duly completed and signed shall be submitted to the Engineer within 154 days of the results being obtained. The second copy of the certificates shall be retained to be included with operator and maintenance manuals. The results of the test and details of completion for the electrical test shall be detailed on the Test and Completion Certificates respectively; issued by the National Inspection council for Electrical Installation Contracting or other approved authority.

AS BUILT DRAWINGS, AND DOCUMENTATION

Within one month of the date of completion the Electrical Sub-Contractor shall provide 3 prints of all electrical drawings showing the electrical installations "As built". In case the Electrical Sub-Contractor fails to provide "As Built" drawings as required, these will be prepared by others at the expense of the Electrical Sub-Contractor.

SECTION VI

DRAWINGS (Only the Winning Bidder will be supplied with Drawings. Bidders will be expected to bid on the basis of the Bills of Quantities and details obtained during the pre-bid site visit)

SECTION VII

BILLS OF QUANTITIES

PREAMBLE TO BILLS OF QUANTITIES

- a) The Bill of quantities shall form part of the contract documents.
- b) The brief description of the items in the Bill of Quantities is purely for the purpose of identification, and in no way modifies or supersedes the detailed descriptions given in the conditions of contract and Specifications for the full direction and description of works and materials.
- c) The Quantities set forth in the Bill of Quantities are estimated and provisional, representing substantially the work to be carried out, and are given to provide a common basis for bidding and comparing of Bids. There is no guarantee to the contractor that he will be required to carry out all the quantities of work indicated under any one particular item or group of items in the Bill of Quantities of work actually done in fulfillment of his obligation under the contract.
- d) The prices and rates inserted in the Bill of Quantities will be used for valuing work executed, and the Architect will measure the whole of the works executed in accordance with this contract.
- e) A price rate shall be entered in ink against every item in the Bill of Quantities with the exception of items, which already have provisional sums, affixed thereto, the bidders are reminded that no "Nil included" rates or "Lump – Sump" discounts will be accepted. The rates for various items should include discounts if any. Bidders who fail to comply with this will be disqualified.
- f) The price and rates entered in the Bill of Quantities shall, except insofar as it is otherwise provided under the contract, include all constructional plant to be used, labor, insurance, supervision, compliance, testing, materials, erection, maintenance or works overheads and profit, taxes and duties together with all general risks, liabilities and obligations set out or implied in the contract, transport electricity and telephones, water use and replenishment of all consumables including those required under the contract by the Engineer and his staff.
- g) Errors will be corrected by the Employer for any Arithmetical errors in computation or summation as follows:
 - Where there is discrepancy between amount in words and figures, the amount in words will govern. Where there is a discrepancy between the figures arrived at in the Bills of Quantities and the Form of Tender, the Form of Tender shall prevail and
 - Where there is discrepancy between unit rates and the total amount derived from the multiplication of the unit price and the quantity, the unit rate as quoted will govern, unless in the opinion of the employer, there is an obvious gross misplacement of decimal point in the unit price, in which event the total amount as quoted will govern and the unit rate will be corrected.
 - The Bills of Quantities, unless otherwise expressly stated therein, shall be deemed to have been prepared in accordance with the principles of the latest edition of the **Standard Method of Measurement of Building Works**.
 - Unless otherwise stated, all measurements shall be taken on the finished work carried out in accordance with the details on the drawings or instructed out in accordance with the details shown on the drawings or instructed, with no allowance for extra allowance for extra cuts or fills, waste or additional thickness necessary to obtain the minimum finished thickness or dimensions required in this contract. Any work performed in excess of the requirements of the plans and specifications will not be paid for, unless ordered in writing by the Architect.

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
	PRELIMINARIES & GENERAL CONDITIONS =====					
01	<u>EMPLOYER</u>					
A	The Employer is the Kenya Nutritionists and Dieticians Institute. The terms "Employer" and "KNDI" wherever used in any contract Document shall be synonymous					
02	<u>DEFINITION OF TERMS</u>					
B	'Approved' shall mean approved by the Project Manager at his absolute discretion					
C	'Directed' shall mean directed by the Project Manager at his absolute discretion					
D	'Selected' shall mean directed by the Project Manager at his absolute discretion					
E	'B.S.' - shall mean the current British Standard Specification published by the British Standards Institution, 2 Park Street, London, W1A 2BS, England					
F	'K.S.' - shall mean the current Kenya Standard Specification published by the Kenya Bureau of Standards Institution.					
G	CM - shall mean cubic metre SM - shall mean square metre LM - shall mean linear metre MM - shall mean millimeter KG - shall mean Kilogramme NO - shall mean Number					
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
A	Ditto - shall mean the whole of the preceding description except as qualifies in the description in which it occurs Where it occurs in descriptions of succeeding items it shall mean the same as in the first descriptions of items it shall mean the same as in the first descriptions of the series in which it occurs except as qualified in the description concerned.					
B	KShs - shall mean Kenya Shillings					
C	'As described' shall mean as described in the 'Descriptions of Materials and Workmanship' contained in the Appendices to these Bills of Quantities					
03	<u>GROUPED SIZES</u>					
D	Girths, depths, or sizes grouped together in the Bills of Quantities item descriptions by means of hyphenated upper and lower limits shall be interpreted as 'exceeding' the lower limit and 'not exceeding' the upper limit.					
04	<u>DESCRIPTION OF SITE</u>					
E	The site of the proposed works is at the Syokimau. The Contractor is recommended to visit the site and will be deemed to have satisfied himself with regard to the conditions of the site especially ground conditons					
05	<u>DESCRIPTION OF THE WORKS</u>					
F	The works in this contract comprise:- i) Site Clearance and Earthworks ii) Construction of an Office Block Building including Associated External Works iii) Associated Electrical & Mechanical Engineering Works					
06	<u>AREA TO BE OCCUPIED BY CONTRACTOR</u>					
G	The area of the site which may be occupied by the Contractor for use as storage or for the erection of workshops etc. shall be defined on the site by the Project Manager and the Contractor must confine his activities to the areas so marked and must ensure that his own and his sub-contractors workmen do not trespass on the adjoining property or cause inconvenience to its occupiers.					
TOTAL CARRIED FORWARD TO BILL COLLECTION SHHET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
07	<u>SITE VISIT & EXAMINATION OF DRAWINGS</u>					
A	The Contractor is recommended to examine the original drawings and to satisfy himself regarding their details and regarding the extent and the nature of the works and the method of construction involved, and visit the site to familiarize himself with all local conditions before tendering. He shall be deemed to have acquainted himself with the nature of the existing conditions or any other matter which may affect his tender. No claim arising from his failure to comply with this recommendation will be considered. Drawings may be seen by appointment at the office of the General Manager (P & ES), KAA, during normal working hours.	ITEM				
08	<u>VALUATION OF LUMP SUM COSTS.</u>					
B	Lump sums entered in these Bills of Quantities against any item of Preliminaries and General Conditions will be included in appropriate valuations according to reasonable assessment of actual costs involved in the item. Any balance between this assessment and the actual sum entered in the Bills of Quantities will be included in subsequent valuations as monthly installments over the balance of the Contract Period.	ITEM				
09	<u>PAYMENT FOR MATERIALS ON SITE</u>					
C	All materials for incorporation in the works must be stored on or adjacent to the site before payment is effected, unless specifically exempted by the Project Manager. This is to include materials of the Contractor, Nominated Sub-Contractors, and Nominated Suppliers.	ITEM				
10	<u>CONTRACT AGREEMENT AND CONDITIONS</u>					
D	The Instructions to Tenderers and Conditions of Contract shall be the 'Standard Tender Document for Procurement of Works' printed in November 2001, published by the Public Procurement Directorate, Ministry of Finance and Planning. For the purposes of this Contract the said Schedule of Conditions and any such note or amendments shall be read and construed together.	ITEM				
11	<u>TOOLS, PLANT, ETC.</u>					
E	The Contractor shall allow for providing all ladders, tools, plant and transport required for the works, except in so far as may be specifically stated otherwise herein.	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
12	<u>SAFETY, HEALTH AND WELFARE OF WORKPEOPLE</u>					
A	The Contractor shall allow for providing for the safety, health and welfare of workpeople and for complying with any relevant Ordinances, Regulations or Union Agreement.	ITEM				
13	<u>NATIONAL INSURANCE AND PENSIONS</u>					
B	The Contractor shall allow for making any National Hospital Insurance and National Social Security Fund payments due in respect of workpeople.	ITEM				
14	<u>HOLIDAYS AND TRANSPORT FOR WORKPEOPLE</u>					
C	The Contractor shall allow for providing holidays and transport for workpeople and for complying with any relevant Ordinances, Regulations or Union Agreement.	ITEM				
15	<u>TRAINING LEVY</u>					
D	The Contractor's attention is drawn to Legal Notice No. 237 of October, 1971, which requires payment by the Contractor of a Training Levy on all contracts of more than Shs. 50,000/ in value and his tender must include for all costs arising or resulting therefrom. Proof of payment of this Training Levy will be required.	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
16	<u>PROTECTION OF WORKS AND PERSONS</u>					
A	<p>The Contractor shall allow for the protection of his own and his Sub Contractor's work liable to damage, including provision of temporary roofs, gutters, drains, etc., if necessary and shall case up, cover, or in other suitable ways protect all finished work liable to injury, to the satisfaction of the Project Manager, and shall at all times keep all paths and roads affected by the works in a safe and clear state, and shall use proper precautions to ensure the safety of all wheeled traffic and pedestrians. The Contractor shall allow for providing all watching, lighting, barriers, covering open trenches and protection of the works, including Sub Contract works, as may be necessary for the safety of the works and for the protection of the public and his own and Sub Contractors' employees.</p> <p>In the event of any damage or loss occurring to the works, or to materials or to any sewers, gullies, drains, paths, or other works on the site in temporary possession of the Contractor for the purpose of this Contract, either from the weather, want of proper protection, defects, theft, insufficiency of the works, or any other cause whatsoever during the progress of the works, or for any accident or damage to property or persons by reason of the said works, the Contractor alone shall be responsible and shall without extra charge, make good all damage and pay all costs incurred.</p>	ITEM				
17	<u>STANDARDS LEVY AND STANDARDS ACTS</u>					
B	<p>The Contractor's attention is drawn to legal notice No. 267 of 1990 which requires payment by Contractors of an annual Standards Levy and his tender must include for all costs arising or resulting therefrom.</p>	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHHET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT KShs cts
18	<u>POLICE REGULATIONS</u>				
A	The Contractor shall allow for complying with any relevant police regulations.	ITEM			
19	<u>PROCEDURE AND TIME FOR COMPLETION</u>				
B	The Contractor shall proceed with the works in such manner and such order as the Project Manager may direct.	ITEM			
20	<u>PROGRAMME AND PROGRESS</u>				
C	The Contractor shall furnish to the Project Manager, within 7 days, for approval and display in the site offices, a programme and progress chart devised in such a way that the lined programme is shown and progress can be marked up as the work proceeds. The Programme to be done in "MS Project" Software and soft copies availed to the Project Manager. The Contractor shall keep this chart up to date at all times.	ITEM			
21	<u>WORKING HOURS</u>				
D	Generally there will be no restrictions on working hours. In the interest of the usage of the existing property the employer may require that overtime be worked so as to complete the works as quickly as possible. The Contractor must allow for all costs in complying with the Project Managers instructions of working outside normal hours. No claims for extras in connection with this compliance will be entertained.	ITEM			
22	<u>SHOP DRAWINGS/SAMPLES</u>				
	The Contractor shall allow for approval of Samples by the Project Manager before procuring the same. For Samples that will be supplied from outside the Country of Kenya, the contractor shall allow for the transportation by Air of Four Client's Personnel to the Supplier or Manufacturer of the Product for Approval. The cost shall cover Return Air Tickets, Accomodation and other subsistence costs associated with the task. The Contractor to allow for detailing, production of specifications, Shop Drawings and As Built Drawings; For this purpose it is expected that the Contractor shall engage Professional Consultants to undertake this task who have to be approved by the Project Manager				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
23	<u>DAYWORKS</u>					
A	<p>The Project Manager, if in his opinion it is necessary or desirable, order in writing that any additional or substituted work shall be executed on a Daywork basis. The Contractor shall then be paid for such work in accordance with Daywork rates and percentage additions as inserted hereafter in these Bills of Quantities.</p> <p>The Contractor shall furnish to the Project Manager all receipts or vouchers as may be necessary to prove the amounts paid and before ordering materials shall submit to the Project Manager quotations for the same for his approval.</p> <p>In respect of all work executed on a Daywork basis the Contractor shall, during the continuance of such work, deliver each day to the Project Manager a list in duplicate of the names, occupation and time of all workmen employed on such work and a statement also in duplicate showing the description and quantity of all materials and plant used thereon or therefore (other than plant which is included in the percentage addition on net amount of wages). One copy of each list and statement will, if correct or when agreed, be signed by the Project Manager and returned to the Contractor.</p> <p>At the end of each month the Contractor shall deliver to the Project Manager a priced statement of the labour, material and plant (except as aforesaid) used and the Contractor shall not be entitled to any Payment unless such lists and statements have been fully and punctually rendered. Provided always that, if the Project Manager shall consider that for any reason the sending of such list or statement by the Contractor in accordance with the foregoing provision was impracticable, he shall nevertheless be entitled to authorise payment for such work either as Daywork (on being satisfied as to the time employed and plant and materials used on such work) or at such value thereof as he shall consider fair and reasonable.</p>	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
24	<u>WATER FOR THE WORKS</u>					
A	<p>The Contractor shall allow for providing all temporary water supplies required for the works, including Sub Contract works, together with all necessary storage tanks, meters and distribution systems for the same and must allow for bearing all expenses incurred and paying for all water consumed without charge to any Sub Contractor. Expenses in connection with Nominated Sub Contractors should be allowed for in the attendance items under the relevant P.C. Sums.</p> <p>Existing water supplies may be utilized by agreement with the Employer who however gives no undertaking as to the sufficiency or suitability of existing supplies.</p>	ITEM				
25	<u>LIGHTING AND POWER FOR THE WORKS</u>					
B	<p>The Contractor shall allow for providing all temporary lighting and power supplies required for the works, including Sub Contract works, together with all necessary meters and distribution systems for the same and must allow for bearing all expenses incurred and paying for all current consumed without charge to any Sub Contractor. Expenses in connection with Nominated Sub Contractors should be allowed for in the attendance items under the relevant P.C. Sums.</p> <p>Existing mains power supplies may be utilized by agreement with the Employer who however gives no undertaking as to the sufficiency or suitability of existing supplies.</p>	ITEM				
26	<u>SIGNPOST</u>					
C	<p>The Contractor shall erect and mainain a signpost describing the nature of the project, names of the consultants, names of the contractor and his sub-contractor's and any other details as specified by the Project Manager</p>	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHHET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
27	<p><u>SITE OFFICES (as per Sketch attached)</u></p> <p>A The Contractor must allow for erecting and maintaining on the site in such positions as may be directed, adequate site offices for the use of his own site staff and removing the same at completion and making good all surfaces disturbed. The site office shall have sufficient furniture to permit the Project Manager to hold site meetings in it.</p> <p>The Contractor shall also allow for providing, erecting and maintaining where directed a lock up hut containing a pedestal type water closet and wash basin for the sole use of the Project Manager and other consultants, including making temporary connections to drains and water supplies and paying all charges for connections, conservancy and water consumed.</p> <p>The Contractor shall also allow for providing the services of a sweeper, for keeping both office and closet in a clean and sanitary condition from the commencement to completion of the works; and for dismantling at completion and making good all disturbed surfaces. The office and closet shall be completed before the Contractor will be permitted to commence the works.</p>	ITEM				
28	<p><u>SHEDS FOR STORAGE OF MATERIALS</u></p> <p>B The Contractor shall provide, erect and maintain on the site, in such positions as may be directed, ample temporary watertight, lock up sheds for the proper storage and protection of cement and other materials liable to damage and shall remove same at completion and make good all surfaces disturbed. He shall also provide space for storage accommodation which Sub Contractors may wish to erect for themselves.</p>	ITEM				
29	<p><u>SPACE FOR STORAGE SHEDS AND SITE OFFICES</u></p> <p>C The site is developed, so space for site offices and storage accommodation, as described above, will be extremely limited.</p> <p>The Contractor shall allow for all necessary temporary erection, dismantling and re-erection of site offices and storage sheds made necessary by the restricted nature of the site.</p>	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
					KShs cts
30	<u>SANITATION OF THE WORKS</u>				
A	<p>The Contractor shall allow for providing the necessary latrines and/or mobile toilets for the labour employed on the works, including labour employed by Sub Contractors, to the satisfaction of the Health and Medical Authorities and for maintaining the same in a thoroughly clean and sanitary condition and paying all conservancy fees.</p> <p>The Contractor shall allow for removing the said latrines and leaving the ground clean and free from pollution upon completion to the satisfaction of the Health and Medical Authorities.</p>	ITEM			
31	<u>NO WORKMEN TO BE HOUSED ON SITE</u>				
B	<p>No labour with the exception of a watchman may be housed on the site. The cost of transporting labour to and from the site or elsewhere will be deemed to be included in the tender.</p>	ITEM			
32	<u>HOARDING</u>				
C	<p>The Contractor shall allow for providing and clearing away on completion such hoarding, fencing, gates etc. as may be required for the security of the site, and as instructed by the Project Manager to prevent access to the site by the public. The exact location and type of these items are to be agreed with the Project Manager and negotiated with the local Authority by the Contractor who will also be responsible for paying any fees or taxes to the Local Authority in respect of the hoarding, fencing or gates and providing any drawings necessary for approval.</p> <p>The Contractor shall allow for thoroughly maintaining the hoarding and gates throughout the Contract and clearing away and making good disturbed ground on completion. All materials arising will remain the property of the Contractor and he should allow credit against this accordingly.</p>	ITEM			
33	<u>TRADE NAMES</u>				
D	<p>Where trade names or manufacturers' catalogue numbers are mentioned in these Bills of Quantities, the reference is intended as a guide to the type of article or quality of materials required. The Contractor may use any article or material equal in type or quality to those herein described subject to the prior approval of the Project Manager and at his absolute discretion. The onus of proof as to equivalent quality will rest with the Contractor, whose tender will be deemed to include for the makes described herein.</p>	ITEM			
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
34	<u>REMOVAL OF PLANT, RUBBISH ETC</u>					
A	The Contractor must allow for removing and clearing away all plant, rubbish and unused materials, and leaving the whole of the site of the works in a clean and tidy state at completion to the satisfaction of the Project Manager. He must also allow for removing all rubbish and dirt from the site as it accumulates during the performance of the Contract. Particular attention should be paid to leaving all windows and floors clean and removing all paint and cement stains	ITEM				
34	<u>DEDUCTION FROM MONEY DUE TO THE CONTRACTOR</u>					
B	The Project Manager shall be entitled to deduct any monies which the Contractor shall be liable to pay under the Contract to the Employer from any sum which may become payable to the Contractor hereunder and the Project Manager in issuing his Certificates as provided in Clause 34 of the Schedule of Conditions shall have regard to any sum so chargeable to the Contractor. Provided always that this provision shall not affect any other remedy by action at law or otherwise to which the Employer may be entitled for the recovery of such monies.	ITEM				
35	<u>APPROVAL OF PROJECT MANAGER FOR EMPLOYMENT OF SUB CONTRACTORS</u>					
C	The Contractor will be required to obtain the approval of the Project Manager in writing before Employing any of his own Sub Contractors for any portion of the work.	ITEM				
36	<u>EXISTING PROPERTY</u>					
D	The Contractor shall take every precaution to avoid damage to all existing property including buildings on and adjacent to the site, roads, cables, drains and other services and he will be held responsible for all damage arising from the execution of this Contract to the aforementioned and he shall make good all such damage where directed at his own expense to the satisfaction of the Project Manager.	ITEM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	
					KShs	cts
37	<u>WHITE ANTS</u>					
A	Allow for destroying any white ants' nests found in the vicinity of the buildings, destroying Queen Ants, with an approved anti-termite treatment in holes and tunnels and filling with hardcore and murrum well rammed and sealed.	ITEM				
38	<u>INSURANCE</u>					
B	Allow for the provision of Insurance for the works, plant and material, Equipment, other property, against accidents or personal injury or death to workmen and third party	ITEM				
39	<u>OPERATION EXPENSES</u>					
C	Allow a provisional sum of for miscellenious expenses by the Project Manager's Office, comprising stationery, office consumables and other charges instructed by the Project Manager.	ITEM				
	Allow for Contractor's Profit	%				
	Allow for Contractor's Overheads	SUM				
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.1
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT KShs cts
COLLECTION					
	TOTAL BROUGHT FORWARD FROM PAGE 113				
	TOTAL BROUGHT FORWARD FROM PAGE 114				
	TOTAL BROUGHT FORWARD FROM PAGE 115				
	TOTAL BROUGHT FORWARD FROM PAGE 116				
	TOTAL BROUGHT FORWARD FROM PAGE 117				
	TOTAL BROUGHT FORWARD FROM PAGE 118				
	TOTAL BROUGHT FORWARD FROM PAGE 119				
	TOTAL BROUGHT FORWARD FROM PAGE 120				
	TOTAL BROUGHT FORWARD FROM PAGE 121				
	TOTAL BROUGHT FORWARD FROM PAGE 122				
	TOTAL BROUGHT FORWARD FROM PAGE 123				
	TOTAL BROUGHT FORWARD FROM PAGE 124				
	TOTAL CARRIED TO GRAND SUMMARY				

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
<u>OFFICE BLOCK</u>					
<u>SUBSTRUCTURES</u>					
<u>(ALL PROVISIONAL)</u>					
01	<u>SITE CLEARANCE</u>				
A	Clear site of all shrubs, thicket and debris and any other dirt including grubbing up of roots and dispose off as directed by the Project Manager	SM	350		
02	<u>MASS EXCAVATION</u>				
B	Allow for mass excavation to remove black cotton soil not exceeding 1.50 metres from ground level and cart away from site from site excavated material Disposal as directed by the Project Manager	CM	600		
C	Excavate for column bases 1,50 - 3,00 metres deep from ground level	CM	75		
D	Ditto but for strip foundation 1,50 -3,00 metres	CM	150		
<u>Filling and carting away</u>					
E	Return, fill and ram selected imported murrum soil around excavations	CM	90		
F	Load and cart away surplus excavated material as directed by the Project Manager	CM	135		
03	<u>CONCRETE IN SUBSTRUCTURE</u>				
G	50 mm thick mass concrete blinding mix 1:4:8 under strip footing	SM	75		
H	Ditto under column bases	SM	45		
<u>Vibrated Reinforced Concrete</u>					
I	In Strip footing Mix 1:2:4	CM	20		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
A	Ditto in column bases but Class 30	CM	20		
B	Ditto but vibrated reinforced concrete column	CM	3		
C	Ditto but in ground beams and retaining wall but Class 25	CM	25		
D	Ditto 150 mm thick floor slab <u>cement :sand (1:4)</u>	SM	300		
E	19 mm thick render on sides of slab	LM	75		
04	<u>SAWN FORMWORK</u>				
F	To vertical sides of strip footing	SM	75		
G	Ditto to sides of column bases	SM	55		
H	Ditto to sides and soffites of ground beams	SM	85		
I	Ditto to vertical sides of reinforced concrete retaining wall	SM	35		
J	Ditto to vertical sides of column	SM	35		
K	To vertical edges of floor slab 75 - 150 mm high including 50 mm chamfer on top of slab	LM	75		
05	<u>HARDCORE</u>				
L	Approved hardcore bed, handpacked well watered and well compacted in layers 250 mm thick	CM	300		
M	50 mm thick stone dust blinding on hardcore bed	SM	300		
N	Apply 'Termidor' or any other equal and approved anti-termite chemical treatment on hardcore as per manufacturer's printed instructions and in compliance with existing Environmental and Health Acts	SM	300		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
06	<u>DPM AND DPC</u>				
A	1000g polythene damp proof membrane laid with 300 mm end and side laps under floor slab, on hardcore to the satisfaction of the Engineer	SM	300		
B	200 mm wide approved quality 3-ply bituminous felt damp proof course under walls	LM	85		
C	Ditto but 100 mm thick	LM	15		
07	<u>REINFORCEMENT</u>				
D	Mesh fabric Ref. BRC. A142 (weighing 2.2 kg/m2) laid (measured net - no allowance made for laps)	SM	300		
	<u>Take delivery and fix the following high tensile RIBBED (deformed) reinforcement bars to K.S. ISO 6935-2:2007 including all the necessary cutting, hooking, bending, cutting spacers, binding wire and supporting all in position</u>				
E	Assorted sizes in foundations	Kg	3,700		
F	Y 12 ribbed bars	Kg	350		
G	Y 10 ribbed bars	Kg	415		
08	<u>SUBSTRUCTURE WALLING</u>				
H	200 mm thick natural stone walling rough chisel dressed in cement/sand (1:3) mortar	SM	325		
I	Allow for keeping excavations free from loose/falling material (Planking & Strutting)	ITEM			
J	Allow for keeping excavations free from surface water, including spring and running water by pumping or other means as required	ITEM			
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
<u>SUPERSTRUCTURE (GROUND AND FIRST FLOOR)</u>					
09	<u>MASONRY WALLING</u>				
A	200 mm thick fine chisel dressed stone walling cement/sand (1:3) mortar with rounded keyed-in horizontal joints externally	SM	300		
C	100 mm thick ditto but reinforced with hoop iron at alternate courses	SM	60		
10	<u>CONCRETE WORK</u>				
<u>Vibrated Reinforced Concrete</u>					
D	In 150 mm thick suspended 1st Floor and roof slab Class 25	SM	400		
E	In columns but Class 30	CM	13		
F	In beams Class 25	CM	36		
G	In steps Class 25	CM	1		
H	In 150 mm thick waist to staircase Class 25	SM	10		
I	Ditto but in 150 mm thick landing Class 25	SM	5		
<u>SAWN FORMWORK</u>					
J	To sloping soffites of staircases	SM	40		
K	To sides and soffites of beams	SM	165		
L	Ditto to vertical sides of column	SM	130		
N	To soffites of suspended slab and landing	SM	470		
O	Ditto to vertical edges of slab 75 - 150 mm high	LM	75		
<u>Take delivery and fix the following high tensile RIBBED (deformed) reinforcement bars to K.S. ISO 6935-2:2007 including all the necessary cutting, hooking, bending, cutting spacers, binding wire and supporting all in position</u>					
P	Assorted sizes in concrete works	Kg	9,500		
TOTAL FRAMEWORK CARRIED FORWARD TO BILL SUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
11	ROOF CONSTRUCTION AND COVERING <u>(ALL PROVISIONAL)</u>				
	<u>All Structural Timber to be</u> <u>Second Grade Celcured</u> <u>Cypress and Approved</u>				
A	100 x 50 mm wall plate bolted to wall with and including bolts at 1.0 m centres	LM	70		
B	150 x 50 mm main & intermediate rafters	LM	100		
C	150 x 50 mm ceiling joists	LM	80		
D	100 x 50 mm ties & struts	LM	90		
E	150 x 50 mm ridge board	LM	70		
F	150 x 50 mm purlins	LM	100		
	<u>Pre-painted IT4 Roof Covering</u>				
G	Approved Gauge 26 pre-painted galvanised iron, IT4 profiled sheets fixed to trusses as per Structural Engineer's detail drawing	SM	150		
	<u>Fascia Board & barge boards</u>				
H	250 x 25 mm thick wrot cypress fascia board fixed to end of rafters (m/s)	LM	120		
I	Knot, stop and prime and apply 3 coats of gloss oil paint on general timber surfaces 200 - 300 mm girth	LM	120		
	<u>Ridge Cap</u>				
J	Half-round ridge cap fixed to match roofing sheets in gauge 24	LM	60		
TOTAL CARRIED TO BILL COLLECTION					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
12	<u>RAINWATER DRAINAGE</u>				
	<u>Gutter</u>				
A	250 mm galvanised iron pre-painted box gutter in gauge 24 fixed to fascia board (m/s) with and including approved brackets at 1.0 m c/c	LM	120		
B	Extra over gutter for stopped ends	No.	8		
C	Ditto but for 150 mm diameter outlet	No.	8		
	<u>Downpipe</u>				
D	150 mm diameter galvanised iron pre-painted downpipe in gauge 24 fixed to wall with and including holder butts and 1.0 m entres including cutting and pinning to wall	LM	48		
E	Extra over downpipe for swanneck 600 mm long	No.	8		
F	Ditto but for rain water shoe 300 mm long	No.	8		
13	<u>EAVES BOARDING</u>				
H	25 mm thick prime grade cypress tongue and grooved boarding including necessary bearers	SM	50		
I	Sand paper and apply 3 coats of polyurethane lacquer on general timber surfaces	SM	50		
	<u>APP ATTACTIC POLY-PROPYLENE DOUBLE LAYER WATER PROOFING INSULATION</u>				
G	Comprising 7 mm multilayer columba V parallel reinforced fibre glass carrier with sand finish, 2 mm APP modified bituminous membrane torch bonded onto prepared substrate substrate treated with general prime type BF4 @ a minimum rate of 350 gms per SM and finished with columba PGR non-woven polyester carrier with mineral finished 5kgs/SM APP mdified bituminous membrane torch bonded onto columba V 2mm with 300 mm end laps	SM	180		
H	Concrete Interlocking tiles to concrete Roof	SM	180		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
	<u>FINISHES GROUND AND FIRST FLOOR</u>				
14	<u>FLOOR FINISHES</u>				
	<u>Approved coloured MATT GRANITO FLOOR tiles REF TA633; laid to regular pattern; including bedding and jointing in "PEGACOL" tile adhesive or other equal and approved; grouting joints with "BENFER" or other equal and approved epoxy resin-based grout</u>				
	<u>GRANITO FLOOR TILES</u>				
D	Approved coloured textured non-slip/matt granito tiles size 600 x 600 x 10 mm fixed in cement on screed backing (m/s); allow for 300 mm wide coloured border as per detail drawing to approval.	SM	560		
E	10 x 100 mm high coloured granito skirting	LM	240		
	<u>Cement & sand screed (1:5)</u>				
F	30 mm thick floated to receive tiles (m/s)	SM	560		
	<u>STAINLESS STEEL BALUSTRADING</u>				
G	Allow for balustrading of the entire terrace and the entrance of the office block including ramp and staircases comprising 50 mm diameter x 3 mm thick handrail with and including balusters one end fixed to handrail and other end grouted in concrete including infills as per Architectural drawing detail includes aluminium protection detail	SM	24		
TOTAL FINISHES FLOOR CARRIED FORWARD TO BILL SUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
15	<u>WALL FINISHES (INTERNAL)</u>				
	<u>Wall tiles</u>				
	<u>Approved coloured ceramic wall tiles: laid to regular pattern: including bedding and jointing in "PEGACOL" tile adhesive or other equal and approved: grouting joints with "BENFER" or other grout</u>				
A	300 x 450 x 6 mm thick in Ladies and size 316 x 450 x 6 mm in Gents coloured ceramic wall tiles bedded in cement & sand (1:4) mortar on backing screed (m/s) jointed with matching cement as per Architectural detail drawing	SM	175		
B	Size 50 x 300 mm Border Tile (REF:List Z-C2206-3R3050) as per Architectural Drawing	LM	60		
C	12 mm thick cement & sand (1:4) backing screed to stonework to receive tiles	SM	175		
	<u>Gauged plaster (1:1:6)</u>				
D	12 mm thick gauged plaster applied to stonework internally	SM	450		
	<u>Paint</u>				
E	Skim/Smoothen palstered surfaces with 'CROWN' Wallcare or other equal and approved skimmer; Prepare and apply 3 coats of first grade Silk Vynil Plastic Emulsion paint on plastered surfaces internally	SM	450		
16	<u>EXTERNAL WALL FINISHES</u>				
F	12 mm thick cement & sand (1:4) render to ring beam and columns	SM	100		
G	Prepare and apply 3 coats of plastic emulsion paint to render externally	SM	50		
H	Prepare and apply 3 coats of bituminous paint to render externally	SM	50		
TOTAL WALL FINISHES CARRIED FORWARD TO BILLSUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
17	<u>CEILING FINISHES</u>				
	<u>Gauged plaster</u>				
A	12 mm thick gauged plaster (1:1:6) as before described applied to soffittes of suspended slab 3.5 metres high	SM	455		
B	Prepare and apply 3 coats of first grade Plastic Emulsion Paint on plastered surfaces internally	SM	455		
	<u>Celotex Ceiling</u>				
C	12 mm thick Celotex on and including 50 x 50 mm sawn treated timber framework where directed by the Architect	SM	80		
D	Prepare and apply 3 coats of distemper to ceiling surfaces	SM	80		
	<u>Cornice</u>				
E	75 x 75 mm wrot cypress moulded Cornice	LM	75		
F	Knot, prime and stop and apply 3 coats of polyurethane on general timber surfaces 100 - 200 mm girth	LM	75		
G	Prepare and apply primer to back of cornice only n.e. 100 mm girth	LM	75		
TOTAL CEILING FINISHES CARRIED FORWARD TO BILL SUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
18	<p><u>OPENINGS</u></p> <p><u>EXTERNAL DOORS (AS PER SCHEDULE OF DOORS)</u></p> <p><u>Aluminium Doors</u></p> <p><u>All aluminium sections to be heavy duty/gauge and pricing to include all iron mongery, glazing beading and locks to Architect's approval</u></p>				
A	<p>Supply and install size 2400 x 3000 mm high aluminium hinged double swing double doors in equal leafs fitted with and including 6 mm thick laminated, solarvue solarvue aqua marine as before described glazing including locks, all necessary iron mongery, fixing and hanging accessories including floor springs</p>	No.	2		
TOTAL EXTERNAL DOORS CARRIED FORWARD TO BILL SUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
19	<u>INTERNAL DOORS (AS PER SCHEDULE OF DOORS)</u>				
	<u>Aluminium Doors</u>				
	<u>All aluminium sections to be heavy duty/gauge and pricing to include all iron mongery, glazing beading and locks to Architect's approval</u>				
A	Supply and install size 2000 x 2400 mm high aluminium hinged double doors in equal leafs fitted with and including 6 mm thick laminated, clear glass including locks, all necessary iron mongery, fixing and hanging accessories including floor springs	No.	9		
	<u>Timber Flush Doors</u>				
B	900 x 2400 mm high solid core flush door including size 100 x 1800 mm high view panel and faced on both sides with mahogany veneer and lipped and edged in hardwood strips to both vertical edges including 8 mm thick obscure glazing;	No.	6		
C	800 x 2000 mm high solid core flush door on both sides with mahogany veneer and lipped and edged in hardwood strips to both vertical edges	No.	10		
D	1100 x 2400 mm high solid core flush door including size 100 x 1800 mm high view panel and faced on both sides with mahogany veneer and lipped and edged in hardwood strips to both vertical edges including 8 mm thick obscure glazing;	No.	2		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
	<u>FRAME</u>				
A	200 x 50 mm wrot rebated hardwood door frame	LM	120		
B	15 x 15 mm mahogany quadrant beading plugged	LM	240		
C	38 x 25 mahogany architrave	LM	240		
	<u>Iron mongery</u>				
	<u>Supply and fix the following ironmongery as per 'Union' or other equal and approved catalogue to hardwood with screws to match including furniture</u>				
D	100 mm long pressed brass butt hinges	Pairs	32		
E	3-lever cylinder locks complete with handles and furniture brass finished	No.	4		
F	38 mm diameter stainless steel door stop, floor or wall mounted	No.	17		
G	Door closer 'Briton' Ref: 2003	No.	16		
H	Size 200 x 300 mm high Brass female and male sign plates screwed to door; to sample	No.	4		
I	Approved stainless steel Kicking plate 200 mm wide	LM	36		
J	Approved Aluminium Indicator Bolts	No.	10		
K	Approved Aluminium Door Push Plates 200 mm wide	No.	8		
L	Approved Aluminium Door Pull Handle 300 mm long	No.	8		
M	1000 mm long SS Brass Handle	No.	12		
	<u>Dowels</u>				
N	10 mm diameter, 200 mm long mild steel dowel one end morticed to wood the other grouted in concrete	No.	36		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
A	<u>Door cramps</u> 225 x 25 x 3 mm mild steel door cramps, once bent and twice holed, one end screwed to frame the other built in masonry wall	No.	104		
B	<u>Painting</u> Prepare and apply 3 coats of polyurethane (stained) varnish on general timber surfaces	SM	70		
C	Prepare and apply 3 coats of polyurethane varnish on timber surfaces n.e. 100 mm girth internally	LM	120		
D	Ditto but externally 100 - 200 mm girth	LM	120		
E	Prime back of frame not exceeding 100 mm girth	LM	120		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
20	<u>WINDOWS</u>				
	<u>Aluminium Windows</u>				
	Supply & fix the following natural anodized heavy duty Aluminium Windows including 6 mm thick laminated solarvue aqua marine glass, all necessary glazing beads, ironmongery and fixing accessories as per schedule of windows				
A	Size 5250 x 6000 mm high fixed aluminium window	No.	1		
B	Ditto but Size 6200 x 1500 mm high	No.	16		
C	Ditto but size 1000 x 1000 with obscure glazing	No.	6		
	<u>Window cills</u>				
D	225 x 75 mm thick precast concrete window cills including hoisting and fixing in place	LM	75		
TOTAL CARRIED FORWARD TO BILL SUMMARY SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
PLUMBING & DRAINAGE (ALL PROVISIONAL)					
21	<u>SANITARY APPLIANCES</u>				
	Supply & fix the following as "DURAVIT " or equal and approved including material, joining to supply, wastes and overflow pipe and making good end of support as per drawing and allow for compatibility works to enable functioning with existing system with an including Infrared Sensors on all fittings:				
	<u>W.C</u>				
A	Stack 3 floor standing water closet pan; back to wall; 1/2" docol flush valve system complete with flush plate	No	6		
B	Ditto but suited for the physically challenged including accessories complete; hinged support normal rail; flush plate	No	1		
	<u>W.H.B.</u>				
C	Stack 3 vanity basin size 560 mm complete with and including 2 No. Hans Grohe basin push tap, delay action; 32 mm diameter stainless steel waste spring plug; 32 mm diameter stainless steel bottle trap including building into support (m/s)	No.	4		
D	Ditto but suited for the physically challenged as per specifications	No.	1		
	<u>URINAL BOWLS</u>				
E	Stack 3' Duravit model DFLUVAL49 urinal bowl including Infra Red urinal flush valve; complete with all necessary connecting accessories in stainless steel including size 450 x 75 mm ceramic dividers complete	No.	4		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
	Accessories				
	<u>Hand Towel Dispenser</u>				
A	Hand Towel Dispenser type "KIMBERLY CLARK" or other equal and approved	No.	4		
	<u>Toilet roll holder</u>				
B	"Mediclinics" or other equal and approved toilet roll holder/dispenser; white metal	No.	10		
	<u>Soap dispenser</u>				
C	"Mediclinics DJT 118 cp" soap dispenser or other equal and approved, white in colour moulded under granite top with swivel dispenser on top	No.	4		
	<u>Flexible connection tubes</u>				
D	12 mm diameter COPPER connection tube 300 mm long	No.	26		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.2
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
	<u>Mirror</u>				
A	6 mm thick bevelled glass mirror size 1200 x 600 mm fixed with and including dome shaped chromium plated screws; including size 200 x 15 mm thick architrave all round	No.	4		
B	Ditto but full length mirrors	No.	3		
C	150 x 25 mm wrot mahogany fascia above mirror including 1200 mm long flourescent light fitting and tube	LM	50		
	<u>Floor Traps</u>				
D	Allow for Floor Traps as directed	No.	10		
	<u>Hand Driers</u>				
E	Approved 'mediclinics' as Prima auto hand drier 1.65KW ABS (Ref: M96A) complete with necessary wiring or equal and approved	No.	5		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
SUMMARY					
	SUB-STRUCTURES FROM PAGE 129				
	WALLING, FRAMEWORK, ROOFWORK FROM PAGE 133				
	FLOOR FINISHES FROM PAGE 134				
	WALL FINISHES FROM PAGE 135				
	CEILING FINISHES FROM PAGE 136				
	EXTERNAL DOORS FROM PAGE 137				
	INTERNAL DOORS FROM PAGE 141				
	WINDOWS FROM PAGE 142				
	SANITARY APPLIANCES FROM PAGE 146				
TOTAL CARRIED TO GRAND SUMMARY					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.3
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
	<u>EXTERNAL WORKS</u> <u>(ALL PROVISIONAL)</u>				
22	<u>ASSOCIATED WORKS</u>				
	<u>EXCAVATION</u>				
A	Clear site of all shrubs, thicket & debris and any other dirt including grubbing up of roots and dispose off as directed by the Consultant	SM	75		
B	Allow for mass excavation to remove black cotton soil not exceeding 1.50 metres from ground level and cart away from site from site excavated material Disposal as directed by the Project Manager	CM	75		
C	Return, fill and ram selected imported murrum soil around excavations	CM	30		
D	Load and cart away surplus excavated material as directed by the Consultant	CM	45		
	<u>SURFACE FINISHES</u>				
E	Approved hardcore bed, handpacked well watered and well compacted in layers 300 mm thick	CM	75		
F	80 mm thick heavy duty concrete paving blocks roller compacted on and including 50 mm thick sand bed	SM	75		
G	600 x 600 x 50 mm precast concrete paving slabs on 50 mm thick sand bed.	SM	75		
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.3	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT	
					KShs	cts
A	250 x 125 mm precast concrete kerb to paving slabs including all the necessary excavations and concrete haunching.	LM	25			
	<u>ROAD MARKING</u>					
B	Allow for parking slot marking with one undercoat and two finishing coats of first grade reflective road marking paint white in colour in 100 mm white strips	LM	11			
C	Ditto but yellow paint on kerb surfaces	SM	25			
TOTAL CARRIED FORWARD TO BILL COLLECTION SHEET						

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No.3
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
SUMMARY					
	BROUGHT FORWARD FROM PAGE 148				
	BROUGHT FORWARD FROM PAGE 149				
TOTAL CARRIED FORWARD TO BILL SUMMARY					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI					BILL No. 4
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE (LABOUR ONLY)	AMOUNT KShs cts
01	<u>PRIME COST AND PROVISIONAL SUMS (Price for Labour only for the works)</u>				
A	Prime cost sum of Three Hundred Thousand Kenya (Kshs 300,000) only for Electrical works	SUM			
B	Prime cost sum of Three Hundred Thousand Kenya Shillings (Ksh 300, 000) only for Data and telephone connectivity	SUM			
C	Prime cost sum of Three Hundred Thousand Kenya Shillings (Kshs 300,000) only for water reticulation, drainage	SUM			
D	Allow for testing and commisioning of the services				
TOTAL CARRIED TO GRAND SUMMARY					

TITLE: PROPOSED KNDI OFFICE BLOCK - NAIROBI				GRAND SUMMARY	
ITEM No.	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT KShs cts
<div style="border: 2px solid black; border-radius: 15px; padding: 10px; display: inline-block; margin: 20px auto; width: 80%;"> GRAND SUMMARY </div>					
	BILL No. 1 - PRELIMINARIES & GENERAL CONDITIONS FROM PAGE 125			
	BILL No. 2 - OFFICES FROM PAGE 147			
	BILL No. 3 - PARKING FROM PAGE 150			
	BILL No. 4 - PC and PROVISIONAL WORKS FROM PAGE 151			
	SUB-TOTAL			
	ADD 16% VAT			
	GRAND TOTAL CARRIED TO FORM OF TENDER			
	Name and Address of Contractor				
	Signature & Stamp				

SECTION VIII

STANDARD FORMS

- (i) Form of Tender
- (ii) Form of Tender Security
- (iii) Qualification Information
- (iv) Tender Questionnaire
- (v) Confidential Business Questionnaire
- (vi) Details of Sub-Contractors
- (vii) Certificate of Bidders' visit to site
- (viii) Safety Questionnaire
- (ix) Self-Declaration Form
- (x) Debarment Declaration
- (xi) Litigation History

FORM OF TENDER

TO: _____ [Name of Employer] _____ [Date]
_____ [Name of Contract]

Dear Sir,

1. In accordance with the Conditions of Contract, Specifications, Drawings and Bills of Quantities for the execution of the above named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs. _____ [Amount in figures] Kenya Shillings _____ [Amount in words]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Project Manager's notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the Appendix to Conditions of Contract.
3. We agree to abide by this tender until _____ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
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 or any tender you may receive.

Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____

duly authorized to sign tenders for and on behalf of
_____ [Name of Employer]
of _____ [Address of Employer]

Witness; Name _____

Address _____

Signature _____

Date _____

FORM OF TENDER SECURITY

WHEREAS (hereinafter called "the Tenderer") has submitted his tender dated for the construction of (name of Contract)

KNOW ALL PEOPLE by these presents that WE having our registered office at(hereinafter called "the Bank"), are bound unto(hereinafter called "the Employer") in the sum of Kshs..... for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents sealed with the Common Seal of the said Bank this Day of20.....

THE CONDITIONS of this obligation are:

If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers

Or

If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:

- (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
- (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the said date.

[date]

[signature of the Bank]

[witness]

[seal]

QUALIFICATION INFORMATION

Individual Tenderers or Individual Members of Joint Ventures

1.1 Constitution or legal status of tenderer (attach copy of Incorporation Certificate);
Place of registration: _____

Principal place of business _____

Power of attorney of signatory of tender _____

1.2 Total annual volume of construction work performed in the last five years

Year	Volume	
	Currency	Value

1.3 Work performed as Main Contractor on works of a similar nature and volume over the last five years. Also list details of work under way or committed, including expected completion date.

Project name	Name of client and contact person	Type of work performed and year of completion	Value of Contract
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1.4 Major items of Contractor's Equipment proposed for carrying out the Works. List all information requested below.

Item of Equipment	Description, Make and age (years)	Condition(new, good, poor) and number available	Owned, leased (from whom?), or to be purchased (from whom?)
_____	_____	_____	
_____	_____	_____	
_____ (etc.)	_____	_____	

1.5 Qualifications and experience of key personnel proposed for administration and execution of the Contract. Attach biographical data.

Position	Name	Years of experience (general)	Years of experience in proposed position
Project Manager	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(etc.)			
--------	--	--	--

1.6 Financial reports for the last five years: balance sheets, profit and loss statements, auditor's reports, etc. List below and attach copies.

1.7 Evidence of access to financial resources to meet the qualification requirements: cash in hand, lines of credit, etc. List below and attach copies of supportive documents.

1.8 Name, address and telephone, telex and facsimile numbers of banks that may provide reference if contacted by the Employer.

1.9 Statement of compliance with the requirements of Clause 1.2 of the Instructions to Tenderers.

1.10 Proposed program (work method and schedule) for the whole of the Works.

Joint Ventures

1.11 The information listed in 1.1 – 1.10 above shall be provided for each partner of the joint venture.

1.12 The information required in 1.11 above shall be provided for the joint venture.

1.13 Attach the power of attorney of the signatory (ies) of the tender authorizing signature of the tender on behalf of the joint venture

1.14 Attach the Agreement among all partners of the joint venture (and which is legally binding on all partners), which shows that:

- a) all partners shall be jointly and severally liable for the execution of the Contract in accordance with the Contract terms;
- b) one of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint venture; and
- c) The execution of the entire Contract, including payment, shall be done exclusively with the partner in charge.

TENDER QUESTIONNAIRE

Please fill in block letters.

1.0 Full names of tenderer

.....

1.1 Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below)

.....

1.3 Telephone number (s) of tenderer

.....

1.4 Telex address of tenderer

.....

1.5 Name of tenderer's representative to be contacted on matters of the tender during the tender period

.....

1.6 Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex)

.....

.....

Signature of Tenderer

Make copy and deliver to : _____ (Name of Employer)

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name

Location of business premises; Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

Maximum value of business which you can handle at any time: K. pound.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

*Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>
1			
2			

3.....

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.....

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.

.....
(Title)

.....
(Signature)

.....
(Date)

Attach proof of citizenship

DETAILS OF SUB-CONTRACTORS

If the Tenderer wishes to sublet any portions of the Works under any heading, he must give below details of the sub-contractors he intends to employ for each portion

Failure to comply with this requirement may invalidate the tender,

(1) Portion of Works to sublet:

.....

(i) Full name of sub-contractor and address of head office:

.....
.....

(ii) Sub-contractor's experience of similar works carried out in the last 3 years with contract value:

.....
.....

(2) Portion of Works to sublet:

.....

(i) Full name of sub-contractor and address of head office:

.....
.....

(ii) Sub-contractor's experience of similar works carried out in the last 3 years with contract value:

.....
.....

[Signature of Tenderer]

[Date]

SECTION IX

CERTIFICATE OF BIDDER'S VISIT TO SITE

CERTIFICATE OF BIDDERS VISIT TO SITE

This is to certify that,

I

.....

(Name of Bidder or his Representative)

Of the Firm Of

(Name of Firm Bidding)

In The Company of

(Name of KNDI Representative Conducting the Site Visit)

Visited the site in connection with the Tender for:

PROPOSED OFFICE BLOCK DEVELOPMENT FOR KENYA NUTRITIONISTS AND DIETICIANS INSTITUTE AT SYOKIMAU, NAIROBI

Having previously studied the Contract documents, I carefully examined the Site.

I have made myself familiar with all the local conditions likely to influence the works and the cost thereof.

I further certify that I am satisfied with the description of the works and the explanations given by the said Representative and that I understand perfectly the works to be done as specified and implied in the execution of the Contract.

Signed

(Client's Representative Conducting the Visit if Applicable)

SELF-DECLARATION FORM

ANTI-CORRUPTION DECLARATION

We (insert the name of the company/supplier)..... declare and guarantees that no offer, gift or payment consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply-

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KNDI
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that KNDI may have

Name.....Signature.....Date.....

Company Seal/Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (insert the name of the company/supplier)..... declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name..... Signature..... Date.....

Company Seal/Business Stamp

DEBARMENT DECLARATION

Name of Firm or Partner of a joint venture

Firms, including each of the partners of a joint venture, should provide information if they are debarred from participating in public procurement. A separate sheet should be used for each partner of a joint venture

1	2	3
Date (month and year)	Is firm debarred from participating in public procurement (yes/no)	If response in column 2 is yes, indicate date and period of debarment

Date

Seal/Signature of Candidate

LITIGATION HISTORY

<p>Name of Firm or Partner of a joint venture</p>
--

Firms, including each of the partners of a joint venture, 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 partner of a joint venture

Date (month and year)	Award FOR or AGAINST Firm	Name of client, cause of litigation and matter in dispute	Disputed amount (current value, Kshs.)

Date

Seal/Signature of Candidate