

**Project Sponsor:**



**MPESA FOUNDATION HEALTH SECTOR SPONSORSHIP**

**PROPOSED RENOVATION OF THE MATERNITY UNIT AND  
THEATRE AT OUR LADY OF LOURDES MUTOMO  
HOSPITAL, KITUI COUNTY**

**TENDER FOR RENOVATION OF THE MATERNITY UNIT AND  
THEATRE AT OUR LADY OF LOURDES MUTOMO  
HOSPITAL, KITUI COUNTY**

**TENDER REF: SF/CP/05/2024**

**PROJECT MANAGER**



**JUNE, 28 2024**

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## Section 1: Tender Questionnaire

(Please fill in block letters.)

1. Full names of Tenderer:

.....

2. Full address of Tenderer to which tender correspondence is to be sent (unless an agent has been appointed below):

.....

3. Telephone number (s) of Tenderer:

.....

4. E-mail Address of Tenderer:

.....

5. Name of Tenderer's representative to be contacted on matters of the tender during the tender period:

.....

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

## Section 2: Invitation to Tender

### MPESA FOUNDATION EDUCATION SECTOR SPONSORSHIP

#### **REQUEST FOR QUOTATIONS (RFQ) FOR THE RENOVATION OF THE MATERNITY UNIT AND THEATRE AT OUR LADY OF LOURDES MUTOMO HOSPITAL, KITUI COUNTY**

**To:** \_\_\_\_\_ [Insert Name and Postal and Physical Address of selected Bidder]

**From:** (Insert the name and address of the Procuring Entity) (Insert the title of the quotation)

**Our Lady of Lourdes Mutomo Hospital  
P.O. Box 16-90201  
Mutomo , Kitui  
Kenya**

[Quotation Reference Number] **RFQ No.: MF/CP/05/2024**

1. The **Director Our Lady of Lourdes Mutomo Hospital** [insert name of Procuring Entity] invites you to submit quotations for **The Proposed Renovation of The Maternity Unit and Theatre at Our Lady of Lourdes Mutomo Hospital, Kitui** (insert one of the following: works) indicated in detail in “Table A. Schedule of Requirements and Specifications and **attached BQs**”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Bidders may obtain further information during office hours \_\_\_\_\_ [insert office hours if applicable i.e., **0900 to 1600 hours**] at the address given below.

2.

#### **Address to obtain the Tender.**

a) Mailing Address: **[info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)**

b) Physical address: **Our Lady of Lourdes Mutomo Hospital, Kitui**

3. Tender Documents will be obtained by requesting from the following email address **[info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)**
4. Quotations shall be submitted in accordance with the instructions in Part 1: Instructions to bidders and in a sealed envelope clearly indicating Name and Quotation Reference number of the tender, and must reach Our Lady Of Lourdes Mutomo Hospital, Kitui at the address indicated below not later than **15<sup>th</sup> July, 2024 at 11.00am**. Filled RFQs can be sent or delivered by registered mail, courier or hand delivery at Our Lady Of Lourdes Mutomo Hospital, Kitui, P.O. Box 16-90201, Mutomo, at the Bidder's option. Late quotations shall be rejected.
5. Clarifications once the tender has been received may be addressed to **Tel +254 020 253 1381 or E-mail Address [info@plateauconsultants.com](mailto:info@plateauconsultants.com)** [indicate title and complete address of official in charge]. This should be received by the Project Manager 7 Days Before Closure of RFQ
6. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
7. Please inform by email to **[info@plateauconsultants.com](mailto:info@plateauconsultants.com)** within **3 days** (Specify the number of days) of receipt of this RFQ if you will be submitting a quotation.

Yours sincerely,

\_\_\_\_\_  
[Signature, Designation and Position of Authorized Official]

## PART 1: INSTRUCTIONS TO BIDDERS

1. **Bidders are advised to read carefully** these instructions and the Conditions of Contract in **Part 3: Contract**, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Bidder is responsible for their accurate reproduction. The term Bidder shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. A complete set of quotation documents may be obtained by interested Bidders **at the procurement office (Our Lady of Lourdes Mutomo Hospital, Kitui) Or** by Emailing: [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)
3. **Validity of Quotations:** The quotation will be held valid for **60 days** from the date of submission.
4. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
5. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
6. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

### Address for Submission of Tender.

c) Mailing Address: [info@mutomohospital.or.ke](mailto:info@mutomohospital.or.ke)

d) Physical address: Our Lady of Lourdes Mutomo Hospital, Kitui, P.O. Box 16-90201, Mutomo

Date of Submission (deadline): **15<sup>th</sup> July, 2024** (*day, month and year*).

Time of Submission (deadline): **11.00am** (*Kenya time*).

### **Electronic Bids ARE permitted.**

7. **Opening of Quotations:** Quotations will be opened publicly immediately after the closing date and time specified in item (6) above, by at least three appointed officials of the Beneficiary Entity in the presence of the Bidders' designated representatives who choose to attend at the procurement office at **Our Lady of Lourdes Mutomo Hospital, Kitui, P.O. Box 16-90201, Mutomo**
8. **Bidder Eligibility:** Bidder must submit Documentary evidence to show his/her eligibility to be awarded a contract to cover each of the following:
  - (i) **See Contractors' requirements attached**The Bidder shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
9. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited
10. **Goods Eligibility:** Bidder must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services

11. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
12. **Alternative Quotations:** Bidders **are not permitted** to submit alternative quotations for alternative technical solutions for specified parts of the Works. Only the alternatives, if any, of the Bidder with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
13. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected.
14. **Evaluation of Quotations:**
  - (a) The Tenders submitted will be evaluated in three stages; Preliminary, Technical and Financial. Tenderers will proceed to the Technical Stage only if they qualify in compliance with Preliminary Evaluation. Only technical bids that attain a minimum score of 75% will be eligible for financial evaluation as detailed in (c) below.

The evaluation criteria will be based on the following weights:

- a. Technical score weight - 70%
  - b. Financial score weight - 30%
- (b) The criteria to be followed at the Technical Evaluation stage is contained in Evaluation Process, and Bidders are urged to follow the format outlined therein which is critical in determining the responsiveness of the bids.
  - (c) To be eligible for the Financial Evaluation, bidders must score at least seventy (75) out of one hundred (100) at the Technical Evaluation stage. Each responsive tender will be given a technical score (St). A tender shall be rejected at this stage if it fails to achieve the minimum technical score.
  - (d) The Evaluation Committee will determine whether the financial proposals are complete (i.e., whether the tenderer has costed all the items of the corresponding Technical Proposal and correct any computational errors). The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance in accordance with Part 3: Contract. Unsuccessful Bidders who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
  16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.
  17. **Clarifications with Lowest Evaluated Successful Tenderer**
    - i) Clarifications may be undertaken with the lowest responsive evaluated Tenderer relating to any or all of the following areas: -
      - a) A minor alteration to the technical details of the BQ's
      - b) Reduction of quantities for budgetary reasons where the reduction is in excess of any provided for in the Tender Document
      - c) A minor amendment to the Special Conditions of Contract.
      - d) Finalizing payment arrangements (*excluding any Advance Payment*)
      - e) Mobilization arrangements e.g., operational details (*excluding any Advance Payment*)
      - f) Agreeing final delivery or Work Plans to accommodate and changes required by Project Manager.

- g) Methodology and Staffing
  - h) Clarifying details that were not apparent or could not be finalized at the time of tendering
- ii) Clarifications shall not change the substance of the Tender.
18. **Cost of Tendering:** The Tenderer shall bear all costs associated with the preparation and submission of its Tender. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
19. **Contents of the Tender Document:** The Tender Document comprises the documents listed below and Addendum (where applicable)
- a) *Tender Questionnaire*
  - b) *Invitation to Tender*
  - c) *Instructions to Tenderers*
  - d) *Bid Data Sheet*
  - e) *Evaluation & Qualification Criteria*
  - f) *Scoring - Technical Evaluation for Criteria for Companies*
  - g) *Quotation & Qualification document- Tender Form & Declaration Form*
  - h) *Specifications*
  - i) *Contract Form Agreement*
  - j) *Conditions of Contract*
  - k) *Special Conditions of Contract*
  - l) *Bill of Quantities*
  - m) *Confidential Business Questionnaire Form*
  - n) *Tender Security Forms*
  - o) *Performance Security Forms*
- (ii) The Tenderer is expected to examine all instructions, forms, provisions, terms and specifications in the Tender Document. Failure to furnish all information required by the Tender Document or to submit a tender not substantially responsive to the Tender Document in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.
- (iii) All recipients of the documents for the proposed Contract for the purpose of submitting a tender (whether they submit a tender or not) shall treat the details of the documents as "Private and Confidential".

## BID DATA SHEET (Appendix to Instructions to Tenderers)

The following information regarding the particulars of the tender shall complement and or amend the provisions of the Instructions to Tenderers *hereinafter abbreviated as ITT*. Wherever there is a conflict between the provisions of the ITT and the Bid Data Sheet, the provisions of the BDS shall prevail over those of the ITT.

No.	ITT Reference Clause	Particulars of Appendix
1.	<b>Eligible Tenderers</b>	<i>Eligible contractors are those who are registered with minimum NC7</i>
2.	<b>Time for Completion of works</b>	<i>The completion period is 3 Weeks.</i>
3.	<b>Site Visit</b>	<i>There will be a mandatory site visit/pre- bid meeting to be held on Tuesday 8th July 2024 at 10.00am at Our Lady of Lourdes Mutomo Hospital The site visit forms must be signed by authorized Facility in Charge/Project Manager</i>
4	<b>Contract Within the County</b>	<i>At least <b>One (1) number</b> of contract(s) of a similar nature executed within the County, or the Neighboring County, that have been satisfactorily and substantially completed as a prime contractor, or joint venture member or sub-contractor each of minimum value <b>Kshs. 1,000,000</b> or equivalent amount of money required is about 80% of the bid(s) price</i>
5.	<b>Tender Security</b>	<i>The Tender Security shall be Kshs. 150,000.00. The Original Tender Security shall be placed in an envelope clearly labelled with the tender number &amp; name, and shall be deposited in the Tender Security Box on Supply Chain Reception on or before the opening time. This should be from a bank that is regulated by Central Bank of Kenya</i>
6	<b>List of Previous Customers</b>	<i>The Tenderer shall submit at least two (2) names with full contact including telephone, email and physical addresses of previous clients of similar Works and letters from the previous clients confirming satisfactory completion of the contracts and on schedule.</i>
7	<b>Award of Contract</b>	<i>Award is on per Project to the lowest evaluated compliant bidder.</i>
8	<b>Performance Security</b>	<i>Performance Security shall be 10% of the contract sum. This shall be in the form of an on-demand bank-guarantee strictly in the form and content as prescribed in the Performance Security Form (Bank Guarantee). This should be from a bank that is regulated by Central Bank of Kenya. The performance security must be valid for one (1) Month after the duration of the contract as specified in the tender document</i>



# EVALUATION AND QUALIFICATION CRITERIA

## Local Contractors Minimum Requirements

### Preamble

The MPESA Foundation Focuses on health, education, economic empowerment. Funded by MPESA PLC it Has a Footprint in all the 47 Counties. - Health, Education, Empowerment, Emergency Response.

The Foundation's purpose to transform lives is supported by its vision to transform lives through partnering for impactful community investments.

MPESA Foundation will engage the services of reputable Contractor **Proposed Renovation of The Maternity Unit and Theatre at Our Lady of Lourdes Mutomo Hospital, Kitui**

### 1. MANDATORY REQUIREMENTS

ITEM	MANDATORY REQUIREMENT (MR) – MAIN CONTRACTOR
MR1	Certificate of Incorporation / Registration from the Registrar of Companies / Businesses;
MR2	A copy of company's list of directors, beneficial owners, name if proprietor or names of partners (copy of CR 12) for the bidder not more than one year old
MR3	Current Category of Registration with National Construction Authority (NCA) in the relevant trade; NCA 7 and above
MR4	Contractor's Annual Practicing License from NCA for the current year
MR5	Valid Tax Compliance Certificates;
MR6	Dully filled Declaration and commitment to the Code of Ethics Form
MR7	Business Physical location (City, Town, village and like)
MR 8	Form of Quotation Fully Filled & Signed

**NB: bidders who do not satisfy any of the above requirements including the mandatory requirements for the proposed specialist subcontractors shall be considered non-Responsive and their tenders will not be evaluated further.**

## Key Personnel

Qualifications and experience of key personnel proposed for administration and execution of the Contract.

- **(See Page 16 and page 17 above on the detailed scoring plan)**
- **For each personnel listed on page 16 and 17, attach CERTIFIED COPIES of Academic certificates, Curriculum Vita (CV) and Professional Affiliations if any.**
- **Include certificates for water and electrical technicians or profiles of electrical and plumbing works sub-contractors to be engaged for the specialist works.**
- **Summarize all personnel qualifications in the table below:**

Position	Name	Years of Experience (general)	Years of Experience in Proposed Position
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

I certify that the above information is correct.

.....  
Title    Signature    Date

**Letter of recommendation from either; County public works department/ Ministry of Education etc./ Institution for similar Previous Works (attach).**

**Contracts Completed in the Last Two (2) Years**

- See page 15 for the detailed scoring plans
- Attach copies of Award Letters, LPO's or Signed Agreement as evidence for previous executed works
- Summarize the previous executed works in the table below

Project Name	Name of Client	Type of Work and Year of Completion	Value of Contract (Kshs.)

I certify that the above works were successfully carried out and completed by ourselves.

.....  
Title

.....  
Signature

.....  
Date

**Schedule of On-going Projects**

Details of on-going or committed projects, including expected completion date.

- See page 15 for the detailed scoring plans
- Attach copies of Award Letters, LPO's or Signed Agreement as evidence for ongoing works
- Summarize the ongoing works in the table below

Project Name	Name of Client	Contract Sum	% Complete	Completion Date

I certify that the above works are currently being carried out by ourselves.

.....  
Title

.....  
Signature

.....  
Date

**Financial Resources (Cash in hand, lines of credit, overdraft etc.)**

- Refer to Page 9 & 10 Above

No.	Source of Finance	Amount (Kenya Shilling Equivalent)
1		
2		
3		
4		

**Name, Address and Telephone, Telex and Facsimile of Banks**

(This should be for banks that may provide reference if contacted by the employer)- Refer to Page 9 & 10 Above

Name	Address	Telephone	Telex	Facsimile

**Details of Litigations or Arbitration Proceedings in which the Tenderer is Involved as One of the Parties**

- Please give details of any litigation in which your firm has been involved in

1. \_\_\_\_\_.
2. \_\_\_\_\_.
3. \_\_\_\_\_.
4. \_\_\_\_\_.
5. \_\_\_\_\_.

## SCORING - TECHNICAL EVALUATION FOR CRITERIA FOR COMPANIES

The award of points for evidence provided or the standard forms considered in this section shall be as shown below;

PARAMETER	MAXIMUM POINTS
(i) Bid Quotation Forms -----	5
(ii) Key personnel -----	20
(iii) Contract Completed in the last Five (5) years -----	20
(iv) Schedules of on-going projects -----	8
(v) Schedules of contractor's equipment -----	20
(vi) Audited Financial Report for the last 3 years -----	10
(vii) Evidence of Financial Resources -----	15
(viii) Litigation History -----	2
<b>TOTAL</b>	<b>100</b>

### Detailed Scoring Plan

Item	Description	Point Scored	Max. Point
i	<b>Bidding Quotation Forms</b> <ul style="list-style-type: none"> <li>• Completely filled ----- 5</li> <li>• Not fully filled ----- 0</li> </ul>		<b>5</b>
ii	<b>Key Personnel (Attach evidence)</b> <b>Director of the firm</b> <ul style="list-style-type: none"> <li>• Holder of degree in relevant Engineering field ----- 4</li> <li>• Holder of diploma in relevant Engineering field ----- 3</li> <li>• Holder of certificate in relevant Engineering field ----- 3</li> <li>• Holder of Grade I - III test certificate in relevant Engineering field --- 2</li> <li>• No relevant certificate ----- 0</li> </ul>		<b>4</b>
	<b>At least 1No. degree/diploma holder of key personnel in relevant field</b> <ul style="list-style-type: none"> <li>• With over 5 years relevant experience ----- 4</li> <li>• With over 3 years relevant experience ----- 3</li> <li>• With under 1 year's relevant experience ----- 2</li> </ul>		<b>4</b>
	<b>At least 1No. Grade III certificate holder of key personnel in relevant field</b> <ul style="list-style-type: none"> <li>• With over 5 years relevant experience ----- 6</li> <li>• With over 3 years relevant experience ----- 4</li> <li>• With under 1 year's relevant experience ----- 2</li> </ul>		<b>6</b>
	<b>At least 2No artisan (trade test certificate in relevant field)</b> <ul style="list-style-type: none"> <li>• Artisan with over 5 years relevant experience ----- 6</li> <li>• Artisan with under 3 years relevant experience ----- 4</li> <li>• Non skilled worker with over 5 years relevant experience ---- 2</li> </ul>		<b>6</b>
iii	<b>Contract completed in the last five (5) years (Max of 3No. Projects)- Provide Evidence</b> <ul style="list-style-type: none"> <li>• Project of similar nature, complexity or magnitude ----- 20</li> <li>• Project of similar nature but of lower value than the one in consideration - 10</li> <li>• No completed project of similar nature ----- 0</li> </ul>		<b>20</b>
iv	<b>On-going projects – Provide Evidence</b> <ul style="list-style-type: none"> <li>• 3No Project of similar nature, complexity and magnitude -- 8</li> <li>• 2No and below Projects of similar, nature complexity and magnitude ----- 5</li> <li>• 1No on-going Project of similar nature, complexity and magnitude ----- 3</li> </ul>		<b>8</b>
v	<b>Schedule of contractor's equipment and transport (proof or evidence of ownership/Lease)</b>		
	<b>a) Relevant Transport</b> <ul style="list-style-type: none"> <li>• Means of transport (Vehicle) ----- 10</li> <li>• No means of transport ----- 0</li> </ul>		<b>10</b>
	<b>b) Relevant Equipment</b> <ul style="list-style-type: none"> <li>• Has relevant equipment for work being tendered ----- 10</li> <li>• No relevant equipment for work being tendered ----- 0</li> </ul>		<b>10</b>
			<b>20</b>

vi	<b>Financial report</b>		
	a) Audited financial report (last three (3) years, 2023, 2022 &2021) <ul style="list-style-type: none"> <li>• Average Annual Turn-over equal to or greater than the cost of the project ----- 10</li> <li>• Average Annual Turn-over above 50% but below 100% of the cost of the project ----- 6</li> <li>• Average Annual Turn-over below 50% of the cost of the project – 3</li> </ul>		<b>10</b>
	b) Evidence of Financial Resources (cash in hand, lines of credit, over draft facility etc.) <ul style="list-style-type: none"> <li>• Has financial resources to finance the projected <b>monthly cash flow*</b> for three months -----15</li> <li>• Has financial resources equal to the projected <b>monthly cash flow*</b>--10</li> <li>• Has financial resources less the projected <b>monthly cash flow*</b>--5</li> <li>• Has not indicated sources of financial resources ----- 0</li> </ul>		<b>15</b>
vii	<b>Litigation History</b>		
	<ul style="list-style-type: none"> <li>• Duly Filled ----- 2</li> <li>• Not filled ----- 0</li> </ul>		<b>2</b>
<b>TOTAL</b>			<b>100</b>



## QUOTATION AND QUALIFICATION DOCUMENTS

*Instructions to Bidder. Bidder must complete and submit as part of the Form of quotation.*

- (i) FORM OF QUOTATION
- (ii) SCHEDULE OF REQUIREMENTS TABLE (See BQs Attached)
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM

### **FORM OF QUOTATION** [To be completed by Bidder]

Quotation Addressed to ( <i>Procuring Entity</i> )	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated \_\_\_\_\_, referenced above, we offer to \_\_\_\_\_ (**Complete the works**) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings \_\_\_\_\_ (in words) \_\_\_\_\_
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO BIDDERS.
4. We also confirm that the \_\_\_\_\_ (**works to be constructed**) conform to the **BQs** and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from \_\_\_\_\_ (*specify website*) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are **fixed and firm** for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: \_\_\_\_\_ days from the time and date of the submission deadline (*number to be same as in the instructions to Bidders*).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Bidder, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: \_\_\_\_\_ days from date of acceptance of Quotation. The warranty period offered is \_ weeks.

Quotation Authorized by:

Name and designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**i) SCHEDULE OF REQUIREMENTS TABLE (see also BQs ATTACHED)**

*(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and Bidder should complete columns D and E).*

<b>A Item</b>	<b>B Description of Goods/works/services (Procuring Entity to select one)</b>	<b>C Quantity</b>	<b>D Unit price</b>	<b>E Total Price in Ksh</b>
1	Proposed Renovation of The Maternity Unit and Theatre at Our Lady of Lourdes Mutomo Hospital, Kitui	1		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
ETC.				
<b>TOTAL PRICE IN KSH.</b>				

Signature: \_\_\_\_\_

And seal/Stamp

Name: \_\_\_\_\_

Position:

Authorized for and on behalf of (specify name of tenderer) \_\_\_\_\_

Date \_\_\_\_\_

## ii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the\_\_

\_\_\_\_\_ [Name of Procuring Entity] for:

\_\_\_\_\_ [Name and number of +-+ quotations] in response to the request for Bids made by: \_\_\_\_\_ [Name of Bidder] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Bidder] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Bidder will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Bidder with authority to sign this Certificate, and to submit the quotation on behalf of the Bidder;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Bidder, whether or not affiliated with the Bidder, who:
  - a) has been requested to submit a quotation in response to this request for quotations;
  - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Bidder discloses that [check one of the following, as applicable]:
  - a) The Bidder has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) the Bidder has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Bidder discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a quotation; or
  - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for Bids relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Bidder, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Date

\_\_\_\_\_

[Name, title and signature of authorized agent of Bidder and Date]

### iii) SELF-DECLARATION FORM

We, the Bidder \_\_\_\_\_ (*insert name*) submitting our Quotation in respect of Quotation No \_\_\_\_\_ for \_\_\_\_\_ (*insert quotation Title Description*) for \_\_\_\_\_ (*insert Name of Procuring Entity*)

#### **DECLARE AS FOLLOWS:**

That, We the Bidder including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
  - i) the RFQ for the above Quotation;
  - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
  - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
  - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of ..... (*Name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other BIDDERS participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

**Name of the Bidder:** .....[*insert complete name of Bidder signing the quotation*]

**Name of the person duly authorized to sign the quotation on behalf of the Bidder:**  
.....[*insert complete name of person duly authorized to sign the quotation*]

**Title of the person signing the Quotation:** .....[*insert complete title of the person signing the quotation*]

**Signature of the person named above:** .....[*insert signature of person whose name and capacity are shown above*]

**FORM CON – 2****Historical Contract Non-Performance, Pending Litigation and Litigation History**

Bidder's Name: \_\_\_\_\_

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

Non-Performed Contracts in accordance with contractor's requirements for Company's

 Contract non-performance did not occur since 1<sup>st</sup> January 2017 specified in contractor's requirements for Company's Contract(s) not performed since 1<sup>st</sup> January [insert year] specified in contractor's requirements for Company's

Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
[insert year]	[insert amount and percentage]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]

Pending Litigation, in accordance with Company's contractor's requirements

 No pending litigation in accordance with contractor's requirements for Company's, Pending litigation in accordance with contractor's requirements for Company's as indicated below.

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

Litigation History in accordance with contractor's requirements for Company's

 No Litigation History in accordance with contractor's requirements for Company's Litigation History in accordance with contractor's requirements for Company's as indicated below.

Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), Kenya Shilling Equivalent (exchange rate)
[insert year]	[insert percentage]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: [insert full name] Address of Procuring Entity: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring Entity" or "Contractor"] Reason(s) for Litigation and award decision [indicate main reason(s)]	[insert amount]

**PART 2: SCHEDULE OF REQUIREMENTS**

**TABLE B. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS**

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

[Procuring Entity to complete Columns a-d and Bidder to complete Column Indicating YES or No and if NO indicate the specification of the offered item]

Item No	Description of Goods/works/services <i>(Procuring Entity to select one)</i> <i>For Works attach drawings</i>	Quantity	TECHNICAL SPECIFICATIONS (completed by <i>Procuring Entity</i> )	CONFORMITY WITH TECHNICAL SPECIFICATIONS <i>(to be completed by Tenderer)</i>
1	B	C	D	E
2	Proposed Renovation of The Maternity Unit and Theatre at Our Lady of Lourdes Mutomo Hospital, Kitui	1	As per BQ Attached	
3				
4				
5				
6				
7				
8				
9				
<p><sup>1</sup> <u>ATTACHMENTS</u> <i>(to be listed below and supplied by Procuring Entity)</i></p> <p>ETC.</p>				

## TECHNICAL SPECIFICATIONS FOR WORKS/SERVICES

- a) A preliminary description of the proposed works/services and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g., technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

### Specification

**Specifications applicable are those by the Ministry of Public Works General Specifications dated March 1976 (together with any amendments issued thereof). The Contractor should obtain a copy from the Ministry of Public Works. No liability will be admitted nor claim allowed in respect of errors in Contractor's tender arising from the lack of knowledge on the said specification.**

**Goods, materials and workmanship meeting other authoritative standards and which promise to ensure equal or higher quality than the standards specified, will also be acceptable**

- b) A detailed statement of how the Bidder will carry out the works/services that will form an integral part of the Contract.



**CONTRACT AGREEMENT**

- (1) THIS CONTRACT AGREEMENT is made \_\_\_\_\_ (specify date). Between \_\_\_\_\_ [Insert complete name of Procuring Entity], and having its principal place of Business at \_\_\_\_\_ [Insert address of Procuring Entity] and \_\_\_\_\_ [Insert name of contractor], and having its principal place of business at \_\_\_\_\_ [insert address of contractor].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one) described in Table B, i.e. \_\_\_\_\_ [insert brief description of works] and has accepted a Quotation by the Bidder in the sum of \_\_\_\_\_ [insert Contract Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
  - 1. This Contract Agreement includes the following documents:
    - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
    - b) Table B. QUOTATION SUBMISSION TABLE (see BQs Attached).
    - c) FORM OF QUOTATION.
    - d) Conditions of Contract.
  - 2. In consideration of the payments to be made by the Procuring Entity to the Supplier/contractor/service provider as hereinafter mentioned, the Supplier/contractor/service provider hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
  - 3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider (select one) in consideration of the provision of the Goods/works/services (select one) and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Kenya.

**For and on behalf of the Procuring Entity**

Signed: .....[insert signature]  
in the capacity of.....[insert title or other appropriate designation]  
in the presence of..... [insert identification of official witness]

**For and on behalf of the Contractor** (select one)

Signed: .....[insert signature of authorized representative(s) of the Supplier]  
in the capacity of..... [insert title or other appropriate designation]  
in the presence of..... [insert identification of official witness]

## 2. AGREEMENT AND CONDITIONS OF CONTRACT

The project will adhere to the Agreement and Conditions of Contract for Building Works published by the Joint Building Council, Kenya (April 1999 Edition), commonly known as the JBC Green Book.

**Project Employer:** The employer of this project will be **OUR LADY OF LOURDES MUTOMO HOSPITAL, KITUI COUNTY**

**Project Financing:** The **MPESA FOUNDATION** will serve as the project financier and will be explicitly stated as such in the award letter.

**Proposed Addendums:** The following addendums will be incorporated to the standard conditions of the contract to safeguard our interests. These addendums will be signed as a separate sheet by both the contractor and the employer simultaneously with the signing of the main contract after awarding.

### PROPOSED ADDEDUMS TO THE CONDITION OF CONTRACT

Agreement and Conditions of Contract(JBC)	
<b>Clause 1.0 – DEFINITIONS</b>	<p>Sub-clause 1.22 shall be introduced and shall read: "Financier - Means organization, or entity that provides financial support to the project as detailed on the letter of award of contract."</p> <p><b>MPESA Foundation, P.O. Box 66827-00800 Nairobi Kenya</b></p> <p>Sub-clause 1.23 shall be introduced and shall read: "The term Architect and Quantity Surveyor shall mean the project management firm Plateau Consultants Limited."</p> <p>The Project Manager is: Project Manager.</p> <p><b>Plateau Consultants Limited, P.O Box 73073 – 00200, Nairobi Telephone: +254-0202531381 Email: info@plateauconsultants.com</b></p>
<b>Clause 14.0 Insurance of the Works.</b>	Clause to be entirely deleted.
<b>Clause 16.0 Performance Bond</b>	<p>Sub-Clause 16.1; <b>Performance bond</b> shall be valid until the end of defects liability period and not practical completion. The bond shall be jointly bound to the employer &amp; financier.</p> <p>Sub-Clause 16.2; To be deleted.</p>
<b>Clause 18.0 Program of works</b>	Sub-Clause 18.1 will be amended by the addition of the words: "The Contractor will be responsible for arranging the Programme with all Sub-Contractors including the nominated sub-contractors and nominated suppliers."
<b>Clause 30.0 Variations</b>	Sub-clause 30.9 will be amended to read: "Should any part of the Works be omitted from the contract and that part is carried out by others, the Contractor shall not be entitled to reimbursement of the profit he would have made had he carried out the omitted part. The main contractor shall be entitled for profit and attendance at contract rates. Where the Contractor fails to meet the standards of materials and workmanship and the work affected is removed from the contract for the purpose of maintaining standards in the project, the Contractor will pay to the Employer any extra costs properly incurred in executing the relevant works."

<p><b>Clause 31.0 Nominated Subcontractors</b></p>	<p>Sub-clause 31.21 shall be introduced and shall read: "The Contactor will be required to ensure that all nominated sub-contractors enter into the sub-contract agreement issued under the authority of the Kenya Association of Building and Civil Engineering contractors and as amplified or varied hereinafter and he must deposit with the Employer &amp; Financier a signed extract of the relevant details thereof."</p>
<p><b>Clause 34.0 PAYMENTS</b></p>	<p>Sub-Clause 34.2 will be amended to read: "Upon receipt of the application and verifying the amount, the Quantity Surveyor will prepare an interim valuation of the work completed and materials present on-site during the relevant period, within seven days. This valuation will then be sent to the Financier. Copies of the valuation will also be provided to the Employer and the Architect. Upon receiving the interim valuation, the Financier will verify the amount within four days and provide confirmation to the Architect. A copy of this confirmation will be sent to the Quantity Surveyor and the Employer."</p> <p>Sub-Clause 34.3 will be amended to read: " The Architect shall issue an interim payment certificate within three days from the date of receipt of the Financier’s payment verification. The payment certificate shall be copied to the Employer.”</p> <p>Sub-Clause 34.10 will be amended to read: " The Architect may, with the consent of the Financier, include in an interim certificate the value of materials and goods which have been stored elsewhere in safe custody by the Contractor.”</p> <p>Sub-Clause 34.16.2 will be amended to read: " On the issue of the certificate of practical completion, the Architect shall issue a certificate for one half of the total amount then so retained and the Contractor shall, on presenting any such certificate to the Financier, be entitled to payment of the said amount within fourteen days from presentation.”</p> <p>Sub-Clause 34.20 will be amended to read: " The final account shall be agreed between the Quantity Surveyor, the Financier, and the Architect. If the Contractor does not sign the final account within thirty days after being so requested to do, the Architect may issue the final certificate based on the final account approved by the Financier. The final account shall be copied to the Employer.”</p> <p>Sub-clause 34.14 and 34.15 shall be deleted.</p>
<p><b>Clause 35.0 FLUCTUATIONS</b></p>	<p>Sub-clause 35.2 to and including 35.8 shall be deleted.</p>

## APPENDIX TO THE CONDITION OF CONTRACT

The appendix of the Contract will be filled as follows: -

13.0 Percentage to cover professional fees for insurance purposes only:	<u>12%</u>
16.1 Name of Contractor's surety:	_____
16.1 Amount of surety:	<u>10%</u>
16.2 Name of Employer's surety:	<u>N/A</u>
16.2 Amount of surety:	<u>N/A</u>
18.1 Period for submission of programme:	_____
20.1 Period for possession of site:	_____
20.2 Contract period:	_____
20.2 Date for commencement of Works:	_____
20.2 Date for practical completion:	_____
31.14)	
32.4.5) Name of bank for purposes of	<u>Central Bank of Kenya (CBK)</u>
34.6) interest calculation:	
34.1 Interval of application of payment certificates:	<u>4 Weeks</u>
34.4 Minimum amount of payment certificate:	<u>None</u>
34.12 Percentage of certified value retained:	<u>5%</u>
34.12 Limit of retention fund:	<u>5%</u>
34.15 Periods for release of interest on retention money to Contractor:	<u>N/A</u>
34.17 Period of final measurement and valuation:	<u>Six months</u>
41.6 Defects liability period:	<u>Six months</u>
43.1 Damages for delay in completion:	At the rate of 0.05% of the contract sum per day

Signature & Stamp of Tenderer ..... Date.....

**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 (2d) 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.....

Maximum value of business which you can handle at any time:

Kenya Shillings.....

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.	.....	.....	.....	.....
4.	.....	.....	.....	.....

**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:

	<i>Name in full</i>	<i>Nationality</i>	<i>Citizenship Details*</i>	<i>Shares</i>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

\* Citizenship either by birth, nationalization or

**Part 2(d) Interest in the Firm:**

Are there any person/persons in the employment of MPESA Foundation WHO has interest in this firm?  
Yes/No ..... (Delete as necessary)

I certify that the above information is correct.

.....

Title

.....

Signature

.....

Date

*\* Attach proof of citizenship*

## BILLS OF QUANTITIES



	<u>QUOTE REF : SF/MP/05/2024</u>			<u>DATE: 26 JUNE 2024</u>	
<b><u>PROPOSED RENOVATION WORKS OF THE MATERNITY UNIT AT OUR LADY OF LOURDES MUTOMO HOSPITAL</u></b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
	<b><u>PRELIMINARIES</u></b>				
A.	Preliminaries for the works including but not limited to Insurances, Occupational Safety and Health, Scaffolding, Hoarding, Water for the Works, etc.	1	Sum		
	<u>PRELIMINARIES</u> <u>FOR THE WORKS</u>				
	<u>TOTAL CARRIED</u> <u>TO GRAND SUMMARY</u>				-

**PROPOSED RENOVATION WORKS OF THE MATERNITY UNIT AT OUR LADY OF LOURDES MUTOMO HOSPITAL**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b><u>BILL NO. 1</u></b>				
	<b><u>GENERAL RENOVATIONS AT THE MATERNITY WING &amp; NBU</u></b>				
<b>1</b>	<b>Painting Works</b>				
	<b><u>Internal wall Painting</u></b>				
A	Carefully scrap loose paint and smoothen wall surface including repairs to chipping plaster	SM	800		-
B	Carefully cut and clean sections of cracked areas with wire brush and install R8 reinforcement rods fitted with cementitious grout	SM	100		-
C	Ditto to existing ceiling boards	SM	270		-
D	Prapare and apply 3 coats of emulsion paint to internal walls	SM	800		-
E	Ditto to ceiling	SM	270		-
	<b><u>External wall Painting</u></b>				
F	Scrap off loose paint on external wall and repair damaged section; allow preparation of the surface to receive new painting	SM	483		-
G	Prapare and apply 3 coats of weather guard paint to external walls	SM	483		-
<b>2</b>	<b>Roof Work and Rainwater goods</b>				
A	Allow provisional sum for removal of existing fascia board and all rainwater goods accessories	SUM	1		-
B	200 x 25mm fascia and barge board	LM	113		-
C	50 x 50mm T&G eaves boarding nailed to battens (m/s)	SM	138		-
D	U shaped Gutter-UPVC including fittings	LM	113		-
E	100 mm diameter UPVC downpipe heavy gauge to wall with and including holder butts at 1000mm centres	LM	24		-
F	Extra over for swanneck offset 400mm from the face of the wall	NO	8		-
G	Ditto horse shoe	NO	8		-
	<b>BILL NO. 1 RENOVATION</b>				
	<b>TOTAL CARRIED TO GRAND SUMMARY</b>				-

**PROPOSED RENOVATION WORKS OF THE MATERNITY UNIT AT OUR LADY OF LOURDES MUTOMO HOSPITAL**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b><u>BILL NO. 2</u></b>				
	<b><u>Prime Cost and Provisional Sums</u></b>				
	<b><u>Landscaping Works</u></b>				
A	Allow Provisional Sum for Landscaping works including but not limited to;weeding and planting of trees		Sum		50,000
	<b><u>Branding</u></b>				
B.	Provide the Provisional Sum for Branding		Sum		
	<b><u>Contingency</u></b>				
C.	Provide the Provisional Sum of kes one hundred thousand for Contingency		Sum		100,000
	 <b><u>PRIME COST AND</u></b> <b><u>TOTAL CARRIED</u></b>				
	<b><u>PROVISIONAL SUMS</u></b> <b><u>TO GRAND SUMMARY</u></b>				

**PROPOSED RENOVATION WORKS OF THE MATERNITY UNIT AT OUR LADY OF LOURDES MUTOMO HOSPITAL**

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b><u>PROPOSED RENOVATION WORKS OF THE MATERNITY UNIT AT OUR LADY OF LOURDES MUTOMO HOSPITAL</u></b>  <b><u>FOR</u></b>  <b><u>SAFARICOM FOUNDATION</u></b>  <b><u>GRAND SUMMARY</u></b>				
	<i>Page</i>				
1	Preliminaries		1\1		-
2	Bill No. 1 General Renovation Works		1\2		-
3	Bill No. 2 Prime cost and Provisional Sums		1\3		-
	<b>TOTAL CARRIED TO FORM OF TENDER</b>				-
	<b>Prepared by:</b> -----				
	<b>Signature:</b> -----				
	<b>Date:</b> -----				