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**PREQUALIFICATION OF GENERAL BUILDING CONTRACTORS  
FOR THE PROPOSED FEMINIST REPUBLIK HEALING FARM IN  
MUSELELE, KITUI COUNTY**

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**Tender No: UAFA/FRHF/002**

**ISSUE DATE: 5<sup>TH</sup> MAY 2022**

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**SECTION I - INVITATION FOR PREQUALIFICATION(IFQ)**

**TENDER NAME: PREQUALIFICATION OF GENERAL BUILDING CONTRACTORS FOR THE PROPOSED FEMINIST REPUBLIK HEALING FARM IN MUSELELE, KITUI COUNTY**

**TENDER NO: UAFA/FRHF/002**

Urgent Action Fund - Africa (UAF-Africa) (hereinafter referred to as “**Procuring Entity**”) is a feminist, Pan-African, rapid response fund committed to transforming power relations through resourcing African feminists and women human rights defenders and their formations as an act of solidarity.

The organisation works to support African Women Human Rights Defenders (AWHRDs), particularly in the feminist and women’s movements, in their actions which enable them to support and sustain themselves, each other and their work before, during and after urgent situations. The work of the organisation focuses on the African continent at both regional, sub-regional, national, and local but at the same time, does not ignore the opportunities for transnational collective activism and solidarity.

UAF-Africa is part of the ecosystem of feminist and women’s movements in Africa and globally. It is bold and courageous, proactive, responsive, creative, rigorous, curious, alert, agile, imaginative, grounded, consistent, and reliable in character. As a rapid response fund, it is ready, alert, and agile to respond to and prioritise the urgent needs of women in various movements. More information about the organisation can be obtained from the following website, [www.uaf-africa.org](http://www.uaf-africa.org).

UAF-Africa is developing a multipurpose retreat, restoration and meeting centre that will be a training and restorative centre for African feminists and WHRDs. The centre will give women a haven to rest, learn, network, build relationships and engage with the community in the area. The centre should reflect the strength, diversity, compassion and vision of the African Woman.

It will thus be a regenerative space needed by WHRDs across the continent who sorely need the freedom to rest, rejuvenate, reflect on their work and connect. We envisage the space offering activists time to communicate with their intellectual selves-recollecting memories, reflecting on the next steps while contributing to the African Feminist Memory Political Project through documenting feminist struggles, strategies and dreams - African Feminist Power!

The space is envisaged to have a full-fledged feminist-oriented library (virtual and physical), sports facilities, alternative medicine healing facilities, some herbal and vegetable garden, and a fruit orchard, both physically, spiritually, emotionally, psychologically and environmentally edifying aspects of life.

The Feminist Republik Healing Farm project will be comprised of the following:

- (a) Construction of a conference centre comprising of the following spaces.
  - (i) A 200-seater main conference hall and various halls and meeting rooms for conference functions are interlinked but separate complete with the associated service area.

- (ii) A full-fledged feminist-oriented library and a museum covering the evolution of the Feminist Republik and the Healing Farm.
  - (iii) A state-of-the-art wellness centre designed to create a holistic atmosphere for relaxation and healing. The wellness centre should be able to personify the character of the Healing Farm. The wellness centre will comprise the fitness centre, barber and beauty salon, boutique and cosmetics shop, business centre (cybercafé, secretarial services, and photocopy/printing services), gifts, souvenirs, artefacts, and beads, etc. carvings shop.
  - (iv) The fitness centre should have a workout space full of natural light; a gymnasium and aerobics room; a massage room; a Jacuzzi, steam bath, sauna, a spa; and men's and women's locker rooms.
  - (v) A prayer room capable of accommodating thirty persons.
  - (vi) Indoor games and sports arena.
  - (vii) A healthcare facility/ alternative medicine healing facility.
  - (viii) Reading and meditation areas.
  - (ix) Break out areas/open terraces.
  - (x) Wastewater management systems (WWMS).
- (b) Construction of two modern restaurants complete with a back of house sufficient to serve the conference facility and the accommodation spaces. The restaurants will have a modern, fully equipped and fitted kitchen with delivery, storage (both dry and cold), food preparation, cooking, serving, dish return and cleaning areas. The kitchen design should be optimised to ensure energy efficiency.
- (c) A service area comprising the laundry area and yard, transformer and switch room will be constructed to complement the restaurant and accommodation functions.
- (d) Construction of a modern design outdoor all-weather swimming pool complete with a serving area and a bar set out around the pool, giving AWHRDs the luxury to enjoy a drink and a meal while seated in the pool or around it.
- (e) Creation of a sports field that can accommodate football, basketball, volleyball, badminton, and tennis and includes spaces and areas for various meetings and classes. Recreation facilities such as an outdoor gym, jogging tracks, and benches should also be considered.
- (f) The Healing Farm will have 100 roomed accommodations in the following typologies: 70 no. standard rooms; 20 no. paraplegic rooms, and 10 no. executive rooms. It will also have staff accommodation facilities.
- (g) Camping facilities will be used around the recreation area to increase the accommodation capacity of the centre. This will require changing and washroom facilities strategically placed around the recreation area to support those camping.

The Project is located on land LR No. YATTA/ILIKA 172 and YATTA/ILIKA 173, measuring approximately 1.35 and 4.2 ha, respectively, are registered to UAF-Africa.

The properties are in Ng'alatu village, Waivumbu Sub-location, Ilika Location, Yatta/Kwa Vonza Ward, Kitui Rural Constituency, Lower Yatta Sub-County Kitui County, approximately 4 km from Muselele Shopping Centre. They are approximately 30 km from the turn-off at Katangi Shopping Centre, which is located along Machakos-Kitui Road, and about 87 km Southwest of Kitui Town. The property abutting Athi River to the South has the following geographical coordinates 1°31'35.9"S 37°43'36.6"E.

The Procuring Entity intends to prequalify applicants for General Building Contractors for the Proposed Feminist Republik Healing Farm (hereinafter Referred to as "**The Project**").

Prequalification is open to building contractors registered with **National Construction Authority as Category NCA 1 for Building and Civil Works (Roads)**.

1. Eligible applicants may obtain the prequalification document from the UAF-Africa's website – a link was provided in the newspaper advert. Applicants who download the tender documents from the website **MUST** forward their particulars immediately to [healingfarm@uaf-africa.org](mailto:healingfarm@uaf-africa.org) for records.
2. A minimum requirement for qualification is to have successfully carried out similar works in the last **five (5) years**.
3. Applications for prequalification shall be submitted in both hard and soft copy. The soft copy shall be submitted on a **Flash disk in PDF format**. The hard copy shall be submitted enclosed in plain sealed envelopes marked with the tender name and tender number and deposited in the tender box at the UAF-Africa Offices, located on the 2<sup>nd</sup> Floor, Riaru Corporate Suites, Riaru Road, Nairobi and addressed to:

**The Feminist Republik Healing Farm Project Manager,  
Urgent Action Fund - Africa  
P.O. Box 53841-00200, Nairobi**

To be received on or before **Thursday, 19 May 2022, at 11.00 am East Africa Time**.

4. All applicants whose applications will have been received before the closing date and time will be advised in due course of the results of their applications. Only applicants prequalified under this prequalification process will be invited to tender.
5. Suppose the Procuring Entity considers that an applicant has made an unintentional form error. In that case, the Procuring Entity may, at its sole discretion, permit the applicant to correct that error but will not permit the applicant to submit new or different information that would materially alter the original application.
6. The Procuring Entity will not consider applicants offering to provide only part of the requirements.
7. All costs and expenses incurred by an applicant in connection with this invitation, including the costs associated with preparing and lodging the application and responding to requests from the Procuring Entity, are the applicant's sole responsibility.

8. Suppose an applicant is found to have made false or misleading claims or statements or to have obtained improper assistance connected with the preparation of its application. In that case, the Procuring Entity will remove the applicant from further consideration.
9. Applicants should also be aware that giving false or misleading information to the Procuring Entity will result in disqualification.
10. Applicants, their officers, employees, agents, and advisers must not violate any applicable laws about unlawful inducements to prepare an application for prequalification.
11. Information relating to the examination, evaluation of applications and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process. Canvassing will lead to automatic disqualification.
12. The Procuring Entity may extend the Closing Time at its sole discretion and issue an addendum notifying any decision to extend.
13. Any prospective applicant requiring clarification on the prequalification documents may send this via email to [info@quantsconsult.co.ke](mailto:info@quantsconsult.co.ke) and copy it to [arthur@precisearchitects.com](mailto:arthur@precisearchitects.com) and [healingfarm@uaf-africa.org](mailto:healingfarm@uaf-africa.org) before **Wednesday, 11 May 2022 at 3:00 pm, East African Time**.
14. The Procuring Entity will not respond to any request for clarification from an applicant received after the Deadline for Questions.
15. Applicants will be notified in writing by the Procuring Entity whether their applications are determined to be successful or not within 14 days of returning the duly filled documents.
16. The successful Applicants shall be invited to tender with the successful tenderer entering into an agreement with the Procuring Entity. The form of contract will be the **Agreement and Schedule of Conditions of Contract for Building Works published by the Joint Building Council, Kenya (April 1999 Edition)** with the sanction of the Architectural Association of Kenya and the Kenya Association of Building and Civil Engineering Contractors.
17. A pre-bid meeting will be held virtually on **Friday, 13th May 2022 at 11:00 am, East African Time**. Applicants should confirm participation by sending their email addresses to the e-mail addresses provided in (13) above. The email must have the title and number of the tender.

## SECTION II – INSTRUCTIONS TO APPLICANTS

### 2.1 Scope of Tender

- 2.1.1 The Procuring Entity intends to prequalify contractors for **General Building Contractors** for the Project.
- 2.1.2 It is expected that prequalification applications will be submitted to be received by the Procuring Entity no later than **Thursday, 19 April 2022, at 11.00 a.m., East African Time.**
- 2.1.3 Prequalification is open to eligible firms and voluntarily formed joint ventures, as indicated in the appendix to instructions to applicants.
- 2.1.4 General information on the climate, hydrology, topography, access to the site, transportation and communications facilities, project layout, expected construction period, facilities, services provided by the Procuring Entity and (other relevant data) are as specified in the appendix to instructions to applicants. The contract will be a unit price contract. The tender documents will be given strictly to successful applicants.

### 2.2 Submission of Application

- 2.2.1 Applications for prequalification shall be submitted in both hard and soft copy. The soft copy shall be submitted on a **Flash disk in PDF format.** The hard copy shall be submitted enclosed in plain sealed envelopes marked with the tender name and tender number and deposited in the tender box at the UAF-Africa offices, located on the 2<sup>nd</sup> Floor, Riara Corporate Suites, Riara Road, Nairobi, or to be addressed to:

**The Feminist Republik Healing Farm Project Manager  
Urgent Action Fund - Africa  
P.O. Box 53841-00200, Nairobi**

- 2.2.2 To be received on or before **Thursday, 19 May 2022, at 11.00 am East Africa Time.**
- 2.2.3 The Procuring Entity reserves the right to accept or reject late applications.
- 2.2.4 The name and mailing address of the applicant may be marked on the envelope.
- 2.2.5 All the information requested for prequalification shall be provided in the English language. Where information is provided in any other language, it shall be accompanied by a translation of its pertinent parts into English. The translation will govern and will be used for interpreting the information.
- 2.2.6 Failure to provide essential information for effective evaluation of the applicant's qualifications or to provide timely clarification or sub substantiation on the information provided may result in the applicant's disqualification.

### 2.3 Eligible Applicants

- 2.3.1 This invitation for prequalification is open to all eligible applicants per this invitation for prequalification and as indicated in the appendix to instructions to applicants.
- 2.3.2 The Procuring Entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless specially allowed by the **Procuring Entity.**



2.3.3 All firms found capable of performing the contract satisfactorily under the set prequalification criteria shall be prequalified.

## 2.4 Qualification Criteria

2.4.1 **Prequalification will be based on meeting all the minimum requirements to pass the criteria set as shown below.** The declaration will be either pass or fail regarding the applicant's general and specific experience, commitment to health & safety, personnel and equipment capabilities and financial position, as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application. The Procuring Entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.

2.4.2 At this time, the Procuring Entity does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Procuring Entity (Nominated Subcontractors) unless otherwise stated.

2.4.3 Applicants shall be required to subcontract the following specialist works; -

- i. Plumbing, Drainage, Water Reticulation & Solar Water heating Installation
- ii. Electrical Installation
- iii. Audio-Visual Installation
- iv. Air Conditioning & Mechanical Installation
- v. Wastewater Treatment Plant Installation
- vi. Incinerator Installation
- vii. Standby generator Installation

Applicants shall clearly identify their proposed specialist subcontractors using Application Form 1, (Refer to Section IV, Standard Forms).

2.4.4 **General Experience** – The Applicant shall meet the following minimum criteria; -

The Applicant shall provide details of successful experience under contract in the role of the main contractor for at least the last five (5) years prior to the applications submission deadline in the relevant Forms included in Section IV, Standard Forms.

2.4.5 **Specific Experience** – The Applicant shall meet the following minimum criteria; -

The Applicant shall provide details of successful experience as the main contractor in executing at least three (3) projects of a nature and complexity comparable to the proposed contract within the last five (5) years.

The Applicant is to provide details of at least three (3) previous/current top contracts that have been undertaken over the last five (5) years or that are relevant to this prequalification document in the relevant Forms included in Section IV, Standard Forms. Note that the referees may be contacted without further references to the applicant.

For the above contracts, the Applicant must submit at least one (1) Practical Completion Certificate and Certificate of Making Good Defects for one (1) project of the same nature (I.e., Conference Facilities, Hotel, Accommodation, Restaurant, Gymnasium etc.) and similar complexity executed within the past five (5) years).

2.4.6 **Personnel capabilities** – The Applicant must have suitably qualified personnel with the following experience who shall be literate, fluent in written and spoken English to fill the following positions:

No.	Position	Qualifications	No.	General Experience (years)	Specific Experience (years)
1	Contract/Project Manager	Minimum Degree in Construction Management or Engineering in Civil Engineering or Other relevant construction related qualifications and registered with the relevant regulatory body	1	15	7
2	Site Agent/Engineer	Minimum Higher National Diploma in Construction Management or Civil Engineering	1	10	5
3	Quantity Surveyor	Minimum Higher National Diploma in Quantity Surveying	1	10	5
4	Electrical/ICT Engineer	Minimum Degree in Electrical/ICT Engineering	1	10	5
5	Mechanical Engineer	Minimum Degree in Mechanical Engineering	1	10	5
6	Foreman	Minimum Higher National Diploma in Construction Management or Civil Engineering	1	10	5
7	Clerks of Works	Minimum Diploma in Construction Management or Civil Engineering	1	7	5
8	OHS Officer	Minimum Diploma in OSHA or related	1	7	5

**Note: -**

- i) The applicant shall provide details of the proposed personnel, and their experience records in the relevant Forms included in Section IV, Standard Forms. Detailed CVs and copies of certificates MUST be attached.

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

No.	Equipment Type and Characteristics	Minimum requirements		Document required
		Capacity	Quantity	
1	Roller self-propelled smooth drum vibratory - 1.15T (1 No.)	1.15T	1	Purchase/Lease
2	Hydraulic excavator with rock hammer - (1 No.)		1	Purchase/Lease
3	Low loader - 30 T (1 No.)	30T	1	Purchase/Lease
4	Tip truck – 16-25T (3 No.)	16-25T	3	Purchase/Lease
5	Concrete mixer – 3CM (4 No.)	3M3	4	Purchase/Lease
6	Crane – 1.5T (1 No.)	1.5T	1	Purchase/Lease
7	Generator (1 No.)		1	Purchase/Lease
8	Water pump (1 No.)		1	Purchase/Lease
9	Pick up (1 No.)		1	Purchase/Lease
10	Water bowser (1 No.)		1	Purchase/Lease
11	Batching plant (1 No.)		1	Purchase/Lease
12	Hoists (1 No.)		1	Purchase/Lease
13	Compactor (1 No.)		1	Purchase/Lease

**Note:**

- i) A full score will be given for owned equipment and half score for leased equipment)
  - ii) The applicant shall provide further details of proposed items of equipment using the relevant Forms in Section IV including providing **proof of ownership** or **lease agreement** certified by a lawyer or attorney for the contract duration/period.
  - iii) The equipment above will be required for the successful implementation of the assignment. Evidence of ownership or lease is mandatory.
- 2.4.8 **Financial position** – The Applicant shall demonstrate that they have access to, or has available, liquid assets, unencumbered real assets, lines of credit and other financial means sufficient to meet the construction cash flow net of the applicant’s commitments for other contracts.
- 2.4.9 **The audited accounts** for the last three (3) years shall be submitted and must demonstrate the soundness of the applicant’s financial position, showing long-term profitability. Where necessary, the Procuring Entity will make inquiries with the applicant’s bankers.
- 2.4.10 **Business Probity & Litigation history** – the Applicant, should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years by filling the relevant Forms in Section IV.

2.4.11 **Insurance** – Following the appointment, the Applicant will be required to obtain the Contractor’s All Risk Insurance without any exclusions. In the meantime, the Applicant is to provide details of the following insurance covers using the relevant Forms in Section IV including providing **copies of a valid insurance policy**.

- i) Public liability
- ii) W.I.B.A

2.4.12 **Health & Safety** – Health & Safety (H&S) should always be the principal focus on-site over all other aspects (time, quality etc.). The project's success depends on an exemplary safety record; if a project has a poor safety record, it will not be deemed a success, no matter if it is on time or under budget. The Project Manager plays a vital role in supporting the Contractor to strive to improve safety standards on site continuously.

We are creating a culture based on five essential attributes, namely: **Standards, Leadership, Engagement, Behaviour and Environment**.

The Applicant shall provide further details of their Corporate Health & Safety Policy using the relevant Forms in Section IV.

2.4.13 **Waste Management Policy** – please attach a copy of the Waste Management Plan.

2.4.14 **Conflict of Interest**

The Procuring Entity insists on honesty, integrity, and fairness in all aspects of the business relationship with potential Applicants. Direct or indirect offer, payment, soliciting and accepting bribes in any form are unacceptable practices.

To avoid conflict of interest between their private financial activities and their part in the company business, the Procuring Entity’s employees or members of their immediate family or relatives should not acquire a financial interest in any company or organisation with which the Procuring Entity has a commercial relationship.

The applicant shall provide further details using the relevant Forms in Section IV.

## 2.5 **Tender Evaluation Criteria**

After tender opening, the tenders will be evaluated in two (2) stages, namely Preliminary and Technical Evaluation.

### 2.5.1 **Preliminary Evaluation**

This evaluation stage shall involve examining the qualification requirements in the Prequalification Advertisement Notice and any other requirements stated in the Bid Document. These requirements will include the following: -

1. Duly filled letter of application addressed to The Feminist Republik Healing Farm Project Manager, Urgent Action Fund Africa, Nairobi.
2. Certified copies of certificate of incorporation/ registration (in case of a Joint Venture/, all partnering firms to comply)

3. Certified copy of the certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 6 Months to Tender Opening Date)
4. A copy of the KRA PIN
5. Copy of Valid Tax Compliance Certificate (in case of a Joint Venture/, all partnering companies to comply)
6. Certified Valid NCA Registration Certificate (Category NCA1) and annual license for both Building Works & Civil Works (Roads)
7. Certified copy of County Government Single Business Permit
8. Copies of certified Audited financial statements for the last three (3) years – 2019, 2020 & 2021 (Signed by a certified CPA) with a minimum average annual turnover of KSh. 1,000,000,000/00 (Kenya Shillings One Billion). The liquidity ratio shall be calculated to assess the liquidity position of the bidder (Preferred Liquidity Ratio 1:1 or above)
9. Proof of having completed at least three (3) similar projects in the last five (5) years. Attach documentary evidence, i.e., practical completion certificates, occupation certificates or certificates of making good defects.
10. For the above, the applicant must submit at least one (1) completion certificate for one (1) project of the same nature and similar complexity (I.e., Conference Facilities, Hotel, Accommodation, Restaurant, Gymnasium etc.) executed within the past five (5) years).
11. Reference letters from a minimum of five (5) corporate clients.
12. Duly completed, signed, and stamped confidential business questionnaire.
13. Notarized Letter of Association with proposed subcontractors or Power of Attorney nominating the Main bidder to sign on their behalf.
14. Notarised Power of Attorney nominating the Applicants representative to sign on their behalf.
15. All pages of the Document are to be paginated signed and stamped.

The Procuring Entity may seek further clarification/confirmation if necessary to confirm the authenticity/compliance of any condition of the tender.

**Applicants who do not satisfy any of the above requirements shall be considered NON – RESPONSIVE, and their tenders will not be evaluated further.**

### 2.5.2 Technical Evaluation

Applicants meeting the minimum responsiveness requirements will be evaluated according to the following Evaluation Criteria:

Item	Parameter	Maximum points
1	General Experience	10
2	Specific Experience	20
3	Plant & Equipment	20
4	Key Personnel and their Experience	15
5	Financial Capacity	15

6	Litigation and arbitration history	2
7	Health & Safety	10
8	Insurance (WIBA & Public Liability)	2
9	Waste Management Policy	5
10	Conflict of interest	0.5
11	Completeness and clarity of the tender documents	0.5
	<b>TOTAL</b>	<b>100</b>

Table 1.1: Technical Evaluation

## 2.6 Conflict of Interest

2.7.1 The Applicant (including all members of a joint venture) shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared the design, specifications, and other prequalification and bidding documents for the project. Any such association must be disclosed and may result in the disqualification of the applicant.

## 2.7 Updating Prequalification Information

2.8.1 Prequalified Applicants shall be required to update the financial information used for prequalification when submitting their bids and to confirm their continued compliance with the qualification criteria. A bid shall be rejected if the applicant's qualification thresholds are no longer met at the time of bidding.

## APPENDIX TO INSTRUCTIONS TO APPLICANTS

Applicants will be awarded scores per the detailed technical evaluation matrix below. Information will be presented in forms available under Section IV of this document.

### Technical Evaluation

Detailed scoring matrix for technical evaluation

Item	Factor	Max Scores	Score
<b>1</b>	<b>Experience (30 Points)</b>		
	<i>(Attach Practical completion certificates, Certificate of Making Good Defects, LSOs, Contracts, or other acceptable, verifiable documentary proof)</i>		
1.1	<b>General Experience; -</b>		
	Experience under contract in the role of main contractor for at least the last FIVE (5) years prior to the applications submission deadline. <i>[2 marks per assignment] [Max 10 marks]</i>	10	
1.2	<b>Specific Experience</b>		
	Participation as main contractor in at least Three (3) contracts within the last five (5) years, each with a value of at least Kenya Shillings Seven Hundred Million Only (KSh. 700,000,000.00), that have been successfully and substantially completed and that are similar to the proposed Works. The similarity shall be based on the physical size, complexity, methods/ technology. <i>[5 marks per assignment] [Max 15 marks]</i> <i>[5 marks per assignment - similar complexity (I.e., Conference Facilities, Hotel, Accommodation, Restaurant, Gymnasium etc.) [Max 5 marks]</i>	20	
	<b>Subtotal</b>	<b>30</b>	
<b>2</b>	<b>Plant &amp; Equipment (30 Points)</b>	-	
	<i>(Attach Certified copies of Logbooks for Vehicles, Purchase Receipts For Equipment Or Lease Agreements)</i>		
2.1	Roller self-propelled smooth drum vibratory - 1.15T (1 No.)	2	
2.2	Hydraulic excavator with rock hammer - (1 No.)	2	

2.3	Low loader - 30 T (1 No.)	2	
2.4	Tip truck – 16-25T (3 No.)	2	
2.5	Concrete mixer – 3CM (4 No.)	2	
2.6	Crane – 1.5T (1 No.)	2	
2.7	Generator (1 No.)	2	
2.8	Water pump (1 No.)	1	
2.9	Pick up (1 No.)	1	
2.10	Water bowser (1 No.)	1	
2.11	Batching plant (1 No.)	1	
2.12	Hoists (1 No.)	1	
2.13	Compactor (1 No.)	1	
	<b>Subtotal</b>	<b>20</b>	
<b>3</b>	<b>Key Personnel and their Experience (15 Points)</b>	-	
	<i>(Attach CVs and Relevant Certificates)</i>		
3.1	<b>Contract/Project Manager;</b> Degree in Civil Engineering, Project management or other relevant construction related qualifications and registered with relevant regulatory Body. Minimum of 15 years general experience and minimum of 7 years specific experience  Specific experience in at least 3 (three) similar works of above KSh 500 million as a Contract/ Project Manager within the last 5 years.	3	
3.2	<b>Site Agent/Engineer;</b> Higher National Diploma in Civil Engineering. Minimum of 10 years general experience and minimum of 5 years specific experience  Specific experience in at least 3 (three) similar works of above KSh 500 million as a Site Agent/Engineer within the last 5 years.	2	
3.3	<b>Quantity Surveyor;</b> Higher National Diploma in Quantity Surveying qualification. Minimum of 10 years general experience and minimum of 5 years specific experience  Specific experience in at least 3 (three) similar works of above KSh 500 million as a Quantity Surveyor within the	2	



	last 5 years.		
3.4	<p><b>Electrical Engineer;</b> Higher National Diploma in Electrical Engineering. Minimum of 10 years general experience and minimum of 5 years specific experience.</p> <p>Specific experience in at least 3 (three) similar works of above KSh 500 million as an Electrical Engineer within the last 5 years.</p>	2	
3.5	<p><b>Mechanical Engineer;</b> Higher National Diploma in Mechanical Engineering. Minimum of 10 years general experience and minimum of 5 years specific experience.</p> <p>Specific experience in at least 3 (three) similar works of above KSh 500 million as a Mechanical Engineer within the last 5 years.</p>	2	
3.6	<p><b>Clerk of Works;</b> Higher National Diploma in Civil Engineering Surveying. Minimum of 7 years general experience and minimum of 5 years specific experience.</p> <p>Specific experience in at least 3 (three) similar works of above KSh 500 million as a Clerk of Works within the last 10 years.</p>	2	
3.7	<p><b>Foreman;</b> Higher National Diploma in Construction Management, Civil Engineering Surveying. Minimum of 10 years general experience and minimum of 5 years specific experience.</p> <p>Specific experience in at least 3 (three) similar works as a Foremen within the last 10 years.</p>	1	
3.8	<p><b>OHS Officer;</b> Diploma in Occupational Safety &amp; Health Administration (OSHA) or Related. Minimum of 7 years general experience and minimum of 5 years specific experience.</p> <p>Specific experience in at least 3 (three) similar works of as an OHS Officer.</p>	1	
	<b>Subtotal</b>	<b>15</b>	
<b>4</b>	<b>Financial Capacity (15 Points)</b>	-	

4.1	Audited Accounts for the last three (3) years to demonstrate the current soundness of the bidder's financial position and its prospective long-term profitability	4	
4.2	Current bank statements with satisfactory running balances / Approved but unexhausted Overdrafts limits	4	
4.3	Current letters of credit from a bank	4	
4.4	Current supplier letters of credit	3	
	<b>Subtotal</b>	<b>15</b>	
<b>5</b>	<b>Litigation and arbitration history (Provide affidavit) (2 Points)</b>	-	
5.1	Provided and satisfactory	2	
<b>6</b>	<b>Health &amp; Safety (10 Points)</b>		
6.1	Provided and satisfactory	10	
<b>7</b>	<b>Insurance (W.I.B.A &amp; Public Liability) (2 Points)</b>		
7.1	Provided and satisfactory	2	
<b>8</b>	<b>Waste Management Policy (5 Points)</b>		
8.1	Provided and satisfactory	5	
<b>9</b>	<b>Conflict of interest (0.5 Points)</b>		
9.1	No- conflict of interest	0.5	
<b>6</b>	<b>Completeness and clarity of the tender documents (0.5 Points)</b>	-	
6.1	Satisfactory	0.5	
	<b>TOTAL SCORE</b>	<b>100</b>	

Table 8.3: Detailed Matrix for Technical Evaluation

Only Applicants who score 80 points and above shall be prequalified for the works. These will be served with tender documents for the next stage.

**SECTION III - LETTER OF APPLICATION**

Notes on the Letter of Application

The Applicant will prepare the letter of application and follow the form presented herein.

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

Duly authorised representatives of the applicant will sign the letter of application.

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

Date .....

To .....  
 .....  
 (*Name and address of the procuring entity*)

Ladies and/or Gentlemen

1. Being duly authorised to represent and act on behalf of \_\_\_\_\_ (*name of firm*) (hereinafter referred to as "the Applicant"), and having reviewed and fully understood all the prequalification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (Tender No. and Tender name)

Tender number	Tender name
1.	
2.	
3.	

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

3. The Procuring Entity and its authorised representatives are hereby authorised to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. The Procuring Entity and its authorised representatives may contact the following persons for further information.

<b>General and managerial inquiries</b>	
Contract 1:	Telephone 1:
Contract 2:	Telephone 2:

<b>Personnel inquiries</b>	
Contract 1:	Telephone 1:
Contract 2:	Telephone 2:

<b>Technical inquiries</b>	
Contract 1	Telephone 1:
Contract 2	Telephone 2:

<b>Financial inquiries</b>	
Contract 1:	Telephone 1:
Contract 2:	Telephone 2:

5. This application is made with the full understanding that:
  - (a) Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding.
  - (b) Your Agency reserves the right to:
    - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from prequalified bidders who meet the revised requirements; and

- reject or accept any application, cancel the prequalification process, and reject all applications
- (c) your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for decisions made as per (a) and (b) above.
1. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, in the joint venture or association. We also specify the financial commitment in terms of the percentage of the value of the [each] contract and the responsibilities for the execution of the [each] contract.
  2. We confirm that if we bid, that bid, as well as any resulting contract, will be:
    - (a) signed to legally bind all partners, jointly and severally; and
    - (b) Submitted with a joint venture agreement providing the joint and several liability of all partners in the event the contract is awarded to us.
  3. The undersigned declares that the statement made, and the information provided in the duly completed application are complete, accurate, and correct.

**On behalf of Applicant:**

Organisation's name: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

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

## SECTION IV – STANDARD FORMS

### Notes on Completion of Standard Forms

**Application Form 1 - General information**

This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors, the information should be supplied in this format. Where there is a joint venture, each partner shall complete the form.

**Application Form 2 - General Experience Record**

This form is to be completed by all applicants. Separate sheets should be used for each partner of a joint venture. Applicants are not required to enclose testimonials, certificates, or publicity materials.

**Application Form 2A - Joint Venture Summary**

This form is to be completed by joint venture applicants only.

**Application Form 3 - Particular Experience Record**

All applicants must complete this form, meeting the requirements set out in the instructions. Separate sheets shall be used for each member of or joint venture. Complimentary information will be given on application Form 3A.

**Application Form 3A - Details of Contracts of similar nature and complexity**

This form shall be completed by all applicants and contain similar works completed by the applicant or a joint venture member.

**Application Form 4 - Summary sheet. Current Contract commitments/work in progress**

All applicants must complete this form, including each joint venture member. It shall contain the current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

**Application Form 5 - Personnel Capabilities**

This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least two qualified incumbents to meet the specified requirements for each position. The data on their experience shall be supplied on Form 5A

**Application Form 5A - Personnel Summary**

This form is to be completed by all applicants. The information provided will complement information on Form 5. A separate form shall be used for each personnel

**Application Form 6 - Equipment Capabilities**

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

**Application Form 7 - Financial Capability**

This form shall be completed by every applicant and each joint venture member. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to applicants. If necessary, separate sheets should be used to provide complete banker information. A copy of the audited balance sheet, if available, should be attached. The information should include a summary of actual assets and liabilities for the last five years.

**Application Form 8 - Average Annual Turnover**

**Application Form 9 - Business Probity**

**Application Form 10 - Litigation History**

All applicants must complete this form, including each joint venture member. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each member of a joint venture.

**Application Form 11 - Conflict of Interest Declaration**

**Application Form 12 - Health and Safety**

**Application Form 13 - Insurance**



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

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

<b>Nationality of owners</b>		
	<b>Name</b>	<b>Nationality</b>
1.		
2.		
3.		
4.		
5.		

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

Name of Applicant or partner of a joint venture:
--

No.	Client name	Client contact name and phone number	Contract reference and brief description	Date contract awarded	Date contract completed	Value of Contract: (KSH/USD)
1.1						
1.2						
1.3						
1.4						
	Have you had any contracts terminated for poor performance in the last five years or any contracts where damages have been claimed by the contracting authority / client?				Yes / No	
	If yes, please give details:					

**APPLICATION FORM (2A): JOINT VENTURE SUMMARY**

<b>Names of All Partners of A Joint Venture:</b>
1. Lead partner:
2. Partner:
3. Partner:
4. Partner:
5. Partner:
6. Partner:

The total value of annual construction turnover, in terms of work, billed to clients, in KSh.

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

<b>Partner</b>	<b>Form 2 Page No.</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
1. Lead Partner:				
2. Partner:				
3. Partner:				
4. Partner:				
5. Partner:				
6. Partner:				
<b>Totals</b>				

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

<b>Name of Applicant or Partner of a Joint Venture:</b>
---

Contract Identification / Ref No.:		Date:	
Contract Name			
JV Partner Legal Name			
Total Contract Amount			
Participation of the Total Contract Sum (For J.V Partners)	Percentage Participation		
	Amount (KSh)		
Award Date:			
Completion Date:			
Employer's Name:			
Address:			
Telephone No.:			
E – mail:			
Role in Contract: (i.e., Main contractor, management contractor, subcontractor)			
Description of Scope (Brief description of Main works involved e.g., capacity / occupancy, floor area etc.)			
Description of Scope (Brief description of works involved)			
Physical Size:			
Complexity:			
Methods / Technology			
Physical Production Rate			

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

<b>Name of Applicant or Partner of A Joint Venture</b>
--

Use a separate sheet for each contract.

1.	Number of contracts	
	Name of Contract	
	Country	
2.	Name of Employer	
3.	Employer's address	
4.	Nature of works and special features relevant to the contract for which the Applicant wishes to prequalify	
5.	Contract role (check one) * Sole contract   * Management contract   * Subcontract   * Partner in a joint venture	
6.	Value of the total contract/subcontract/partner share (in specified currencies at completion, or at date of award for current contract)	
7.	Date of award	
8.	Date of completion	
9.	Contract/subcontract duration (years and months) - years    - months	
10	Specified requirements	

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

<b>Name of Applicant or Partner of A Joint Venture</b>
--

Name of contract	Value of outstanding work KSh.	Estimated completion date
1.		
2.		
3.		
4.		
5.		
6.		

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

<b>Name of Applicant</b>
--------------------------

1.	Title of position Name of prime candidate Name of alternate candidate
2.	Title of position Name of prime candidate Name of alternate candidate
3.	Title of position Name of prime candidate Name of alternate candidate
4.	Title of position Name of prime candidate Name of alternate candidate
5.	Title of position Name of prime candidate Name of alternate candidate
6.	Title of position Name of prime candidate Name of alternate candidate
7.	Title of position Name of prime candidate Name of alternate candidate

**APPLICATION FORM (5A): PERSONNEL SUMMARY**

<b>Name of Applicant</b>
--------------------------

Position	Candidate * Prime                      * Alternate	
Candidate information	1. Name of candidate	2. Date of birth
	3. Professional qualifications	
Present employment	4. Name of Employer 5. Address of Employer	
	Telephone	Contact (manager/personnel officer)
	Fax	E mail
	Job title of candidate	Years with present Procuring Entity

Summarise professional experience over the last 20 years in reverse chronological order. Indicate relevant technical and managerial experience relevant to the Project.

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



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

<b>Name of Applicant</b>
--------------------------

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

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

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

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

<b>Name of Applicant or Partner of a Joint Venture</b>
--

To be completed by the Bidder and, if JV, by each partner

<b>Banker</b>	Name of banker	
	Address of banker	
	Telephone	Contact name and title
	Fax	E mail

Financial information in KSh equivalent	Historic information for previous _____ (3) years						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
<b>Information from Balance Sheet</b>							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
<b>Information from Income Statement</b>							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Source of finance	Amount KSh.
1.	
2.	
3.	
4.	

Attach copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- Must reflect the financial situation of the applicant or partner to a JV, and not a sister or parent companies
- Financial statements must be audited by a registered accountant
- Financial statements must be complete, including all notes to the financial statements
- Financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be accepted)

**APPLICATION FORM (8): AVERAGE ANNUAL TURNOVER**

<b>Name of Applicant or Partner of a Joint Venture</b>
--

Annual turnover data (construction only)		
Year	Amount and Currency	KSh E1e1qe equivalent
*Average Annual Construction Turnover		

\*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in Section III (Evaluation and Qualification Criteria), Sub-Factor 2.3.2, divided by that same number of years.

Attach signed financial and income statements.

**APPLICATION FORM (9): BUSINESS PROBITY**

The Applicant is to confirm whether any of the following questions apply to your organisation: Note that failure to disclose information relevant to this section may result in your exclusion as a potential Supplier to the Procuring Entity.

<b>Name of Applicant or Partner of a Joint Venture</b>
--

NO.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Kenya or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value more than KES 678,750/= (equivalent to USD 6,250).	
3	Has any partner, director, shareholder, or employee whom you would propose to use to deliver this service been convicted of an offence concerning his professional conduct?	
4	Please state if your organization or any of its shareholders, directors, or employees has ever been the subject of public allegations, under investigation, charged, prosecuted, or convicted, has had its assets blocked, seized or frozen or has a judgment entered against in respect of national or international law relating to the following: Money laundering, economic crime, corruption, bribery, terrorism or violence etc.	
5	Has the organization been charged for not fulfilling its obligations relating to the payment of any statutory deductions or contributions including income tax as required under Kenyan law or the laws of the country in which it is established?	
6	Please state if any Director shareholder/ Partner and / or Company Secretary of the Organization is currently employed or has been employed in the past three years by The Procuring Entity	
7	Please state if any Director / Partner and / or Company Secretary of the Organization has a close relative who is employed by the Procuring Entity and who can influence the award of any supply. For purpose of prequalification process close relative refers to parents, siblings, spouse, or children	
8	Please state if your organization, any predecessor to your organization or any member of your organization is currently a party to any litigation that is in progress or has been within the last three years that is directly related to the conduct of your business.	
9	Please state if your organization or any of its shareholders, directors or employees has ever offered gifts or bribes to facilitate award of business or to facilitate payments or to obtain business advantage.	

**APPLICATION FORM (10): LITIGATION HISTORY**

**Name of Applicant or Partner of a Joint Venture**

Applicants, including each joint venture partner, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution (Instructions to Applicants, para. 4.8). A separate sheet should be used for each partner of a joint venture.

<b>Year</b>	<b>Award FOR or AGAINST Applicant</b>	<b>Name of client, cause of litigation, and matter in dispute</b>	<b>Disputed amount (current value KSh.)</b>

**APPLICATION FORM (11): CONFLICT OF INTEREST DECLARATION**

**APPLICANTS' CONFLICT OF INTEREST FORM**

Tender Number:

.....

Tender Title:

.....

UAF-Africa operates procurement processes which are fair, transparent, and able to withstand probity. Given this, UAF-Africa requires that any potential applicant who participates in its procurement processes declares any actual or potential conflicts of interest. Bidders who do not declare relevant conflicts of interest and do not sign this form will not be permitted to participate in UAF-Africa procurement processes.

**I. Conflict of interest declaration**

Potential conflicts of interest can include the following (but the list is **not** exhaustive): -

**Relationship with UAF-Africa: -**

- 1. Relationship/ Association with UAF-Africa’s staff members and/or representatives.
- 2. Relationship/ Association with UAF-Africa’s Board Members and/or office bearers
- 3. Where applicable; if the bidder was involved in earlier phases of the project for which bids/proposals are now being sought.
- 4. Knowledge of UAF-Africa’s terms of reference or any bidding documents before they were officially published.

If you doubt whether something is a potential conflict of interest, you are advised to declare it below.

**Either:**

A) I wish to declare the following conflict(s) of interest: -

- 1. ....
- 2. ....
- 3. ....

**Or**

B) I have no conflicts of interest to declare.

Please note that UAF-Africa reserves the right to disqualify a bidder if an actual or potential conflict of interest that was not declared is later discovered.

**On behalf of Applicant:**

Organisation’s name: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

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

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



**APPLICATION FORM (12): HEALTH & SAFETY**

NO.	Policy	Applicant Response
1	<p><b>Standards</b></p> <p>The Applicant is to provide their Corporate Health &amp; Safety Policy which should include but not be limited to</p> <ul style="list-style-type: none"> <li>a) Construction Environmental Management Plan,</li> <li>b) Emergency Response Plan &amp; Procedure and</li> <li>c) Standard Operating and Safe Work Procedures for all Site Works</li> <li>d) Accident Management Plan</li> </ul> <p>The Applicant is to provide their Corporate Health &amp; Safety Management procedures</p>	
2	<p><b>Leadership</b></p> <p>The Applicant is to provide contact details of the Director / Partner responsible for Organizational Health &amp; Safety together with the contacts and credentials of the Occupational Health &amp; Safety Officer</p>	
3	<p><b>Engagement</b></p> <p>The Applicant is to confirm that all Key Staff are trained on the Corporate Health &amp; Safety Management Procedures</p> <p>The Applicant is to confirm that all Key Staff have confirmed commitment and adherence to Corporate Health &amp; Safety Policy</p>	<p>Yes / No</p> <p>Yes / No</p>
4	<p><b>Behaviour</b></p> <p>The Applicant is to provide a description of how positive Health &amp; Safety behaviours are encouraged, monitored and feedback within the organization and on site.</p>	
5	<p><b>Environment</b></p> <p>The Applicant is to confirm how they ensure that their sites and offices consistently apply and implement Corporate Health &amp; Safety Standards.</p>	
6	<p><b>History of Compliance</b></p> <p>The Applicant is to provide Health &amp; Safety records from previous projects confirmed by the previous Client, Project Manager or Project Architect.</p>	

**APPLICATION FORM (13): INSURANCE**

Please Provide Details of your Current Insurance Covers as Below.		Value (KSh)
1	Public Liability	
2	W.I.B.A	
3	Other (specify)	

**Note: -**

- i. **Copies of valid insurance policy MUST be attached.**

**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.....

The maximum value of the business which you can handle at any time: KSh .....

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:

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

***Part 2(c) – Registered Company:***

Private or public.....

State the nominal and issued capital of the Company-

Nominal KSh.....

Issued KSh.....

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 Procuring Entity*) who has an 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