



HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO)

**TENDER FOR MODERNIZATION OF HIMSO OFFICE BUILDING AND
CONVERSION OF TRAINING CENTER.**

**Funded by:
Bread for the World (BftW)**

**Project area:
HIMSO Mbeya Head Office**

Project No.: A-TZA-2024-0313

Build Permit No.: 1386

**Project Period:
28th April 2025 to 9th June 2025**

**Commissioned by:
Health & Insurance Management Services Organization (HIMSO)**

SECTION I: INVITATION FOR TENDERS

HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO)



Tender No. HIMSO/2025/T/001

for

MODERNIZATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER.

Date: 16 April, 2025

Invitation for Tenders

1. **HIMSO** is seeking qualified contractors for the comprehensive modernization of its office building and the expansion of its training center. Funded by **Bread for the World (BftW)**, this project will create improved workspaces and enhanced training facilities, contributing to the organization's long-term sustainability.
2. **HIMSO** now invites tenders from contractors registered or capable of being registered in **Class 7-5** to perform **Modernization of HIMSO office building and conversion of Training center.**
3. Tendering will be conducted through the National Shopping specified in the Public Procurement Regulations, Government Notice No.518 of 2024 and is open to all Tenderers as defined in the Regulations.
4. Interested eligible Tenderers may obtain further information and inspect the Tendering Documents provided on HIMSO website.
5. A complete set of Tendering Document(s) in **English** may be obtained or downloaded through HIMSO website.
6. All Tenders must be accompanied by a Tender Security Bank Guarantee in an acceptable form in the amount of TZS 20,000,000/=.
7. All Tenders must be properly filled in and submitted through HIMSO email info@himso.or.tz at 11:00AM 23rd April, 2025. Tenders will be opened promptly thereafter.
8. Tenders must be received at the HIMSO office to be considered for evaluation. Tenders submitted elsewhere, or received late, will not be accepted, regardless of the reason.

Executive Director

01 Jacaranda P.O. Box 2827, 53107 Mbeya

SECTION II: TENDER DATA SHEET (TDS)

The following specific data for the works to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict between ITT and Tender Data Sheet (TDS), the provisions of TDS shall prevail over those in ITT.

TDS No	Required Information/Data	ITT Clause	Information/Data to be filled by the PE
A. Introduction			
1.	Name of the PE	1.1 & 1.2	HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO)
2.	Name of the project	1.2 & 2.1	MODERNIZATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER.
3.	Expected date of completion	1.2	The expected completion date of the works is: 9 th June 2025
4.	Financial year	2.1	Financial Year 2025
5.	Financing Institution	2.1	Bread for the World (BftW)
6.	The loan /credit number	2.1	Bread for the World (BftW)
7.	Members of JVCA	3.1	Maximum number of members in the JVCA shall be: Not Applicable
8.	Eligibility of Tenderers	3.5	Only Tenderers registered as <i>Building Contractors</i> in Class 5-3 with the Contractors Registration Board are eligible in the case of local contractors. Foreign Contractors are exempted from this requirement but if selected for award they will be required to be registered in the appropriate Class of Registration with CRB
9.	Site Visit and Pre-tender Meeting	6.4	Site visit will be held on 17 –22 April 2025 Pre-tender meeting will take place at HIMSO Board Room on 22 nd April 2025
B. Preparation of Tenders			
10.	Language of the Tender	10.1	Language of Tender and all correspondence shall be in English
11.	Other required documents	11.1(h)	The Tenderer shall submit the following additional documents in its Tender [<i>Form of Tender, Tender security Declaration, Priced bill of Quantity, duly Notarized Power of Attorney, and Technical Proposal including a statement of work methods equipment, personnel, schedule and other information that must be submitted with the</i>

			<p><i>Tender. The list of additional documents may include the following:]</i></p> <p>Code of Conduct for Contractor's Personnel (ES)</p> <p>The Tenderer shall submit its Code of Conduct that will apply to Contractor's Personnel (as defined in Sub- Clause 1 (ii) of the General Conditions of Contract), to ensure compliance with the Contractor's Environmental and Social (ES) obligations under the Contract (if required). The Tenderer shall use for this purpose the Code of Conduct form provided in Section IV. No substantial modifications shall be made to this form, except that the Bidder may introduce additional requirements, including as necessary to take into account specific Contract issues/risks.</p> <p>Management Strategies and Implementation Plans (MSIP) to manage the (ES) risks</p> <p><i>The Bidder shall submit Management Strategies and Implementation Plans (MSIPs) to manage the following key Environmental and Social (ES) risks:</i></p> <ul style="list-style-type: none"> <i>• [e.g. Sexual Exploitation, and Abuse (SEA) prevention and response action plan]</i> <i>• [e.g. Traffic Management Plan to ensure safety of local communities from construction traffic];</i>
12.	Information to be submitted by JVCA	12.5	Extra information to be submitted by the JVCA other than information required under Clause ITT12.5(<i>List down the information/data OTHERWISE indicate Not Applicable</i>)
13.	Duties and taxes to be paid by contractor	15.3	List down all duties, taxes and other levies payable by the Contractor under the Contract Retention
14.	Price Adjustment	15.5	The price shall be <i>fixed</i>
15.	Currency of the Tender	16.1	The currency in which the prices shall be quoted shall be: Tanzania Shillings
16.	Tender Validity Period	17.1	The Tender validity period shall be 45 days.
17.	Form of Tender Security	18.1	<p>The amount of Tender Security shall be <i>TZS 20,000,000/=</i></p> <p>Address: 01 Jacaranda P.O.BOX 2827, 53107 Mbeya</p> <p>Email: info@himso.or.tz <i>for submission of the Original Copy of Tender Security</i></p>
		18.3	The Tender Security shall be in the form of Bank Guarantee
18.	Alternative tenders	19.1	Alternative Tenders are <i>not allowed</i> in this Tender.

19.	Alternative Completion Time	19.2	Alternative time for completion <i>not applicable</i>
20.	Technical Alternatives	19.3	Offer of technical alternatives to the requirements of the Tendering Documents are “ <i>not allowed</i> ” in this Tender.
21.	Authorization to Sign on Behalf of the Tenderer	20.2	Authorization document(s) shall be [duly notarized Power of Attorney] in the format provided.
C. Submission of Tenders			
22.	Extension of Deadline for Submission of Tenders	22.3	The extension of the deadline for submission of Tenders shall be made not later than 6 days before the expiry of the original deadline.
D. Opening and evaluation of tenders			
23.	Clarification of Tenders	27.2 & 27.3	Email address for tenderers to communicate with the PE info@himso.or.tz
24.	Currency for Converting Tender Prices	30.2	The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies is: <i>Tanzania Shillings</i>
25.	Domestic Preference	32.1	Domestic preference applicable.
26.	Sub-Contracting Arrangements	33.1	Indicate if Sub-contracting is allowed <i>Yes, Applicable</i> <i>20%</i>
E. Award of contract			
27.	Percentage for Increase and Decrease for Quantities	39.1	Percentage for increase or decrease for quantities of is 12%
28.	Performance security	41.1	The Performance Security shall be in the form of: <i>Bank Guarantee</i>
29.	Advance Payment	43.1	The Advance Payment not applicable
30.	Appointment of Members of Dispute Avoidance and Resolution Board	44.1	The proposed Sole Member of DARB for the project is: <i>National Construction Council</i>

QUALIFICATION AND EVALUATION CRITERIA

Commercial Evaluation

1. Eligibility

Litigation History (SCORE: N/A)

Tenderers are required to provide litigation records resulting from contracts completed or ongoing under their execution (In case of Joint Venture, compliance requirements are all Parties Combined – Must Meet requirements and Each Member – Must Meet requirements).

Litigation History Start Year	2023-01-01
Litigation History End Year	2025-01-31

Completion Period (SCORE: N/A)

Tenderers are required to comply with the completion period as proposed by the procuring entity unless alternative completion period is allowed.

Completion Time (Days)	30
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2. Standard Tender Forms

Tender Validity Period (SCORE: N/A)

Contractors are required to confirm with the tender validity period specified by the Procuring Entity.

Tender Validity Period (Days)	6
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Notarized Special Power of Attorney (SCORE: N/A)

Tenderers must fill in Standard Power of Attorney as per the required format and upload into the system.

3. Financial Situation and Performance

Financial Statement (SCORE: N/A)

Audited balance sheets or, if not required by the laws of the Tenderer 's country, other financial statements acceptable to the PE, for mentioned duration shall be submitted and must demonstrate the current soundness of the Tenderer's financial position and indicate its prospective long-term profitability. (In case of Joint Venture, compliance requirements are: Each Member – Must Meet requirements).

Financial Statement Start Date	2023-01-01
Financial Statement End Date	2024-12-31

Average Annual Turnover (SCORE: N/A)

Average Annual Turnover of the mentioned amount, calculated as total certified payments received for contracts in progress and/or completed within the mentioned duration. (In case of Joint Venture, compliance requirements are: All Parties Combined – Must Meet requirements, Each Member – Must Meet percentage requirements and if One Member – Must Meet percentage requirements stated).

Average Annual Turnover Amount in TZS or any other freely convertible currency	20,000,000
Turnover Start Date	2021-01-01
Turnover End Date	2024-12-31

Technical Evaluation

1. Experience

Current Contract Commitment (SCORE: N/A)

Tenderer must demonstrate that it has adequate sources of finance to meet the cash flow requirements on contracts currently in progress and for future contract commitments. (In case of Joint Venture, compliance requirements are: All Parties Combined – Must Meet requirements).

Current Commitment Start Year	2021-01-01
Current Commitment End Year	2024-12-31

General Experience in Construction Activities (SCORE: N/A)

General Construction Experience: Experience under construction contracts in the role of prime contractor, JVCA member, sub-contractor, or management contractor for at least the duration stated. (In case of Joint Venture, compliance requirements are: Each member – Must Meet requirements).

Key Building Activities	Building Contractors
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Specific Experience (SCORE: N/A)

Specific and Contract Management Experience: A minimum number of similar contracts based on the physical size, complexity, methods/technology and/or other characteristics described in the PE Requirements on contracts that have been satisfactorily and substantially completed (substantial completion shall be based on 80% or more of completed assignments under the contract) as a prime contractor/supplier/service provider, joint venture member, management contractor/supplier/service provider or sub-contractor/supplier/service provider for mentioned duration. (In case of Joint Venture, compliance requirements are: All Parties – Must Meet requirements). In the case of JVCA, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JVCA meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Specific Experience	Building Activities
Specific Experience Start Year	2021-01-01
Specific Experience End Year	2024-12-31
Number of Specific Experience Contracts	1
Value of each specific experience contract in the specified tender currency	20,000,000

General Experience (SCORE: N/A)

Tenderer should provide details of their previous and on-going contracts to evidence their general experience in construction.

General experience start date	2021-01-01
General experience end date	2024-12-31
Number of contract	1
Contract value in the specified currency	20,000,000

General Experience in Key Activities (SCORE: N/A)

Experience in Key Activities: For any other contracts completed and/or under implementation as prime contractor/supplier/service provider, within the duration and with the minimum experience requested for the key activities. The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise. (In case of Joint Venture, compliance requirements are: All Parties combined – Must Meet requirements and One Member - Must meet the requirements for the key activities listed and the corresponding minimum requirements).

Employer's Name and Contact	Specify
Project Description	Specify
Project Amount	Specify
Project Start Date	2023-04-01
Project End Date	2025-02-31
Key Activities	Specify
Roles in Contract	Specify
Key Personnel	Specify

2. Technical Specifications

Risk Management Plan (SCORE: N/A)

Tenderers are required to submit a risk management plan that shows risk identification and impact assessment, risk response and control strategy, and roles and responsibilities in managing risks.

3. Key Personnel

Key Personnel (SCORE: N/A)

Tenderer should provide details of their personnel with adequate qualifications as required by the procuring entity.

Categories of Key Personnel	CIVIL ENGINEER
Education Level	Bachelor Degree

Experience of Key Personnel	TWO YEARS
Number of Required Key Personnel	1

4. Technical Submission

Site Organization (SCORE: N/A)

The Tenderer shall include an organizational diagram indicating his proposed project organization, including Head Office management and possible sub-contractors.

Equipment (SCORE: N/A)

The Tenderer shall demonstrate ownership or ability to obtain the required key equipment as listed by the procuring entity.

Type of Key Equipment Required	All equipment necessary for building
Equipment Capacity	1
Start Year of Equipment Manufacture	2015-01-01
End Year of Equipment Manufacture	2024-12-31
Number of Equipment	1

Construction Management Strategy (SCORE: N/A)

Tenderer is required to submit Construction Schedule showing time taken and resources required in execution of various tasks, presented in bar chart. The Construction Schedule must reflect construction period stipulated in the Tendering Documents.

Construction Management Strategy	Required
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Mobilization Schedule (SCORE: N/A)

Tenderers are required to submit Mobilization Schedule for Personnel, Equipment and Materials

Mobilization Schedule	Required
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Method Statement (SCORE: N/A)

Tenderers are required to submit clear details on how works will be executed and completed in accordance with the proposed program, thereafter upload the document into the system for submission.

Financial Evaluation

1. Priced Bills of Quantities

Priced Bill of Quantities (SCORE: N/A)

Tenderers are required to quote each item in the Bills of Quantities as per procuring entity's requirements.

1. Form of Tender

[date]

To: [name and address of Employer]

We [insert name of tenderer], offer to execute the [name and identification number of contract] in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of [amount in numbers], [amount in words] [name of currency].

The Contract shall be paid in the following currencies:

Currency	Percentage payable in currency	Rate of exchange: one foreign currency equals [insert local]	Inputs for which foreign currency is required
(a)			
(b)			

The advance payment required is: -

Amount	Currency
(a)	
(b)	

We declare that our tendering price did not involve agreements with other tenderers for the purpose of tender suppression.

The discounts offered and the methodology for their application are:

- (i) The discounts offered are: **[Specify in detail each discount offered.]**
- (ii) The exact method of calculations to determine the net price after application of discounts is shown below: **[Specify in detail the method that shall be used to apply the discounts];**

We accept the appointment of [name proposed in Tender Data Sheet] as the Sole Member of Dispute Avoidance and Resolution Board¹.

or

We do not accept the appointment of [name proposed in Tender Data Sheet] as the Sole Member of Dispute Avoidance and Resolution Board, and we propose instead that [name] be appointed as Sole Member of Dispute Avoidance and Resolution Board, whose résumé is attached.

We hereby confirm [insert the name of the Appointing Authority], to be the Appointing Authority, to appoint the Sole Member of Dispute Avoidance and Resolution Board in case of any arisen disputes in accordance with ITT 43.1

OR

We hereby propose the following three persons, whose curriculum vitae are attached, as potential DARB members²:

Name	Address
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¹ This option to be used if in the TDS a sole member of DARB is applicable

²To be used when three members DARB is applicable.

1.	
2.	
3.	

We are not participating, as tenderers, in more than one Tender in this tendering process other than alternative tenders in accordance with the tendering documents.

We declare that, as tenderer(s) we do not have conflict of interest with reference to ITT 3.7 [Eligibility of Tenderers]

With reference to ITT 3.11 [Eligibility of Tenderers], it is our intention to subcontract approximately *[insert the percent]* percentage of the Tender /Contract Price, details of which are provided herein.

Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared ineligible by the Government of the United Republic of Tanzania under Tanzania's laws or official regulations or by an act of compliance with a decision of the United Nations Security Council.

The following commissions or gratuities of fees have been paid or are to be paid by us to agents relating to this tender, and to contract execution if we are awarded the contract: -

Name and address of agent or recipient	Amount and currency	Purpose of commission or gratuity

(if none has been paid or is to be paid, state "none")

We understand that you are not bound to accept the lowest or any tender you receive.

We hereby confirm that this tender complies with the tender validity and Tender Security required by the tendering documents and specified in the Tender Data Sheet.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

Appendix to Tender

2. Schedule of Cost Indexation

[Note to PE: It is recommended that the PE is advised by a professional with experience in construction costs and the inflationary effect on construction costs when preparing the contents of the Schedule of Cost Indexation. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved]

[The formulae for price adjustment shall be of the following general type:]

$$P_n = a + b \frac{L_n}{L_o} + c \frac{E_n}{E_o} + d \frac{M_n}{M_o} + \dots$$

where:

“P_n” is the adjustment multiplier to be applied to the estimated contract value in the relevant currency of the work carried out in period “n”, this period being a month unless otherwise stated in the **SCC**;

“a” is a fixed coefficient, stated in the relevant table of adjustment data, representing the non-adjustable portion in contractual payments;

“b”, “c”, “d”, ... are coefficients representing the estimated proportion of each cost element related to the execution of the Works as stated in the relevant table of adjustment data; such tabulated cost elements may be indicative of resources such as labour, equipment and materials;

“L_n”, “E_n”, “M_n”, ... are the current cost indices or reference prices for period “n”, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the date 49 days prior to the last day of the period (to which the particular Payment Certificate relates); and

“L_o”, “E_o”, “M_o”, are the base cost indices or reference prices, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the Base Date.

The cost indices or reference prices stated in the Table of Adjustment Data shall be used. If their source is in doubt, it shall be determined by the Project Manager. For this purpose, reference shall be made to the values of the indices at stated dates (quoted in the fourth and fifth columns respectively of the table).

If the currency in which the Contract price is expressed is different from the currency of the country of origin of the indices, a correction factor will be applied to avoid incorrect adjustments of the Contract price. The correction factor shall be: Z_o / Z_i , where,

Z_o = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price on the Base date, and

Z_i = the number of units of currency of the origin of the indices which equal to one unit of the currency of the Contract Price on the Date of Adjustment.

Schedule of Adjustment Data

[In Tables A, B, and C, below, the Tenderer shall (a) indicate its amount of local currency payment, (b) indicate its proposed source and base values of indices for the different foreign currency elements of cost, (c) derive its proposed weightings for local and foreign currency payment, and (d) list the exchange rates used in the currency conversion. In the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved.]

Table A. Local Currency

Table A. Local Currency

Index code	Index description	Source of index	Base value and date	Tenderer's related currency amount	Range of weighting Proposed by the Procuring Entity	Tenderer's proposed weighting
	Non-adjustable	—	—	—	a: _____* b: _____ to _____* c: _____ to _____* d: _____ to _____* e: _____ to _____* etc.	a: _____* b: _____ c: _____ d: _____ e: _____ etc.
Total						1.00

[* To be entered by the PE. Whereas “a” should a fixed percentage, b, c, d and e should specify a range of values and the Tenderer will be required to specify a value within the range such that the total weighting = 1.00]

Table B. Foreign Currency (FC)

State type: [If the Tenderer is allowed to receive payment in foreign currencies this table shall be used. If Tenderer wishes to quote in more than one foreign currency (up to three currencies permitted) then this table should be repeated for each foreign currency.]

Index code	Index description	Source of index	Base value and date	Tenderer's related source currency in type/amount	Equivalent in Foreign Currency 1	Range of weighting Proposed by the Procuring Entity	Tenderer's proposed weighting
	Non-adjustable	—	—	—		a: _____* b: _____ to _____* c: _____ to _____* d: _____ to _____* e: _____ to _____* etc.	a: _____* b: _____ c: _____ d: _____ e: _____ etc.

[* To be entered by the PE. Whereas “a” should a fixed percentage, b, c, d and e should specify a range of values and the Tenderer will be required to specify a value within the range such that the total weighting = 1.00]

Table C. Summary of Payment Currencies

Table: Alternative A

For[insert name of Section of the Works]

Name of payment currency	A Amount of currency	B Rate of exchange (local currency per unit of foreign)	C Local currency equivalent $C = A \times B$	D Percentage of Total Tender Price (TTP) $\frac{100 \times C}{TTP}$
Local currency _____		1.00		
Foreign currency #1 _____				
Foreign currency #2 _____				
Foreign currency # _____				
Total Tender Price				100.00
Provisional sums expressed in local currency	[To be entered by the PE]		[To be entered by the PE]	
TOTAL TENDER PRICE (including provisional sum)				

Table: Alternative B

*To be used only with Alternative B Prices directly quoted in the currencies of payment.
(Clause ITT 16.1)*

Summary of currencies of **the Tender** for _____ *[insert name of Section of the Works]*

<i>Name of currency</i>	<i>Amounts payable</i>
Local currency: _____	
Foreign currency #1: _____	
Foreign currency #2: _____	
Foreign currency #3: _____	
Provisional sums expressed in local currency _____ _____	[To be entered by the PE]

Bills of Quantities

ITEM	DESCRIPTION	AMOUNT
	<p>BILL NR I - PRELIMINARIES AND GENERAL CONDITIONS OF CONTRACT.</p> <p>STANDARD PHRASEOLOGY</p> <p>A Note: - These Bills of Quantities have been prepared using a standard phraseology and the contractor's attention is drawn to the preambles to sections in these Bills of Quantities</p> <p>QUALIFICATIONS OF THE RULES OF THE SMM</p> <p>Quantities</p> <p>B Notwithstanding the provisions of EASMM Clause A6 (c) fractions of a unit less than half, which would cause an entire item to be eliminated have been regarded as whole units.</p> <p>DEFINITIONS/ABBREVIATIONS</p> <p>Definitions</p> <p>C Words importing the singular only also include the plural and vice versa where the context requires</p> <p>D The term "the works" shall mean the whole of the works envisaged by the contract, including, unless expressly stated otherwise, the works of nominated sub-contractors, nominated suppliers, local authorities and public undertakings whether or not the works of the latter are represented by prime cost sums.</p> <p>E The term "instructions", and words derived there from, shall mean written instructions issued by the Architect unless otherwise described.</p> <p>F The term "approval" and words derived there from, shall mean written approval issued by the Architect unless otherwise described.</p>	

	To Collection	
ITEM	DESCRIPTION	AMOUNT
	DEFINITIONS/ABBREVIATIONS	
	Definitions	
A	The term "manufacturer's recommendations" shall mean all printed or written recommendations or instructions issued by a manufacturer and current at the tender date.	
B	The term "or other equal and approval" shall mean the standard required and that materials or goods of equal written approval of the Architect.	
C	The terms "approval", approved", "to approval", "as directed" and the like, refer always to approval or directions given by the Architect. Approval will not be valid unless given in writing. When the contractor seek approval for work which cannot proceed without the Project architect's selection or inspection (e.g.) performance tests; work of aesthetic importance) he shall give two weeks' notice in order that arrangements approval, such approvals will be limited to the visual appearance of the work involved and are not in any case particularly in relation to the kind and standards of materials, goods and work.	
	Abbreviations	
D	The following abbreviations are used:-	
E	BS British Standard current at tender date	
F	BSCP British Standard Code of Practice current at tender date	
G	SMM East African Standard Method of Measurement of Building Works (with Quantities) First Edition	

J	As part of his obligations responsible under this contract and the various sub-contracts the contractor will be ultimately sub-contractors and nominated suppliers' activities and to ensure that they are aware of the requirements of his programme in so far as work on site and the issue of information is concerned.	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	PRELIMINARY PARTICULARS:	
	Name	
A	The project shall be known as Proposed Renovation and Modernization of HIMSO Office Building and Conversion of Training Center at Block "J" Plot No: 157, Mbeya City.	
	Nature of the works.	
	The works comprise:	
B	Renovation works on parts of the Buildings electrical and plumbing installation, rebuilding and conversion of outdoor facilities and supplies such as terrain interventions, access roads, water and Electricity supply, waste water and surface water disposal , Fence walls, retaining walls and outdoor facilities.	
	Location	
C	The works are situated on Block "J" plot No 157 and pot No 172, Mbeya City	
	General description of the works	
D	The project consists of renovation works and improvement of facilities as described above.	
	Size of Building	

E	<p>The gross floor areas are as follows:</p> <p>Office Building 243.55 sq.m Training center 45.91 sq.m</p> <p>Time for Completion</p>	
F	<p>The construction period is to be to be confirmed by the agreed terms within the contract between contractor and client.</p> <p>Employer</p>	
G	<p>The Employer is</p> <p>HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION P. O. BOX 2827, 53107 MBEYA , TANZANIA</p>	
H	<p>Architects are:</p> <p>G.AT M.M Collin</p>	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
A	<p><u>PRELIMINARY PARTICULARS: DRAWINGS AND OTHER DOCUMENTS</u></p> <p>Tender Documents</p> <p>The tender documents are as indicated in the Instructions to Tenders The tender is requested to note this as no claim in respect of the discrepancy between the bill specification and tender drawings shall be entertained.</p>	
B	<p>The Contractor is requested to check the documents and the number of each page if any are missing or duplicated or if any writing or figures are indistinct, to notify at once the Quantity Surveyor. No subsequent claim for loss consequently upon the Contractor's failure to comply with this clause will be entertained.</p>	
C	<p>No alteration, addition or qualifying note is to be made by the Contractor in the text of the Bills of Quantities. Should any alteration, addition or note be made such will not be recognized and the text of the Bills as printed will be strictly adhered to</p>	
D	<p>If there is any matter upon which the Contractor requires further information or clarification he is to contact the employer in good time in order that all tenderers may be given such additional information as is available.</p>	
E	<p>Note:- The Contractor is to submit at the time of delivering his tender, as per the Instructions to Tenders</p>	

F	No claims arising from any neglect on the part of the Contractor in these matters will be entertained.	
G	The drawings enclosed with the tender documents are for the Contractor's convenience in tendering and are not intended as a substitute for a thorough inspection of the remaining drawings at the Architect's and Structural Engineer's offices by appointment as previously described.	
H	<p>Contractor's Scrutiny</p> <p>The Contractor is to compare the drawings including the drawings of sub-contractors, the specification and/or Bills of Quantities before the work is up in hand or materials ordered and he shall report any discrepancies to the Architect in good time.</p>	
J	If the Contractor or any of his sub-contractors (whether nominated or otherwise) has reason to question the application of any details or materials described In the specification and/or Bills of Quantities or shown on the drawings he will inform the Architect two weeks before construction so that she shall be further considered.	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
A	<p>Pricing of Preliminaries Bill</p> <p>The Contractor will be required to provide, for purpose of contract administration, a detailed break-down of his pricing of this section of the Bills of Quantities during submission of his tender and this will for basis for the award of contract.</p>	
B	<p>This detailed break-down, which shall be submitted with the priced Bills of Quantities, shall indicate clearly the initial cost and running cost of each item of the preliminaries.</p> <p>Pricing and correction of Bills of Quantities, etc.</p>	
C	Costs relating to items which are not priced will be deemed to have been included elsewhere in these Bills of Quantities	
	Bills of Quantities	

D	<p>All work included in these Bills of Quantities have been measured accurately except where an item has been described as "provisional" The tenderer is to note that firm quantities will not be subject to adjustment if remeasurement of a bill item will result in less than or equal to plus or minus 1% of the bill quantity.</p>	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
A	<p>CONTRACT: FORM, TYPE AND CONDITIONS</p> <p>CONTRACT: CONTRACTOR'S LIABILITY</p> <p>Risk of injury, injury to person and property and of damage to the works</p> <p>The contractor must provide for the efficient protection of the general Public and the occupants and users of the surrounding buildings during the progress of the works included in or to be done in connection with this contract and the Contractor shall, for this purpose guard and protect his plant, tools and materials and take all necessary measure in order to prevent mishaps and accidents</p>	

	Insurances	
B	The Contractor is to allow in his tender for effecting insurance under and in accordance with the NCC Articles of Agreement GCC 22&23 Conditions of contract	
C	All the foregoing insurances are to be with a reputable, local and an approved insurance company	
	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER	
	Access to site	
D	The Contractor's attention is directed to the congested and confined area in which the site is situated and he must ascertain from the police and the local authority vehicles and any restricted times or places for unloading, etc.	
E	The Contractor in tendering will be deemed to have taken account of these matters and any additional costs in purchasing materials in small quantities, special deliveries etc.	
	Possession of the site	
F	At commencement of the contract the contractor will be given possession of the complete site	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER	
	Use of Site	
A	The Contractor shall use the site for the execution of the works embraced in the contract including storage of materials and plant necessary in the carrying out of the same. In no way will the contractor be permitted to use the site for the preparation of and storage of materials for use other than on this Contract.	

	Schedule of Condition	
B	The Contractor, Prior to commencement of work on site, shall in conjunction with the Project manager /Architect, adjoining owners and relevant authorities prepare and agree a "schedule of Condition" of roads, paths, manholes, drains, etc., which are adjacent to the site. at completion of the works, but prior to formal hand-over, this schedule shall be checked and any work found to be damaged due to the Contractor's building operations shall be made good at the Contractor's expense.	
C	The Contractor shall also, prior to commencement of work on site, prepare and agree with the Architect a grid of existing site levels	
	Limitations of Working Space	
D	The Contractor is to take all reasonable precautions to prevent workmen, including those employed by sub-contractors, from trespassing on adjoining owner's property.	
	Overtime	
E	Where and when it is found necessary to work overtime in order to maintain progress or for other reasons the Architect's sanction in writing must first be obtained and any such sanction will only be granted on the understanding that such overtime will not entail the Employer in any payment thereby additional to the Contract sum unless the Architect shall otherwise direct.	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
A	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED) In cases where the Architect shall direct that the Contractor is to be paid the additional cost of overtime working which he may have sanctioned in writing, the additional cost concerned shall be limited to the net cost of overtime working payable to the operatives involved, plus an addition for overheads but subject to no other addition of any kind as the Architect may consider for this purpose:-	

B	(1) "Additional cost" shall mean the "non-productive element" of payments made to workpeople in accordance with the working rules of the relevant wage-fixing body for overtime working in excess of that allowed for by the contractor in the calculation of the contract sum; and	
C	(2) "Overhead" shall mean additional direct costs necessarily incurred by the contractor as a direct result of such additional temporary lighting, extended hours for canteen facilities, direct supervision and the like but shall exclude head or regional office costs or charges	
D	In this connection the contractors will be deemed to have made allowance in his tender for any overtime he considers necessary to complete the works by the agreed date	
	Use of Materials Found on Site	
E	The use of materials found on site shall be prohibited except for those specifically described as to be re-used and excavated material, which are suitable may be used for making up levels, etc. Should the Contractor discover materials on site he feels can be re-used as filling media he must obtain the Architect's written approval to their use prior to proceeding with incorporating them in the works.	
	Disposal of Materials	
F	Unless otherwise described all materials found on site shall be removed from site to a pit provided by the Contractor	
	Hoardings	
G	The Contractor is to construct and maintain, a strong temporary fence as necessary during the execution of the works and remove after completion of this contract.	
H	The Contractor is to provide all necessary additional access doors and gates complete with proper locks and fastenings and maintain, alter and adapt as necessary during the carrying out of the works.	
	To Collection	
ITEM	DESCRIPTION	AMOUNT

	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED) Temporary Name Boards A The Contractor is to erect a display board indicating the name of the registered project and the names of the various firms and persons engaged on the works. The dimensions, design and construction of the same are to be to the satisfaction of the Architect B Allow for the associated cost for the registration of the project; registration of all firms engaged in the projects. Employer's Notice Boards C During the course of the contract the Employer or his agents reserve the right to instruct the contractor to erect, "To Let", and other sign boards in suitable positions on the building and the contractor must allow for in his tender. D These sign boards are not to be obstructed or removed by the contractor without the consent of the Employer or his agent. When removed with authority, they are to be carefully stored until handed over. E The Contractor will be responsible for any damage or loss in respect of these sign boards from the time they are erected on the site until they are handed over to the Employer or to his agents. Advertising Rights F All rights in advertising in connection with this contract are strictly reserved to the Employer and the contractor is expressly forbidden to advertise or to permit to be advertised. G No information concerning this contract may be released to the press or to any other party or person without the prior consent of the Employer to whom the proposed press hand-out or other information shall be submitted in each case for approval Maintenance of Existing Services H The Contractor is to take all reasonable measures to ascertain the location of all existing services including liaising with local authorities, public undertakings, the Employer's representative and any other persons having knowledge of the site to avoid damage to any existing services	
	To Collection	
ITE	DESCRIPTION	AMOUNT

M		
	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>Maintenance of Existing Service (Continued)</p> <p>A The Contractor shall be responsible for protecting, upholding and maintaining all existing services during progress of the works and for giving all necessary notices to the statutory authorities and he is to make good any damage due to any cause within his control at his own expense or pay any costs and charges in connection therewith</p> <p>Order Of Execution and Completion of the Works</p> <p>B The Contractor will be required prior to commencement of the works to prepare a fully detailed programme and progress chart covering the whole of the work. The draft chart is to be submitted to the Architect for comment and after revision, if necessary, one copy is to be kept on the site and four copies supplied for the use of the Architect and other consultants. On this chart the contractor is to indicate the latest dates for receipt of information from the design team in connection with both the general work and work to be executed by nominated sub-contractors and suppliers. At any time during the progress of the works the Contractor shall allow at least seven days for receipt of information or clarification of queries. Such days shall exclude Saturdays, Sundays and Public Holidays. Refer to the relevant special condition of contract of the contract.</p> <p>C Progress of work executed on site shall be indicated weekly on the Contractor's copy of the chart and this information will be available for transfer by the Architect's representative to other copies of the chart</p> <p>D When for any reason the contract falls substantially behind programme or the sequence of the operations is materially altered the contractor shall, if so requested by the Architect, prepare a revised programme in the manner described above taking into account the current situation.</p>	
	To Collection	

ITEM	DESCRIPTION	AMOUNT
	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>A Temporary Accommodation and Facilities for Use of the Employer/Contractor</p> <p>Contractor shall provide temporary accommodation and facilities for use by the Resident Engineer/Clerk of works to the following standards: -</p> <ol style="list-style-type: none"> 1. Workable Floor spaces: 12- 16 square metres minimum 2. Furniture: Tables, Six chairs and One lockup desks. 3. Equipment: Work-top plan chest, filling cabinets, drawing board and tee square 4. Lighting 5. Protective clothing and survey equipment 6. Male and female latrine accommodation separate from general site latrine accommodation hereinafter described. <p>B In addition the Contractor shall provide for the said office all necessary electric light, daily cleaning and proper attendance and take down and clear away on completion or when no longer required and make good all work disturbed.</p> <p>C The Contractor is also to provide for the sole use of the Engineer or his representative, for the duration of the contract, a modern theodolite, level and staff in good condition and proper working order.</p> <p>D The Contractor shall also provide the full time services of a competent foreman to act under the directions of the Engineer or his representative. Protective clothing and boots for the sole use of the Engineer and visiting staff shall also be made available</p> <p>E The Contractor shall be responsible for cleaning, maintaining and protecting such instruments and clothing as may be necessary during the carrying out of the contract</p> <p>F The Contractor shall also provide accommodation either as part of his general site establishment or a separate accommodation space for holding site meetings chaired by the Architect generally or by the Contractor in respect of co-ordination meetings with sub-contractors. Such accommodation is to be sufficient to accommodate Contractor's organization and sub-contractors as required.</p> <p>G The setting of all temporary buildings, etc., is to be approved by the Architect</p>	

	To Collection	
ITEM	DESCRIPTION	AMOUNT
	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED) Setting out of Works and Tolerances A The Contractor shall survey the reinforced concrete structure floor by floor immediately after the completion of each section of the work. The survey (to be given to the Architect without delay before superincumbent work is constructed) shall record on a drawing the position, levels, dimensions and alignments of all parts of the structure and shall show clearly any divergence from the specified tolerances Adjoining Owners Property and Land B The Contractor is to make his own arrangements with adjoining owners regarding access to their premises where this is convenient or necessary for executing the works C Except as provided in the Contract conditions, the Contractor shall be held responsible for any damage to third party premises resulting from the works and shall make good such damage at his own expense to the reasonable satisfaction of the Architect and the owners or occupiers thereof or their authorized representatives Materials and Workmanship D The whole of the materials and workmanship are to be as described in these Bills of Quantities, the best of their respective kinds and all articles and materials unless otherwise described are to be of a standard or quality not less than those contained in the latest relevant standard. Standards of workmanship are to be not less than those contained in the Codes of	

	Practice where such are applicable to the works	
E	Standard of workmanship are to be not less than those contained in the Codes of Practice where such are applicable to the Works	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)	
	Materials and Workmanship (Continued)	
A	Samples of materials as may be required shall be furnished to the Architect by the Contractor without delay. The samples approved will be retained by the Architect who will be at liberty to reject all materials and workmanship not corresponding with the approved sample. All samples not forming part of the finished works shall be removed on completion of the works or when no longer required.	
B	The Contractor will forthwith remove all materials and workmanship rejected by the Architect in writing within such time as may be specified and replace them with others of such better quality as shall be satisfactory to the Architect and shall be approved by him	
C	In case the Contractor shall neglect or refuse to comply with the foregoing conditions, the Architect or his representative may on behalf of the Employer remove such materials and workmanship or any part thereof and replace the same with such other materials and workmanship as shall be satisfactory to him	
D	The Employer will deduct all expenses thereby incurred or for which the Employer may be liable, from the amount of any money which may be or become due to the Contractor or may recover the same by action at law or otherwise from the Contractor as the Employer may determine	

E	<p>All crates, packing cases and casings of all kinds containing goods delivered to the site and included in this contract, including goods supplied by nominated suppliers are, where required to be returned, shall be carefully preserved and properly nailed down and the contractor is to allow in his prices for re-addressing and returning them to the senders. He will be responsible for any loss or damage claimed</p> <p>Testing materials</p>	
F	The Contractor is to provide all samples of materials for testing and is to allow for delivery to the nominated testing authority	
G	If the results of any tests are unsatisfactory the cost of the testing and any resulting reconstruction which may be ordered by the Architect is to be borne by the contractor	
To Collection		
ITEM	DESCRIPTION	AMOUNT
	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>Temporary Works</p>	
A	In certain cases described herein, the contractor's proposals for temporary works may be required to be submitted to the Architect or Structural Engineer for prior approval	
B	Such approval, where given, will relate only to the general principles and methods proposed and in every case of the Contractor shall remain entirely responsible for the detailed design and adequacy of all temporary works required for completion of the Contract	
C	Where a suggested method of effecting temporary works has been described in the Bills of Quantities, and/or is indicated on the drawings, the Contractor may adopt some alternative method subject to the prior approval of the Architect or Engineer as described above, but in any case the Contractor will be held entirely responsible for the detailed design and adequacy of whatever method he adopts	

E	The Contractor will be required to enter into a Bond with one surety being a reputable local bank acceptable to the employer or guarantee society or insurance company for an amount equal to 10% of the contract sum, for the due and proper observance of the terms and stipulations of the Contract and pay the necessary stamp duties. In the event of the surety approved by the Employer dying or permanently leaving the country, or becoming bankrupt or insolvent or compounding with his or their creditors, the Contractor shall and will forthwith upon being required by the Employer to do so, obtain a joint security or security as the case may be, and obtain a new Bond for the due and proper observance of the terms of the Contract	
F	The Contractor may alternatively make a cash deposit of 10% of the contract sum with the Employer	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)	
	Certificates	
A	Payments in respect of fluctuations in prices of materials and rates of wages for contracts allowing price adjustments may be included in certificates; as per the relevant clause in the conditions of contract.	
B	Every application for a certificate by the contractor must be accompanied by a detailed priced statement setting forth the particulars of the works executed to date together with a list of materials on site	

C	<p>Prior to the issue of any certificate pursuant to the GCC Clause 34.2 of the NCC Conditions of contract, in which is included the value of materials or goods not incorporated into the works, the contractor shall provide to the Architect and the Quantity Surveyor a description and documentary evidence of the measures employed to ensure that the Contractor has the right to pass ownership of the said materials or goods to the Employer and that no contract of sale for the said materials or goods contains any clause maintaining reservation of title to the supplier or vendor. The contractor is further required to indemnify and will be deemed to have indemnified the Employer against any loss or claim in respect of the said materials for which he has requested payment and the value of which has been included in any party or of a supplier implementing a retention as a result of non-payment</p>	
D	<p>The Contractor's attention is drawn to the fact that NO provision is made for the certification of the value of materials stored off-site. In the event that the Architect should decide to exercise his discretion in this respect however, it will be necessary for the Contractor first to show that the sub-contract or contract of sale concerned contains the express show/proof</p>	
E	<p>Should this course be adopted, it may become necessary for the Quantity Surveyor to carry out a quantity and documentation check. Unless such payments have been specifically requested in writing by the Employer.</p>	
	<p>Price Adjustment/Fluctuations</p>	
F	<p>In the event of Tenders being accepted as described herein claims for adjustment of the Contract Sum for labour and materials cost variations in accordance with Clause 38.6 of the NCC conditions of Contracts</p>	
	To Collection	
ITEM	DESCRIPTION	AMOUNT

	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>Measurement of Variations</p> <p>A Measurement of variations will be carried out by the Quantity Surveyor who will give to the contractor an opportunity of being present. Completed measurements will be handed to the Contractor periodically for his check and queries, and sections of priced variation will similarly be handed to him at a later stage</p> <p>Measurement of the Works</p> <p>B Measurement of the works, executed in accordance with drawings and instructions of the Architect/Engineer, will normally be carried out by the Quantity Surveyor who will give the Contractor an opportunity of being present. Completed measurements will be handed to the contractor periodically for his check and queries and priced sections will similarly be handed to him at a later stage</p> <p>C Upon the request of the Quantity Surveyor the Contractor will furnish him with all invoices, receipts accounts and other vouchers that may be required in connection with the contract</p> <p>D Prior to the issue of a certificate the Contractor shall, if requested, produce for the Quantity Surveyor's inspection all receipted accounts relating to prime cost items and provisional sums and receipts for charges paid by the Contractor</p> <p>Wages Books</p> <p>E The Contractor will keep proper wages books and time sheets showing the wages paid to and time worked by the workpeople in his employ or in connection with the execution of the Contract and such wages books and time sheets will be produced whenever required for verification</p> <p>Labour Returns</p> <p>F The Contractor shall prepare for the Architect a daily distribution return showing the number and description of workpeople employed on the works including those employed by nominated sub-contractors. The returns are to be forwarded at the end of each week to the Architect</p>	
	To Collection	
ITE	DESCRIPTION	AMOUNT

M		
	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>Dayworks</p> <p>A Should it be found that work ordered by the Architect cannot properly be measured according to rules of EASMM and valued at bills of quantities rate, or at rates analogous thereto the contractor may be allowed daywork rates for such work on the instruction by the Architect prior to.</p> <p>B Where the Contractor intends to record authorized variation work on daywork vouchers the Architect is to be informed before such work commences. The daywork sheets in connection therewith must be priced and submitted to the Architect or his authorized representative for verification by not later than the end of the week following that in which the work has been executed dayworks.</p> <p>C For time and materials (except provisional and prime cost sums) the rates will be the standard rates included in Bills of Quantities with the additions for on cost as specified by the Contractor</p> <p>D The individual rates for plant shall be as quoted in the Bills of Quantities</p> <p>Drawings, etc.</p> <p>E The Contractor is to allow for the cost of any copies of drawings, specifications, etc., which he may require in excess of those provided without charge under conditions of contract.</p> <p>F All drawings, tracings, prints and writings, except letters, are to be considered the property of the Architect and they are to be returned to him on completion of the works.</p> <p>Attendance Upon Trades</p> <p>G The Contractor shall provide for attendance on and by all trades as may be required to complete the whole of the works</p>	

	To Collection	
ITEM	DESCRIPTION	AMOUNT
	<p>CONTRACT: OBLIGATIONS AND RESTRICTIONS IMPOSED BY THE EMPLOYER (CONTINUED)</p> <p>Services Drawings and Testing</p> <p>A At practical completion of the works the contractor is to deposit with the Architect two copies of each of record drawings showing in detail as actually executed drainage, electrical, heating and all other service installations and mains, together with certificates confirming that the installations have been TESTED and conform to the specification and requirements of the statutory authorities concerned</p> <p>B The Contractor will be responsible for obtaining from his sub-contractors all relevant drawings and certificates and for obtaining and requisite additional supporting certificates from statutory authorities</p> <p>C The Certificate of practical completion of the works will not be issued until the contractor has complied with the foregoing requirements.</p> <p>D Note: - The Contractor may obtain copy of negatives of the working drawings from the Architect for the purpose of preparing record drawings</p> <p>Building Maintenance and Job Diary</p> <p>E When required all sub-contractors and suppliers shall provide in duplicate information and operating and maintenance guidance about the materials or goods included within the works and where necessary record drawings for insertion in the relevant parts of the diary and shall be responsible for the accuracy of such information, guidance and drawings</p>	

	Handing Over	
F	Two weeks before any section of the work will be ready for handing over the contractor shall inform the Architect of the fact in writing	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	WORKS BY NOMINATED SUB-CONTRACTORS	
	Nominated Sub - Contractors	
A	Tenders for specialist services to be executed by nominated sub-contractors for which prime cost sums are included in these Bills of Quantities will normally be invited by the Architect from specialist firms and the Contractor will, be instructed to enter into sub-contracts with the selected tenderers.	
B	The Contractor will be responsible for the supervision and administration of all sub-contracts in accordance with the conditions including those applicable to the work of statutory undertakings whether carried out without charge or not and will be responsible for the organization and progression of all such work.	
C	The contractor must bear the additional costs to the sub-contract tender which he has been instructed to accept for any revisions to the sub-contractor's agreed programme which he requires for his own convenience	

	Attendance Upon Sub - Contractors	
D	The contractor is to add to all prime cost sums for work to be executed by nominated sub-contractors for general attendance as may be specifically required; he shall also include a profit margin on all nominated subcontractors works.	
E	General attendance on nominated sub-contractors and statutory undertaking engineers shall include for the following:-	
F	Use of temporary roads, pavings and paths	
G	Use of standing scaffolding, which shall be left in position until no longer required and also altered and adapted to suit the reasonable requirements of the nominated sub-contractors, etc.	
H	Use of hoisting facilities	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	WORKS BY NOMINATED SUB-CONTRACTORS (CONTINUED)	
	Attendance Upon Sub - Contractors (Continued)	
A	Use of sanitary accommodation and welfare facilities	
B	Providing office accommodation, lockable store and space for storage of plant and materials. The contractor will also be required to provide security to properties of all nominated sub-contractors including statutory undertakings; should there be any theft due to breakage of said lockable stores, the contractor shall replace at his own cost all articles lost.	
C	Providing light including leads, lamps, fittings, etc.	

D	Providing water supplies	
E	Clearing away rubbish	
F	Other attendance on nominated sub-contractors, etc., as defined in the Standard method of measurement of building works has been given where appropriate following each individual prime cost sum	
G	Note: - Where electric power is required the contractor is to allow for providing this supply to all floor levels and to positions convenient to nominated sub- contractors' work and shall include for all necessary leads, fittings, etc., and pay all necessary charges	
	GOODS AND MATERIALS FROM NOMINATED SUPPLIERS	
H	Nominated suppliers	
	All articles to be supplied by nominated suppliers for which prime cost sums are included in these Bills of Quantities and which the contractor has to fix or place in position or hand to sub-contractor for fixing will be delivered to the site unless otherwise described	
J	All goods and fittings delivered to the site are to be received into the charge of the Contractor who must satisfy himself that they are sound, correct and in good order and he will be required to replace at his own cost all articles lost or found to be damaged on completion	
K	The Contractor must bear the additional costs to the supplier's tender which he has been instructed to accept for any revisions to the supplier's agreed programme which he required for his own convenience	
L	The Contractor is to add to all prime cost sums for articles to be supplied by nominated suppliers for profit	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
A	GOODS AND MATERIALS FROM NOMINATED SUPPLIERS (CONTINUED) Fixing Only, etc. The prices for fixing only (or placing in position or handing to sub-contractors) articles supplied by nominated suppliers, or otherwise supplied to the contractor, are to include for receiving the articles unloading, getting in, sorting, hoisting, distributing, assembling and fixing only, etc., as described in the particular item and for casing up and projecting as required. WORKS BY PUBLIC BODIES	

	Statutory Undertaking Engineers B The Contractor is to note that in statutory undertaking engineers will require access to the building during the progress of the works for the purpose of installing their mains, equipment, etc. Attendance Upon Statutory Undertaking Engineers C The Contractor is to add for profit and general attendance as previously defined under the heading "Attendance upon sub-contractors" D Prime cost sums for work to be executed or charges to be made by local and statutory authorities will in all cases be net and all cash discount for the contractor excluded therefrom WORKS BY OTHERS DIRECTLY ENGAGED BY THE EMPLOYER Reservation of Rights of use of Site by Employer E The Project Manager/ Architect reserves the right of use the site or the building or any portion thereof for the execution of any work or storage of materials not included in this contract which he may decide to be carried out by other persons	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	WORKS BY OTHERS DIRECTLY ENGAGED BY THE EMPLOYER (CONTINUED) A The Contractor is to allow all reasonable access and facilities for the execution of such works but is not required to provide any plant or materials except by special arrangement and will hand over sections of the work as and when reasonable to enable such work to proceed. B The Contractor is to afford facilities to the Employer, his Architect and/or any other persons authorized by them in or upon the building and site so that this work may proceed simultaneously with the progress of the contract.	

C	<p>The provisions of this clause do not relieve the Contractor of any of his obligations under the contract</p> <p>Tradesmen, etc., Directly Engaged by the Employer or his Tenants</p>	
D	<p>The Contractor is to allow access for and permit the execution of work not forming part of this contract to be carried out by contractors, tradesmen or others directly engaged by the Employer or his tenants. Specific attendance upon, or builder's work in connection with such person will not be paid for as an addition to the contract sum unless specifically authorized by the Architect</p> <p>GENERAL FACILITIES AND OBLIGATIONS IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR</p> <p>Plant, Tools and Vehicles</p>	
E	<p>Notwithstanding any specific provisions measured in these Bills of Quantities in accordance with the EASMM the Contractor shall provide and maintain during the carrying out of the work and remove on completion all necessary plant, tools, vehicles, etc., for the use of all trades and sub-contractors engaged upon the works</p> <p>Scaffolding</p>	
F	<p>The Contractor shall provide, erect, maintain, alter and adapt as necessary and dismantle when no longer required and remove on completion all necessary scaffolding or staging, including boards, for the whole of the works including works to be carried out by nominated sub-contractors</p>	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	<p>IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR (CONTINUED)</p> <p>Scaffolding (Continued)</p>	
A	<p>Such scaffolding and staging shall include independent, suspended putlog or mobile scaffolds, hoist or ladder towers, access platforms, gantries, safety rails and barriers, bricklayers, birdcage, hop-up or other scaffolding, staging or the like or any other temporary means of access either internal or external</p>	

B	The Contractor's attention is drawn to the clause entitled "Attendance upon sub-contractors" where general attendance is to be provided for nominated sub-contractors and statutory undertaking engineers so far as the use of standing scaffolding is described	
C	If the contractor uses steel scaffolding, this will be painted or galvanized and kept free from rust. If any marks or damage are caused by rust from the scaffolding, the Contractor will be responsible for executing at his own expense all necessary remedial measures required by the Architect	
	Site Administration and Security	
D	The Contractor shall provide an adequate resident site staff including resident engineers, agent, general and sectional foremen, site surveyors, etc., and a sufficient number of men for the proper, complete and expeditious execution of the works and supply and cartage, workmanship and materials which, although not specifically mentioned, may be nevertheless incidentally necessary for the proper completion of the work described herein	
E	The Contractor will be responsible for keeping all persons under his control including men employed by sub-contractors and all unauthorized persons within bounds and will be responsible for the safety of all new and existing buildings, materials, plant, etc., and for all damage to premises and property, roads, footways, fences and gates by workmen, lorries or from any other cause whatsoever	
F	The contractor is to give the Architect then days notice in writing prior to executing any work affecting adjoining properties or utility services	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR (CONTINUED)	
	Site administration and security (Continued)	

A	No cutting through walls or floors is to be done other than as indicated by the drawings, without the sanction of the Architect and the Contractor will be held responsible for all damage arising through carelessness in this respect	
B	The contractor will be held responsible for all damage to the property of the public utility service authorities and for the making good of or paying for all damage thereto	
C	The contractor shall provide all watching, and lighting on the site of the works necessary for the carrying out of the works Protection of the works from inclement weather	
D	The contractor shall protect the Works as necessary against damage or the harmful effects of weather conditions Water for the works	
E	The contractor shall provide water for the whole of the works including that required by sub-contractor together with all necessary temporary connections, plumbing, storage tools, fittings, etc., give notice to the local water supply authority, pay all charges and clear away on completion and make good. Lighting and power for the works	
F	The contractor shall provide all necessary and adequate temporary lighting and power including all necessary leads, lamps and fittings, etc., and pay all charges for electric current or other fuel consumed Temporary roads, hard standings and similar items	
G	The contractor shall provide all necessary temporary roads, paths, gangways, hard standings, crossings, etc., into, on and around the site of the works for lorries, carts, barrows, etc. Including all necessary excavation or making up levels to ramps, etc., both for his own use and for the use of all sub-contractors and for the delivery of materials, etc., and for the proper execution of works	
	To Collection	
ITEM	DESCRIPTION	AMOUNT
	IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR (CONTINUED)	
	Traffic regulations	

A	The Contractor shall comply with all police regulations relative to movement of vehicles, standing vehicles, restrictions as to parking and the like	
	Safety, Health and Welfare of Workpeople	
B	The Contractor shall provide such welfare and safety measures and amenities required by the nature and situation of the works up to a suitable standard	
C	In addition the Contractor shall ascertain and comply with the requirements of all local and statutory authorities in particular the Contractors Registration Board of Tanzania by law in respect of safety precautions taken during construction having regard to building to be erected	
	Disbursements Arising from the Employment of Workpeople	
D	The Contractor shall comply with the requirements of any national or local trade agreements operating in the area in which the work is to be carried out	
E	The Contractor, through his labour relations officer, will be expected to take all necessary steps to avoid disputes in collaboration with recognized trades union officials, and in this connection will be expected to provide welfare facilities to standards not less than those prescribed by the statutory regulations	
	Maintenance of Public Highways	
F	The Contractor shall clear all deposits of mud or clay from the public highways as they arise should such deposits be attributable to the vehicles of the contractor and any supplier or sub-contractor under the contract	
	Removal of rubbish, protective casings and coverings and cleaning the works on completion	
G	The Contractor shall remove all rubbish, debris and surplus material, etc., including that arising from sub-contractors' work, etc., at regular and frequent intervals during the carrying out of the Contract to maintain a clean and safe site and on completion clean all floors and pavings, clean all glass on both sides, remove all paint splashes, clean out all rainwater heads and down pipes, drains, gullies, manholes, etc., touch up all paintwork and leave the whole of the works in a clean and perfect condition ready for immediate occupation and use	
	To Collection	
ITEM	DESCRIPTION	AMOUNT

	<p>IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR (CONTINUED)</p> <p>Tape Protection to Windows, Entrance Screens and Doors</p> <p>A The windows, entrance screens and doors will be supplied with tape protection and the sub-contractor will strip off tape and clean down</p> <p>B The Contractor should allow for any additional protection he may deem necessary and also arrange with the sub-contractor a programme for stripping and cleaning down.</p> <p>Drying the Works</p> <p>C The Contractor will be responsible for and is to allow controlling the humidity of the building immediately before handing over and at all other times (including holiday periods) as may be necessary to facilitate the progress and completion of the works, including the work of sub-contractors, as described in the clauses hereafter.</p> <p>Temporary Fencing, Hoardings, Screens, Fans, Planked Footways, Guard Rails, Gantries and Similar items</p> <p>D The Contractor shall provide and erect all necessary hoardings, fences, fans, screens, strutting, shoring, gantries, footways, etc., temporary or otherwise for or in consequence of any of the works or for the protection and security of all persons and property whatsoever and take down and clear away on completion or when no longer required and make good all work disturbed</p> <p>E The Contractor shall provide all temporary lighting and obtain all licenses and consents, pay all deposits legally demandable, maintain, alter and adapt as necessary and comply with the requirements of the local and other authorities in respect of all the hoardings, fences, screens, strutting, shoring, gantries, footways, etc., previously described as necessary during the carrying out of the works</p> <p>F Note:- Any fees or charges (not deposits) payable in connection with the foregoing items of hoardings, fences, fans, screens, strutting, shoring, gantries, footways, etc., should be allowed for this purpose</p>	
	To Collection	
ITE	DESCRIPTION	AMOUNT

M		
	<p>IMPLICIT IN THE CONTRACT AND AT THE DISCRETION AND RISK OF THE CONTRACTOR (CONTINUED)</p> <p>Control of Noise, Pollution and all Other Statutory Obligations</p> <p>A The and surrounding buildings will be in occupation during the course of this contract and the Contractor is to allow in his prices and programming for carrying out the work so as to cause the minimum disturbance to the occupants and the exercise of all due precautions and for complying with all reasonable instructions from the Architect to achieve this</p> <p>B The Contractor shall make every endeavor to reduce construction noise to the minimum. All power tools shall have efficient silencing jackets</p> <p>C The Contractor shall take all reasonable precautions to ensure the efficient protection of all streams and waterways against pollution arising out of or by reason of the execution of the works</p> <p>D The Contractor shall take all necessary precautions to prevent nuisance from water, smoke, dust, rubbish and other causes</p> <p>E The contractor is to comply with all statutory enactments and obligations not previously defined arising out of or as a direct consequence of the execution of the works</p> <p>F No claim will be admitted by reason of the Contractor having failed to comply with all or any of the foregoing conditions</p>	
	To Collection	

ITEM	DESCRIPTION	AMOUNT
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	<p>COLLECTION</p> <p>1/1</p> <p>1/2</p> <p>1/3</p> <p>1/4</p> <p>1/5</p> <p>1/6</p> <p>1/7</p> <p>1/8</p> <p>1/9</p> <p>1/10</p> <p>1/11</p> <p>1/12</p> <p>1/13</p> <p>1/14</p> <p>1/15</p> <p>1/16</p> <p>1/17</p> <p>1/18</p> <p>1/19</p> <p>1/20</p> <p>1/21</p> <p>1/22</p> <p>1/23</p> <p>1/24</p>	
ITE	DESCRIPTION	AMOUNT

M		
	1/25 1/26 1/27 1/28 1/29 1/30	
BILL NR I - PRELIMINARIES AND GENERAL CONDITIONS OF CONTRACT CARRIED TO GENERAL SUMMARY		

BILLS OF QUANTITIES

FOR

PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER
AT BLOCK "J" PLOT NO: 157, MBEYA CITY.

CLIENT INFO:

HEALTH & INSURANCE MANAGEMENT SERVICES
ORGANIZATION

Address: 01, JACARANDA, P.O.BOX 2827, 53107 Mbeya Tanzania

Phone: (+255) 25 250 0887

Email: info@himso.or.tz

CONTENTS

1. MODERNISATION OF MAIN OFFICE BUILDING AND CONVERSION OF TRAINNING CENTRE (CURRENTLY THE SERVANT QUARTERS)
2. MODERNISATION OF OUTDOOR FACILITIES AND SUPPLIES

**1. MODERNISATION OF MAIN OFFICE BUILDING AND
CONVERSION OF TRAINNING CENTRE (CURRENTLY THE
SERVANT QUARTERS)**

PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	WORKS FOR MODERNISATION OF MAIN OFFICE BUILDING AND CONVERSION OF TRAINING CENTER WORKS DEMOLITION AND ALTERATION WORKS <i>Carefully remove or take down parts of the existing building; including removing all unnecessary materials, and keep away from site as described by Engineer</i> (TO MAIN OFFICE BUILDING)				
A	Remove existing windows	18	nr		
B	Remove existing Hand wash basin	3	nr		
C	Remove Asian and European Toilet	3	nr		
D	Remove parts of Block wall	14	m ²		
E	Remove Existing curtain wall	22	m ²		
F	Remove Existing shower kit	1	nr		
	(TO TRAINING CENTER)				
A	Remove existing windows	6	nr		
B	Remove existing Hand wash basin	1	nr		
C	Remove Asian and European Toilet	1	nr		
D	Remove Existing shower kit	1	nr		
	RE ALLOCATION AND REPLACEMENT				
	<i>The demolished window should be replaced by Hardwood door, Fill area of demolished door with block wall</i>				
	DEMOLITION OF GLASS PARTITION WALL (TO MAIN OFFICE BUILDING)				
	Carefully remove or take down glass walls and timber connection to a currently board room for the extension, where necessary; keep clean all removed parts for re-use in extension of board room.	1	Item		
	To collection				

PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Ite m	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	EXTENSION OF ENTRANCE VERANDAH (TO MAIN OFFICE BUILDING) Concrete Verandah, Construct Reinforced inside concrete Grade 20 mix ratio (1:2:4) with two columns(m/s), BRC mesh Bs 142, Formworks to sides, including all necessary excavation and earthworks, backfilling and Disposal. Finished with Black pipe Handrail baluster	1	item		
A					
B	Columns, Construct Reinforced inside concrete columns grade 20 mix ratio (1:2:4), 12mm Diameter reinforcements, reinforced inside column Base with 12mm diameter reinforcement, including all necessary formworks, Excavation and earthworks	2	item		
	CONSTRUCTION OF RAMP (TO MAIN OFFICE BUILDING) Ramp, Providing and laying factory made permeable paving blocks, 80mm thick C.C permeable paver block of M-30 grade with approved color design and pattern including all necessary excavation and earthworks, Finished with Black Pipe Handrail baluster.	1	item		
C					
	WALLING (TO DEMOLISHED DOORS OF THE MAIN OFFICE BUILDING) <i>Blockwork; solid concrete blocks; B.S.2028 Type A, compressive strength 3.5 N/sq.mm in cement mortar(1:3)</i>				
G	230mm thick	7	m ²		
	BOARDROOM EXTENSION (TO MAIN OFFICE BUILDING) Dry wall partition <i>Supply and fix a 100 x 50 x 1.4mm hollow bronze anodized section framing to full height partition wall with three panels of 6mm thick Clear glass on two top panels and 4mm Thick Melamine Board on Bottom as described in the drawing, including all necessary accessories and Iron mongers.</i>				
C	Partition wall	30	m ²		
D	900 X 2400mm Single Door	1	Nr		

	To collection				
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	PAINTING WORK				
	WALL PAINTING (TO MAIN OFFICE BUILDING)				
	Painting, Internal work, three coats, one coat of primer and two final coats of silk acrylic emulsion paint, including skimming work to plastered surface				
E	Internal wall	597	m²		
	Painting, external work, three coats, one coat of primer and two final coats of weather guard paint, including skimming work to plastered surface.				
F	External wall	209	m²		
	WALL PAINTING (TO TRAINING CENTER)				
	Painting, Internal work, three coats, one coat of primer and two final coats of silk acrylic emulsion paint, including skimming work to plastered surface				
E	Internal wall	110	m²		
	Painting, external work, three coats, one coat of primer and two final coats of weather guard paint, including skimming work to plastered surface				
F	External wall	67	m²		

	To collection				
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	<p style="text-align: center;">DOORS</p> <p style="text-align: center;">DOORS (TO MAIN OFFICE BUILDING)</p> <p><i>Paneled doors; 45 x 150mm tops rails and slides, 45 x 175mm bottom rails; 45 x 150mm intermediate rails; two panels infilled with 35 x 100mm tongued, grooved and vee joined one side vertical boarding including frame, mullion, transom, glazing and all necessary iron monger</i></p>				
H	1,200 X 2,700mm High Double Door	1	Nr		

	To collection				
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Ite m	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	WINDOWS				
	ALUMINIUM WINDOWS (TO MAIN OFFICE BUILDING)				
	Supply and fix aluminum framed windows complete with 5mm thick tinted laminated glass, Mosquito gauze, ironmongery and all accessories with Metal grill comprise of 4mm thick flat bars framed with 28mm square pipe and all necessary paintings:				
B	Size 1750 mmx 1800 mm high	10	nr		
C	Size 1000 mmx 1000 mm high	2	nr		
D	Size 1000 mmx 1200 mm high	1	nr		
E	Size 1500 mmx 1800 mm high	1	nr		
F	Size 900 mmx 1000 mm high	3	nr		
	GRILL WORKS (TO MAIN OFFICE BUILDING)				
	mild steel; BS 4360				
	Window grilles; consisting of angle frames; mild steel bars or the like; ends welded; angles cut; mitered welded; all welding ground to smooth Finish, pattern to Architects approval				
G	Size 1750 mmx 1800 mm high	10	nr		
H	Size 1000 mmx 1000 mm high	2	nr		
I	Size 1000 mmx 1200 mm high	1	nr		
J	Size 1500 mmx 1800 mm high	1	nr		
K	Size 900 mmx 1000 mm high	3	nr		

	To collection				
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	ALUMINIUM WINDOWS (TO TRAINING CENTER) Supply and fix aluminum framed windows complete with 5mm thick tinted laminated glass, Mosquito gauze, ironmongery and all accessories with Metal grill comprise of 4mm thick flat bars framed with 28mm square pipe and all necessary paintings:				
A	Size 1750 mmx 1800 mm high	4	nr		
B	Size 900 mmx 1000 mm high	1	nr		
C	Size 2000 mmx 1800 mm high	1	nr		
	GRILL WORKS (TO TRAINING CENTER) mild steel; BS 4360 Window grilles; consisting of angle frames; mild steel bars or the like; ends welded; angles cut; mitered welded; all welding ground to smooth Finish, pattern to Architects approval				
D	Size 1750 mmx 1800 mm high	4	nr		
E	Size 900 mmx 1000 mm high	1	nr		
F	Size 2000 mmx 1800 mm high	1	nr		
	ROOFING				
	GUTTER REPLACEMENT (TO MAIN OFFICE BUILDING)				
A	80mm diameter socketed rainwater UPVC Gutter include sealing joints in the running length; plastic holderbats; fixing to backgrounds requiring plugging	58	m		
	GUTTER REPLACEMENT (TO TRAINING CENTER)				

B	80mm diameter socketed rainwater UPVC Gutter include sealing joints in the running length; plastic holderbats; fixing to backgrounds requiring plugging	37	m		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
1	PLUMBING AND ENGINEERING INSTALLATION RENOVATION (TO MAIN OFFICE BUILDING AND TRAINING CENTER)				
	<i>Supply and fix/install the following sanitary appliances including all connections and fixing to FLOORS or WALLS as necessary or approved by services Engineers.</i>				
A	Supply and install Asian (Squatting) type WC pans complete with all necessary accessories - (CAT606) - RAK type or equal approved by Engineer including Flushing Cistern tank complete with flushing pipe and all other necessary accessories - KARIBA type or equal approved by Engineer	No.	3		
B	Supply and install of Complete hand wash basin (HWB), size 550x450x200mm complete with self-closing; Semi pedestal and chain stay hole; fair line 1/2in pillar taps with clear acrylic handles (Fiore type); 1 1/4in bead chain waste and plug; 80cm slotted tail bolt stay; iso-valve servicing valves. rubber plug with slotted tail; 32mm plastic bottle trap with 75mm seal - Castle ware type or equal approved by Consultant	No.	3		
C	Finned and plain plastic W.C outlet connector (P-trap and inspection elbow) class B	No.	3		
D	Supply and install 100mm x 100mm width high quality uPVC Floor drain trap built in concrete sinks and to the floor tiles with proper finish - ERA Type	No.	2		
E	Supply and install of "shower kit single" complete with all its fittings and accessories	No.	1		
F	Supply and install of Shower kit Mixer complete with all its fittings and accessories	No.	2		
G	Supply and install 60 x 45 x 6 mm thick Frameless Mirror - ROMO Xpertials Castle ware type or equally approved by Engineer	No.	3		

H	Supply and install of Stainless steel Soap Dish with all necessary accessories - Castle ware type or equal approved by Engineer	No.	3		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
I	Supply European type WC; Close coupled floor standing with complete combination wash down outlet, dual flush cistern fittings 2.5litres or less for half flush and 3.5litres or less for full flush, seat and cover and all accessories. "P" or "S" trap pans; bedding outlets in mastic; fixing with brass screws to backgrounds requiring plugging. as per "RAK" type or equal approved by Consultant	No.	1		
J	Supply and install of WC support/grabbing bars 800MM CT1205060B&M (2 No.), SANITANA type or equal approved by Engineer	Set	1		
2	WATER SUPPLY <u>Draw off taps; stop valves; copper alloy to BS 5154 or BS 1010:</u>				
A	Supply and install of Bib Tap Plain 15mm (1/2" Dia.) Venus TYPE	pcs	5		
B	Supply and install Flexible pipes to all sanitararia including HWB and WC	No.	10		
C	Supply Chrome metal Flex Shu tuff (Douche spray) 13mm diameter X 2000mm long flexible hose double interlock Anti Twist System and fixed support black with Fischer kit fix - Alberton Type	No.	5		
D	Supply and install 1/2" angle valve chrome colored (1390002 Fortis) to all sanitararia including HWB and WC - Jaguar type or equal approved by Engineer	No.	14		
3	<i>Supply and install the following IPS pipes including its to install Complete with all fittings and accessories also including chasing the block work and then replaster the surface:</i>				
A	25mm (3/4") IPS pipe PN10	m	20		
B	20mm (1/2") IPS pipe PN10	m	30		
	<u>GS Gate valves</u>				

C	25mm (3/4") gate valve	Pcs	2		
D	20mm (1/2") gate valve	Pcs	6		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
4	<u>WASTE AND VENT PIPES:</u>				
	<i>Supply and install UPVC pipes to the floor/slab or chassed block work; Class 'B'; including fittings in running length Complete with all fittings and accessories for pipe work installation</i>				
	A OD50mm (1 1/2") uPVC pipe PN6 (Class B)	m	30		
	B OD110mm (4") uPVC pipe PN6 (Class B)	m	20		
	Extra fittings				
	C OD50mm (1 1/2") uPVC Elbow with inspection	Pcs	4		
	D OD50mm (1 1/2") uPVC Elbow	Pcs	18		
	E OD110mm (4") uPVC Elbow	Pcs	20		
	F OD110mm (4") uPVC Elbow with inspection	Pcs	5		
	G OD50mm (1 1/2") uPVC Tee	Pcs	2		
	H OD110mm (4") uPVC Gully trap	Pcs	2		
	<u>GULLY TRAP</u>				
	I Repair of a standard Gully trap 400mm x 400mm internal dimensions deep including of repair of Concete cover and make it water/ air tight (gully trap cover)	No.	2		
	<u>MANHOLE:</u>				
	J Repair of standard manhole size 600mm x 600mm thick with its Concrete cover 50mm thick with mesh and concrete grade '20' and make it air and water tight also into make sure it fit well into the chamber	No.	2		

5	<u>REMOVING SANITARIES:</u> Allow work of removing the old sanitary fittings and fixture to the toilet rooms	Item	1		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	ELECTRICAL INSTALLATION				
1	DISTRIBUTION SYSTEM				
A	Single phase distribution body (DB) MCBs 6 as TRONIC make	No	1		
B	Single phase Circuit breaker 63A/30mA as TRONIC make	No	0		
2	POWER POINTS				
A	2 X 13A switch socket with multipurpose ports for plugging as TRONIC make	No	18		
B	Conduit Elbow angle 20mm	No	50		
C	25A Cooker control unit switch TD as TRONIC make	No	0		
3	SWITHES				
A	10A 1 gang 1-way flush TD light switch as TRONIC make OR as approved equivalent	No	2		
B	10A 3 gang 1-way flush TD light switch as TRONIC make OR as approved equivalent	No	2		
C	metal squire box double	No	0		
D	10A 1 gang 2-way flush TD light switch as TRONIC make OR as approved equivalent	No	4		
E	Earth net wire	mts	50		
F	Energy server lamp surface 18w	No	22		

4	CABLES				
A	1C x 1.5mm sq PVC copper cable as Euro make				
	(i)Red	mts	100		
	(ii)Black	mts	100		
	(ii)Yellow/Green	mts	100		
B	1C x 2.5mm sq PVC copper cable as Euro make				
	(i)Red	mts	100		
	(ii)Black/blue	mts	100		
	(ii)Yellow/Green	mts	100		
C	1C x 10mm sq PVC copper cable as Euro make blue	mts	0		
D	1C x 10mm sq PVC copper cable as Euro make red	mts	0		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
5	FIXED ENCLOSURES FOR CABLE RUNS				
A	Use 3/4 inch 20mm PVC conduit for full conduit wiring system	Pc	50		
B	Connector conduit (straight) 3/4 inch 20mm	Pc	30		
C	Gypsum screws	Box	0		
D	Single square box(metal) tronic	Pc	6		
E	Double square box(metal) tronic	Pc	18		
F	Vin tape	Pc	4		
G	Ceiling Nails 2.5"	kg	2		
H	square Junction box 3/4 inch	Pc	20		
I	square Junction box 3/4 inch covers	Pc	20		
6	EARTHING SYSTEM				
A	Salt	kg	0		
B	Charcoal	kg	0		
C	Earth electrode pure copper 12mm sq 5ft	pc	0		

D	1C x 4mm sq PVC Earth wire coper cable as Euro make yellow/Green	mts	o		
To collection					
PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)

	COLLECTION				
	1/1				
	1/2				
	1/3				
	1/4				
	1/5				
	1/6				
	1/7				
	1/8				
	1/9				
	1/10				
	1/11				
	MODERNISATION OF MAIN OFFICE BUILDING AND CONVERSION OF TRAINING CENTRE TO GENERAL SUMMARY				

2. MODERNISATION OF OUTDOOR FACILITIES AND SUPPLIES

PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING AND CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.					
Item	Description	Qty	Unit	Rate (TZS)	Amount (TZS)
	EXTERNAL WORKS MODERNISATION				
	Rebuilding and or conversion				
	PAVING AND RENNOVATION				
A	Remove oversite concrete, and clear the area to receive paving blocks(m/s)	142	m ²		
B	200x 100x60mm thick precast concrete interlocking paving blocks, compressive strength of 35-40Mpa, with pencil round edge, lottery trowel textured surface finished in approved pattern laid to falls, crossfalls and slope not exceeding 15 degree to the horizontal on well compacted sand bedding (m/s) including DPM(m/s) with open joints, jointed in dry approved river sand, including brooming, compacting, and rolling.	383	m ²		
TOTAL MODERNISATION OF OUTDOOR FACILITIES AND SUPPLIES TO GENERALSUMMARY					

**GENERAL SUMMARY FOR PROPOSED MODERNISATION OF HIMSO OFFICE BUILDING
AND
CONVERSION OF TRAINING CENTER AT BLOCK "J" PLOT NO : 157, MBEYA CITY.**

Item	Description	Page	Amount (TZS)
A	Bill Nr. 1 Preliminary and General		
B	Bill. Nr. 2 Specifications		
C	Bill. Nr. 3 Measured Works		
D	MODERNISATION OF MAIN OFFICE BUILDING AND CONVERSION OF TRAINING CENTRE (CURRENTLY THE SERVANT QUARTERS)		
E	MODERNISATION OF OUTDOOR FACILITIES AND SUPPLIES		
SUB-TOTAL (VAT INCLUSIVE)			

GRAND TOTAL (VAT INCLUSIVE)			

4. Special Power of Attorney³

KNOW ALL MEN BY THESE PRESENTS THAT I the undersigned [*insert name of the Tenderer*] being [*insert designation*] of [*insert name of the company*] of [*insert company address*] having its registered office at [*insert physical address of company*];

WHEREAS in course of business it is necessary to bid for tenders and enter into contracts;

NOW THEREFORE KNOW ALL MEN THAT I [*insert name of the Tenderer*] by virtue of authority conferred to me by the Board Resolution No [*insert Board Resolution Number*] of [*insert day*] day of [*insert Board Resolution month and year*], do hereby ordain, nominate, authorize, empower and appoint [*insert name of Attorney*] of [*insert address of the Attorney*] to be our true lawful Attorney and Agent with full power and authority for us and in our names and for our accounts and benefits, to do any, or all of the following acts, in the execution of tender No. [*insert tender number*] that is to say;

To act on my behalf or for the company and do any other thing or things incidental for [*insert tender Number*] of [*insert description of procurement*] for the [*insert name of the procuring entity*];

AND provided always that this Power of Attorney shall not revoke or in any manner affect any future Power of Attorney given to any other person or persons for such other power or powers shall remain and be of the same force and affect as if this deed has not been executed.

AND we hereby undertake to ratify everything, which our Attorney or any substitute or substitutes or agent or agents duly appointed by him under this power on his behalf herein before contained shall do or purport to do in virtue of this Power of Attorney.

SEALED with the common seal of the said [*insert name of the company*] and delivered in the presence of us this [*insert date*] day of [*insert month*] [*insert year*].

IN WITNESS whereof we have signed this deed on this [*insert date*] day of [*insert month*] [*insert year*] at [*insert place*] for and on behalf of [*insert name of the company*]
.....

³ Note: Power of Attorney for a Foreign Firm may be presented in any other acceptable format

SIGNED AND DELIVERED by the said
[insert name of Tenderer] Identified to me
by **[insert name]**
The latter being known to me personally } this [insert date, month and year]

.....
TENDERER

BEFORE ME:

Name:

Address:

Qualification:

Signature:.....
COMMISSIONER FOR OATHS

Acknowledgement

I [insert name of Attorney] doth hereby acknowledge and accept to be Attorney of the said
[insert name of the company/donor] under the Terms and Conditions contained in this
Power of Attorney and I promise to perform and discharge my duties as the lawfully
appointed Attorney faithfully and honestly.

SIGNED AND DELIVERED by the said
[insert name of Attorney] Identified to me
by **[insert name]**
The latter being known to me personally
this [insert date, month and year], }

.....
ATTORNEY

BEFORE ME

Name:

Address:

Qualification:

Signature:.....

COMMISSIONER FOR OATHS

7. Tender Security (Bank Guarantee)

*[If required, the **Bank/Tenderer** shall fill in this Bank Guarantee form in accordance with the instructions indicated in brackets.]*

[insert bank's name, and address of issuing branch or office]

Beneficiary: *[insert name and address of Procuring Entity]* **Date:** *[insert date]*

TENDER GUARANTEE No.: *[insert number]*

We have been informed that *[insert name of the Tenderer; if a joint venture, list complete legal names of partners]* (hereinafter called "the Tenderer") has submitted to you its Tender dated *[insert date]* (hereinafter called "the Tender") for the execution of *[insert name of Contract]* under Invitation for Tenders No. *[insert IFT number]* ("the IFT").

Furthermore, we understand that, according to your conditions, Tenders must be supported by a Tender Guarantee.

At the request of the Tenderer, we *[insert name of bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount in figures expressed in TZS or the equivalent amount in an international freely convertible currency]* (*[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer is in breach of its obligation(s) under the Tender conditions, because the Tenderer:

- (a) has withdrawn its Tender during the period of Tender validity specified by the Tenderer in the Form of Bid; or
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers (hereinafter "the ITT") of the IFT; or
- (c) having been notified of the acceptance of its Tender by the Procuring Entity during the period of Tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Tenderer is the successful Tenderer, upon our receipt of copies of the Contract signed by the Tenderer and of the Performance Security issued to you by the Tenderer; or (b) if the Tenderer is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer that the Tenderer was unsuccessful, or (ii) twenty-eight days after the expiration of the Tenderer's Tender.

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[signature(s) of authorized representative(s)]

8. Form of Tender Security (Tender Bond)

BOND NO. _____

BY THIS BOND _____ as Principal (hereinafter called "the Principal"), and _____, authorized to transact business in _____, as Surety (hereinafter called "the Surety"), are held and firmly bound unto _____ as Obligee (hereinafter called "the Purchaser") in the sum of _____ (_____), for the payment of which sum, well and truly to be made, we, the said Principal and Surety, bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has submitted a written Tender to the Purchaser dated the ____ day of _____, 20__, for the construction of _____ (hereinafter called the "Tender").

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Principal:

- (a) withdraws its Tender prior to the Tender validity expiry date set forth in the Form of Tender, or any extended date provided by the Tenderer; or
- (b) refuses to accept the correction of its Tender by the Purchaser pursuant to **ITT**
- (c) having been notified of the acceptance of its Tender by the Purchaser prior to the expiry date of the Tender validity or any extension thereto provided by the Tenderer; (i) fails or refuses to execute the Contract Form, if required; or (ii) fails or refuses to furnish the Performance Security in accordance with the Instructions to Tenderers;

then the Surety undertakes to immediately pay to the Purchaser up to the above amount upon receipt of the Purchaser's first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

The Surety hereby agrees that its obligation will remain in full force and effect up to and including the date 28 days after the date of expiration of the Tender validity set forth in the Form of Tender or any extension thereto provided by the Tenderer.

IN TESTIMONY WHEREOF, the Principal and the Surety have caused these presents to be executed in their respective names this ____ day of _____ 20__.

Principal: _____ Surety: _____

Corporate Seal (where appropriate)

(Signature)

(Printed name and title)

(Signature)

(Printed name and title)

9. Form INTEG- UNDERTAKING BY TENDERER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

Each Tenderer must submit a statement, as part of **the Tender** documents, in either of the two given formats which must be signed personally by the Chief Executive Officer or other appropriate senior corporate officer of **the Tendering** company and, where relevant, of its subsidiary in the United Republic of Tanzania. If a tender is submitted by a subsidiary, a statement to this effect will also be required of the parent company, signed by its Chief Executive Officer or other appropriate senior corporate officer.

MEMORANDUM (Format 1) **(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446 of 2013 as amended in 2016.)**

This company _____ [*name of company*] places importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. It is pleased to confirm that it will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer their relations or business associates, in connection with its tender, or in the subsequent performance of the contract if it is successful.

This company has an Anti-Bribery Policy/Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects, or contract including agents, consultants, consortium partners, sub- contractors and suppliers. **Copies of our Anti-Bribery Policy/Code of Conduct and Compliance Program are attached.** ⁴

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

⁴Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Tenderer. For tenders submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

MEMORANDUM (Format 2)

(Regulation 78(2) of the Public Procurement Regulations, 2013 - Government Notice No. 446 of 2013 as amended in 2016.)

This company _____[name of company] has issued, for the purposes of this tender, a Compliance Program⁵ copy attached -which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by its managers and employees, as well as by all third parties working with this company on the public sector projects or contract including agents, consultants, consortium partners, subcontractors and suppliers.

Authorized Signature:_____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

⁵Signing of this memorandum is not sufficient if it is not accompanied by the Anti-bribery Policy/Code of Conduct and Compliance programme of the Tenderer. For tenders submitted by the JVCA each member must submit its Anti-bribery Policy/Code of Conduct and Compliance programme.

Technical Submission

1. Site Organization
2. Method Statement
3. Mobilization Schedule
4. Construction Schedule
5. Environmental and Social Management Strategies and Implementation Plans
6. Code of Conduct (ES)
7. Equipment
8. Key Personnel Schedule
9. Others

Site Organization

The Tenderer shall include hereunder an organizational diagram indicating his proposed project organization, including Head Office management and possible sub-contractors.

The chart shall be sufficiently detailed to enable an assessment of the number of supervisory staff and foremen available on site to the extent that CVs requested under Personnel, such candidate shall be identifiable on the attached organization diagram.

Method Statement

The Tenderer is expected hereunder to detail clearly how he intends to execute the works and complete the entire work in accordance with the proposed programme

Mobilization Schedule

In accordance with the General Conditions of Contract Sub-Clause 4.1.6, the Contractor shall not carry out mobilization to Site unless the Project Manager gives consent that appropriate measures are in place to address environmental and social risks and impacts, which at a minimum shall include applying the Management Strategies and Implementation Plans (MSIPs) and Code of Conduct for Contractor's Personnel, submitted as part of the Tender and agreed as part of the Contract

Construction Schedule

The construction schedule shall include the following key milestones:

- *No-objection to the Contractor MSIPs, which collectively form the C-ESMP*
- *Constitution of the DARB*

ES Management Strategies and Implementation Plans

(ES-MSIP)

*The Tenderer shall submit comprehensive and concise Environmental and Social Management Strategies and Implementation Plans (ES-MSIP) as required by **ITT 11.1 (g)** of the Tender Data Sheet. These strategies and plans shall describe in detail the actions, materials, equipment, management processes etc. that will be implemented by the Contractor, and its subcontractors.*

In developing these strategies and plans, the Tenderer shall have regard to the ES provisions of the contract including those as may be more fully described in the Works Requirements described in Section VII.

Form EQU: Equipment

The Tenderer shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section IV, **Qualification and Evaluation Criteria**. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Tenderer.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Tenderer.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

Personnel

Form PER -1

Contractor's Representative and Key Personnel Schedule

Tenderers should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

Contractor' Representative and Key Personnel

1.	Title of position: Contractor's Representative	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
2.	Title of position: <i>[insert title]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
3.	Title of position: <i>[insert title]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

4.	Title of position: <i>[insert title]</i>	
	Name of candidate:	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
5.	Title of position: <i>[insert title]</i> <i>[Where a Project SEA risks are assessed to be substantial or high, Key Personnel shall include an expert with relevant experience in addressing sexual exploitation, sexual abuse and sexual harassment cases]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>
6.	Title of position: <i>[insert title]</i>	
	Name of candidate	
	Duration of appointment:	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i>
	Time commitment: for this position:	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i>
	Expected time schedule for this position:	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i>

**Form PER-2:
Resume and Declaration
Contractor's Representative and Key Personnel**

Name of Tenderer

Position [#1]: <i>[title of position from Form PER-1]</i>		
Personnel informatio n	Name:	Date of birth:
	Address:	E-mail:
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: <i>[language and levels of speaking, reading and writing skills]</i>	
Details		
	Address of PE:	
	Telephone:	Contact (manager / personnel officer):
	Fax:	
	Job title:	Years with present PE:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
<i>[main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

Declaration

I, the undersigned *[insert either “Contractor’s Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitment	Details
Commitment to duration of contract:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>
Time commitment:	<i>[insert period (start and end dates) for which this Contractor’s Representative or Key Personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Tender evaluation;
- (b) result in my disqualification from participating in the Tender;
- (c) result in my dismissal from the contract.

Name of Contractor’s Representative or Key Personnel: *[insert name]*

Signature:

Date: (day month year):

Countersignature of authorized representative of the Tenderer:

Signature: _____

Date: (day month year): _____

Form ELI -1.1

Tenderer Information Form

Date: _____
Tender No. and title: _____
Page _____ of _____ pages

Tenderer's name
In case of Joint Venture (JVCA), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT3.3 . <input type="checkbox"/> In case of JVCA , letter of intent to form JVCA or JVCA agreement, in accordance with ITT3.1 . <input type="checkbox"/> In case of Government-owned enterprise or institution, in accordance with ITT3.9 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not dependent agency of the PE
2. Included are the organizational chart, a list of Board of Directors..

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History, and Conformance to Statutory Requirements

Tenderer's Name: _____

Date: _____

JVCA Member Name _____

Tender No. and title: _____

Page _____ of _____ pages

Non-Performed Contracts in accordance with Section IV-Qualifications and Evaluation Criteria

- ☐ Contract non-performance did not occur since 1st January *[insert year]* specified in Section IV-Qualifications and Evaluation Criteria, Sub-Factor 2.1.
- ☐ Contract(s) not performed since 1st January *[insert year]* specified in Section IV-Qualifications and Evaluation Criteria, requirement 2.1

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
		Contract Identification: Name of PE: Address of PE: Reason(s) for non-performance:	

Pending Litigation, in accordance with Section IV-Qualifications and Evaluation Criteria

- ☐ No pending litigation in accordance with Section IV-Qualifications and Evaluation Criteria, Sub-Factor 2.3.
- ☐ Pending litigation in accordance with Section IV-Qualifications and Evaluation Criteria, Sub-Factor 2.3 as indicated below.

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount
		Contract Identification: _____ Name of PE: _____ Address of PE: _____ Matter in dispute: _____ _____ Party who initiated the dispute: _____ _____ Status of dispute: _____	
<input type="checkbox"/> Proof of Payment of Taxes since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5 <input type="checkbox"/> Proof of Payment of Social Security Contributions since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5. <input type="checkbox"/> No Consistent History of abuse of Employment Laws since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5.			
Payment of Taxes		<i>[Provide certified evidence of Tax Clearance for the previous Tax Period] Note: Should not be more than 15 months old.</i>	
Social Security Contributions		<i>[Provide a certified copy of Social Security Contributions for the specified Period]</i>	
History of Employment Related Cases		1. <i>Provide a list and outcome of Labour Cases decided in the last two years by the Commission of Mediation and Arbitration</i> <i>[Provide a list of pending Labour Cases with the Labour Commission of Mediation and Arbitration]</i>	

Form CON – 3

**Environmental and Social (ES)
Performance Declaration**

[The following table shall be filled in for the Tenderer, each member of a Joint Venture and each Specialized Subcontractors]

Tenderer's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's or Specialized Subcontractor's Name: *[insert full name]*

Tender No. and title: *[insert ICB number and title]*

Page *[insert page number]* of *[insert total number]* pages

Environmental and Social (ES) Performance Declaration in accordance with Section IV-Qualifications and Evaluation Criteria, and Requirements of the Prequalification document			
<input type="checkbox"/> No suspension or termination of contract: A PE has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental and Social (ES) performance since the date specified in Section IV-Qualifications and Evaluation Criteria, Sub-Factor 2.5.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an PE(s) for reasons related to Environmental and Social (ES) performance since the date specified in Section IV-Qualifications and Evaluation Criteria, Sub-Factor 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of PE: <i>[insert full name]</i> Address of PE: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i>	<i>[insert amount]</i>

		Name of PE: <i>[insert full name]</i> Address of PE: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an PE(s) for reasons related to ES performance			
Year	Contract Identification		Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i> Name of PE: <i>[insert full name]</i> Address of PE: <i>[insert street/city/country]</i> Reason(s) for calling of performance security: <i>[e.g. gender-based violence; sexual exploitation or sexual abuse breaches]</i>		<i>[insert amount]</i>

Form FIN – 3.1

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JVCA Member Name _____

Tender No. and title: _____

Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate, TZS equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (TZS equivalent)
1		
2		
3		

2. Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section IV, Qualification and Evaluation Criteria, Sub-factor 3.2. The financial statements shall:

- (a) reflect the financial situation of the Tenderer or in case of **JVCA** member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements⁶ for the _____ years required above; and complying with the requirements

⁶If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

Form FIN - 3.2

Average Annual Construction Turnover

Tenderer's Name: _____

Date: _____

JVCA Member Name _____

Tender No. and title: _____

Page _____ of _____ pages

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	TZS equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section IV, **Qualification and Evaluation Criteria**, Sub-Factor 3.2.

Tenderers Qualification without prequalification

To establish its qualifications to perform the contract in accordance with Section IV (**Qualification and Evaluation Criteria**) the Tenderer shall provide the information requested in the corresponding Information Sheets included hereunder.

Form ELI -1.1

Tenderer Information Form

Date: _____
Tender No. and title: _____
Page _____ of _____ pages

Tenderer's name
In case of Joint Venture (JVCA), name of each member:
Tenderer's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Tenderer's actual or intended year of incorporation:
Tenderer's legal address [in country of registration]:
Tenderer's authorized representative information Name: _____ Address: _____ Telephone/Fax numbers: _____ E-mail address: _____
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT3.3 . <input type="checkbox"/> In case of JVCA , letter of intent to form JVCA or JVCA agreement, in accordance with ITT3.1 . <input type="checkbox"/> In case of Government-owned enterprise or institution, in accordance with ITT3.9 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not dependent agency of the PE
2. Included are the organizational chart, a list of Board of Directors.

Form CON – 2

Historical Contract Non-Performance, Pending Litigation and Litigation History, and Conformance to Statutory Requirements

Tenderer's Name: _____

Date: _____

JVCA Member's Name _____

Tender No. and title: _____

Page _____ of _____ pages

Non-Performed Contracts in accordance with Section IV, Qualification and Evaluation Criteria			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria , Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria , requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of PE: <i>[insert full name]</i> Address of PE: <i>[insert street/city/country]</i> Reason(s) for non-performance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section IV, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section IV, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section IV, Qualification and Evaluation Criteria , Sub-Factor 2.3 as indicated below.			

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

- ☐ No pending litigation in accordance with Section IV, **Qualification and Evaluation Criteria**, Sub-Factor 2.3.
- ☐ Pending litigation in accordance with Section IV, **Qualification and Evaluation Criteria**, Sub-Factor 2.3 as indicated below.

Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), TZS Equivalent (exchange rate)
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute: Party who initiated the dispute: Status of dispute:	

<input type="checkbox"/> Proof of Payment of Taxes since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5 <input type="checkbox"/> Proof of Payment of Social Security Contributions since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5. <input type="checkbox"/> No Consistent History of abuse of Employment Laws since 1 st January <i>[insert year]</i> specified in Section IV, Qualification and Evaluation Criteria, Sub-Factor 2.5.			
Payment of Taxes		<i>[Provide certified evidence of Tax Clearance for the previous Tax Period] Note: Should not be more than 15 months old.</i>	
Social Security Contributions		<i>[Provide a certified copy of Social Security Contributions for the specified Period]</i>	
History of Employment Related Cases		2. <i>Provide a list and outcome of Labour Cases decided in the last two years by the Commission of Mediation and Arbitration</i> <i>[Provide a list of pending Labour Cases with the Labour Commission of Mediation and Arbitration]</i>	

Form CON – 3

**Environmental and Social (ES)
Performance Declaration**

[The following table shall be filled in for the Tenderer, each member of a Joint Venture and each Specialized Subcontractor]

Tenderer's Name: *[insert full name]*
Date: *[insert day, month, year]* **Joint Venture Member's or Specialized Subcontractor's Name:** *[insert full name]*
Tender No. and title: *[insert ICB number and title]*
Page *[insert page number]* **of** *[insert total number]* **pages**

Environmental and Social (ES) Performance Declaration in accordance with Section IV, Qualification Criteria, and Requirements			
<input type="checkbox"/> No suspension or termination of contract: An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental and Social (ES) performance since the date specified in Section IV, Qualification Criteria, and Requirements, Sub-Factor 2.5.			
<input type="checkbox"/> Declaration of suspension or termination of contract: The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental and Social (ES) performance since the date specified in Section IV, Qualification Criteria, and Requirements, Sub-Factor 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i>	<i>[insert amount]</i>

		Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s)]</i>	
...	...	<i>[list all applicable contracts]</i>	...
Performance Security called by an employer(s) for reasons related to ES performance			
Year	Contract Identification		Total Contract Amount (current value, currency, exchange rate and TZS equivalent)
<i>[insert year]</i>	Contract Identification: <i>[indicate complete contract name/number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for calling of performance security: <i>[indicate main reason(s)]</i>		<i>[insert amount]</i>

Form FIN – 3.1:

Financial Situation and Performance

Tenderer's Name: _____

Date: _____

JVCA Member's Name _____

Tender No. and title: _____

Page _____ of _____ pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, TZS equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

*Refer to **ITT30** for the exchange rate

2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (TZS equivalent)
1		
2		
3		

2. Financial documents

The Tenderer and its parties shall provide copies of financial statements for _____ years pursuant Section IV, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Tenderer or in case of **JVCA** member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements⁷ for the _____ years required above; and complying with the requirements

⁷ If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

Form FIN – 3.2:

Average Annual Construction Turnover

Tenderer's Name: _____

Date: _____

JVCA Member's Name _____

Tender No. and title: _____

Page _____ of _____ pages

		Annual turnover data (construction only)	
Year	Amount Currency	Exchange rate	TZS equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Construction Turnover *			

* See Section IV, **Qualification and Evaluation Criteria**, Sub-Factor 3.2.

Form FIN – 3.3:

Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contract or contracts as specified in Section IV (**Qualification and Evaluation Criteria**)

Financial Resources		
No.	Source of financing	Amount (TZS equivalent)
1		
2		
3		

Form FIN – 3.4:

Current Contract Commitments / Works in Progress

Tenderers and each member to a **JVCA** should provide information on their 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.

Current Contract Commitments					
No .	Name Contract	of Employer's Contact Address, Tel, Email	Value of Outstanding Work [Current TZS Equivalent]	Estimate d Completi on Date	Average Monthly Invoicing Over Last Six Months [TZS/month)]
1					
2					
3					
4					
5					

Form EXP - 4.1

General Construction Experience

Tenderer's Name: _____

Date: _____

JVCA Member's Name _____

Tender No. and title: _____

Page _____ of _____ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Tenderer: _____ Amount of contract: _____ Name of Employer: _____ Address: _____	

Form EXP - 4.2(a)

Specific Construction and Contract Management Experience

Tenderer's Name: _____

Date: _____

JVCA Member's Name _____

Tender No. and title: _____

Page _____ of _____ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JVCA <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			TZS	
If member in a JVCA or sub-contractor, specify participation in total Contract amount				
Employer's Name:				
Address:				
Telephone/fax number				
E-mail:				

Form EXP - 4.2(a) (cont.)

Specific Construction and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section IV:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Construction rate for key activities	
6. Other Characteristics	

Form EXP - 4.2(b)
Construction Experience in Key Activities

Tenderer's Name: _____
Date: _____
Tenderer's **JVCA** Member Name: _____
Sub-contractor's Name⁸ (as per **ITT** 33.2 and 33.3): _____
Tender No. and title: _____

Page _____ of
_____ pages

All Sub-contractors for key activities must complete the information in this form as per **ITT** 33.3 and Section IV, Qualification Criteria and Requirements, Sub-Factor 4.2.

1. Key Activity No One: _____

	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JVCA <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			TZS	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Year 4				

⁸ If applicable

	Information
Employer's Name:	
Address:	
Telephone/fax number	
E-mail:	

2. Activity No. Two

3.

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section IV:	

SECTION VII - WORKS REQUIREMENTS

Scope of Works

The PE should in this section give a precise description what is the scope of the works to be executed, important milestones like sectional completion. In addition, if applicable it should give subcontracting requirements for portions of works. PE should also give the background to the assignment and estimated quantities of major works.

However detailed the scope of work, it is important that it is written in a clear and unambiguous way to avoid misinterpretation and potential disputes further down the line. It should not duplicate information set out elsewhere in the contract documentation (such as specifications or drawings) as this can create confusing discrepancies.

Specifications

A set of precise and clear Specifications is a prerequisite for Tenderers to respond realistically and competitively to the requirements of the Employer without qualifying or conditioning their tenders. In the context of international competitive tendering, the Specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done shall the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of tenders be ensured, and the subsequent task of Tender evaluation facilitated. The Specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of Specifications from previous similar projects in the same country are useful in to prepare Specifications. The use of metric units is encouraged by the World Bank. Most Specifications are normally written specially by the Employer or Project Manager to suit the Contract Works in hand. There is no standard set of Specifications for universal application in all sectors in all countries, but there are established principles and practices, which are reflected in these documents.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addendums should then adapt the General Specifications to apply them to the particular Works.

Care must be taken in drafting Specifications to ensure that they are not restrictive. In the Specifications of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards of the Borrower's country or other standards, the Specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, shall also be acceptable. To that effect, the following sample clause may be inserted in the Special Conditions or Specifications.

“Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified shall be accepted subject to the Project Manager's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Project Manager at least 28 days prior to the date when the Contractor desires the Project Manager's consent. In the event the Project Manager determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.”

*These Notes for Preparing Specifications are intended only as information for the Employer or the person drafting **the Tendering** documents. They should not be included in the final documents.*

Environmental, Social, Health and Safety Requirements

ENVIRONMENTAL AND SOCIAL POLICY (STATEMENT)

The Works' policy goal, as a minimum, should be stated to integrate environmental protection, occupational and community health and safety, gender, equality, child protection, vulnerable people (including those with disabilities), sexual harassment, gender-based violence, Sexual Exploitation and Abuse (SEA), HIV/AIDS awareness and prevention and wide stakeholder engagement in the planning processes, programs, and activities of the parties involved in the execution of the Works. The policy should set the frame for monitoring, continuously improving processes and activities and for reporting on the compliance with the policy.

The policy shall include a statement that, for the purpose of the policy and/or code of conduct, the term "child" / "children" means any person(s) under the age of 18 years.

The policy should, as far as possible, be brief but specific and explicit, and measurable, to enable reporting of compliance with the policy in accordance with the General Conditions of Contract.

As a minimum, the policy is set out to the commitments to:

- 1. apply good international industry practice to protect and conserve the natural environment and to minimize unavoidable impacts;*
- 2. provide and maintain a healthy and safe work environment and safe systems of work;*
- 3. protect the health and safety of local communities and users, with particular concern for those who are disabled, elderly, or otherwise vulnerable;*
- 4. be intolerant of, and enforce disciplinary measures for illegal activities. To be intolerant of, and enforce disciplinary measures for gender-based violence, inhumane treatment, sexual exploitation, rape, sexual abuse, sexual activity with children, and sexual harassment;*
- 5. incorporate a gender perspective and provide an enabling environment where women and men have equal opportunity to participate in, and benefit from, planning and development of the Works;*
- 6. work co-operatively, including with end users of the Works, relevant authorities, contractors and local communities;*
- 7. engage with and listen to affected persons and organizations and be responsive to their concerns, with special regard for vulnerable, disabled, and elderly people;*
- 8. provide an environment that fosters the exchange of information, views, and ideas that is free of any fear of retaliation, and protects whistleblowers;*
- 9. minimize the risk of communicable diseases and to mitigate the effects of communicable diseases associated with the execution of the Works;*

The policy should be signed by the senior manager of the Employer. This is to signal the intent that it will be applied rigorously.

MINIMUM CONTENT OF ES REQUIREMENTS

In preparing detailed specifications for ES requirements, the specialists should refer to and consider:

- *project reports e.g. ESIA/ESMP*
- *consent/permit conditions*
- *required standards including Guidelines*
- *relevant international conventions or treaties etc., national legal and/or regulatory requirements and standards (eg NEMC and OSHA Guidelines)*
- *relevant international standards e.g. TDFA Guidelines*
- *relevant sector standards*
- *grievance redress mechanism including types of grievances to be recorded and how to protect confidentiality e.g. of those reporting allegations of SEA.*
- *SEA prevention and management.*

The detail specification for ES should, to the extent possible, describe the intended outcome rather than the method of working. The ES requirements should be prepared in manner that does not conflict with the relevant General Conditions of Contract and Particular Conditions of Contract.

PAYMENT FOR ES REQUIREMENTS

The Employer's ES and procurement specialists should consider how the Contractor will cost the delivery of the ES requirements. In the majority of cases, the payment for the delivery of ES requirements shall be a subsidiary obligation of the Contractor covered under the prices quoted for other Bill of Quantity items or activities. For example, normally the cost of implementing work place safe systems of work, including the measures necessary for ensuring traffic safety, shall be covered by the Tenderer's rates for the relevant works. Alternatively, provisional sums could be set aside for discrete activities for example for HIV counselling service, and, and, GBV/SEA awareness and sensitization awareness and sensitization or to encourage the contractor to deliver additional ES outcomes beyond the requirement of the Contract.

Contractor's Representative and Key Personnel

[Note: Insert in the following table, the minimum key specialists required to execute the contract, taking into account the nature, scope, complexity and risks of the contract.]

Contractor's Representative and Key Personnel

Item No.	Position/specialization	Relevant academic qualifications	Minimum years of relevant work experience
1	Contractor's Representative		
2	[Example Civil Engineer]	[e.g. degree in relevant subject]	[e.g. [years] working on road contracts in similar work environments]
3			
4			
5			
6 etc			

Drawings

See Annex 1

Bills of Quantities

Notes for Preparing a Bill of Quantities

These Notes for Preparing a Bill of Quantities are intended only as information for the PE or the person drafting the Tendering documents. They should not be included in the final documents.

Objectives

The objectives of the Bill of Quantities are

- (a) to provide sufficient information on the quantities of Works to be performed to enable tenders to be prepared efficiently and accurately; and*
- (b) when a contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.*

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Content

The Bill of Quantities should be divided generally into the following sections:

- (a) Preamble;*
- (b) Work Items (grouped into parts);*
- (c) Daywork Schedule; and*
- (d) Summary.*

Preamble

The Preamble should indicate the inclusiveness of the unit prices and should state the methods of measurement that have been adopted in the preparation of the Bill of Quantities and that are to be used for the measurement of any part of the Works.

Rock

Where excavation, boring, or driving is included in the Works, a comprehensive definition of rock (always a contentious topic in contract administration), should be provided in the Technical Specification and this definition should be used for the purposes of measurement and payment.

Work Items

The items in the Bill of Quantities should be grouped into sections to distinguish between those parts of the Works that by nature, location, access, timing, or any other special characteristics may give rise to different methods of construction, phasing of the Works, or considerations of cost. General items common to all parts of the Works may be grouped as a separate section in the Bill of Quantities. When a family of Price Adjustment Formulae are used, they should relate to appropriate sections in the Bill of Quantities.

Quantities

Quantities should be computed net from the Drawings, unless directed otherwise in the Contract, and no allowance should be made for bulking, shrinkage, or waste. Quantities should be rounded up or down where appropriate and spurious accuracy should be avoided.

Units of Measurement

The following units of measurement and abbreviations are recommended for use (unless other national units are mandatory in the United Republic of Tanzania).

Unit	Abbreviation	Unit	Abbreviation
cubic meter	m ³ or cu m	millimeter	mm
hectare	ha	month	mon
hour	h	number	nr
kilogram	kg	square meter	m ² or sq m
lump sum	sum	square millimeters	mm ² or sq mm
meter	m	week	wk
metric ton (1,000 kg)	t		

Ground and Excavation Levels

The commencing surface should be identified in the description of each item for work involving excavation, boring, or driving, for which the commencing surface is not also the original surface. The excavated surface should be identified in the description of each item for work involving excavation for which the excavated surface is not also the final surface. The depths of work should be measured from the commencing surface to the excavated surface, as defined.

Daywork Schedule

A Daywork Schedule should be included if the probability of unforeseen work, outside the items included in the Bill of Quantities, is relatively high. To facilitate checking by the PE of the realism of rates quoted by the **Tenderers**, the Daywork Schedule should normally comprise:

- (a) a list of the various classes of labour, materials, and Contractor's Equipment for which basic Daywork rates or prices are to be inserted by the **Tenderer**, together with a statement of the conditions under which the Contractor will be paid for work executed on a Daywork basis; and
- (b) a percentage to be entered by the **Tenderer** against each basic Daywork Subtotal amount for labour, materials, and Plant representing the Contractor's profit, overheads, supervision, and other charges.

Provisional Quantities and Sums

Provision for quantity contingencies in any particular item or class of work with a high expectation of quantity overrun should be made by entering specific "Provisional Quantities" or "Provisional Items" in the Bill of Quantities, and not by increasing the quantities for that item or class of work beyond those of the work normally expected to be required. To the extent not covered above, a general provision for physical contingencies (quantity overruns) should be made by including a "Provisional Sum" in the Summary of the Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a "Provisional Sum" in the Summary of the Bill of Quantities. The inclusion of such Provisional Sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises.

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by a Nominated Subcontractor should be specified in the relevant part of the Bill of Quantities as a particular Provisional Sum with an appropriate brief description. A separate tendering procedure is normally carried out by the PE to select the specialists, who are then nominated as subcontractors to the main or prime contractor. To provide an element of competition among the main tenderers (or prime contractors) in respect of any facilities, amenities, attendance, etc., to be provided by the successful tenderer as prime contractor for the use and convenience of the specialist or nominated subcontractor, each related Provisional Sum should be followed by an item in the Bill of Quantities inviting a percentage (to be quoted by the main tenderer) payable on the actual expenditure from the Provisional Sum.

The provisional sums shall also include an estimated amount to cover the PE's portion (50%) of DARB's fees and expenses.

Summary

The Summary should contain a tabulation of the separate parts of the Bill of Quantities carried forward, with provisional sums for Daywork, for physical (quantity) contingencies, and for price contingencies (upward price adjustment) where applicable, including DARB fees and expenses.

Sample Bill of Quantities

A. Preamble

1. The Bill of Quantities shall be read in conjunction with the Instructions to Tenderers, General and Special Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional and are given to provide a common basis for tendering. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Project Manager and valued at the rates and prices tender in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Project Manager may fix within the terms of the Contract.
3. The rates and prices tender in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.

7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Project Manager in accordance with Sub-Clauses 3.1 and 3.5 of the General Conditions except with respect to DARB Fees and Expenses for which no instruction will be required from the Project Manager.
8. The method of measurement of completed work for payment shall be in accordance with *[insert the name of a standard reference guide, or full details of the methods to be used]*.⁹

B. Work Items

1. The Bill of Quantities usually contains the following part Bills, which have been grouped according to the nature or timing of the work:

Bill No. 1—General Items;
Bill No. 2—Earthworks;
Bill No. 3—Culverts and Bridges;
Bill No. 4—etc., as required;
Daywork Schedule; and
Summary Bill of Quantities.

2. If **ITT 16.1** applies, Tenderers shall price the Bill of Quantities in local currency only and shall indicate in the Appendix to Tender the percentage expected for payment in foreign currency or currencies. If **ITT 16.2** applies Tenderers shall price the Bill of Quantities in the applicable currency or currencies.

[Note to the PE: The tables in BOQ must be prepared in accordance with the currency alternative retained in TDS – ITT 16.1.]

⁹ The method of measurement should be spelled out precisely in the Preamble to the Bill of Quantities, describing for example the allowances (if any) for timbering in excavation, etc. Many national standard reference guides have been prepared on the subject, and one such guide is the *Standard Method of Measurement* of the U.K. Institution of Civil Engineers.

Bill No. 1: General Items

[illegible]

Bill No. 2: Earthworks

[illegible]

Bill No. 3: Culverts and Bridges

Item no.	Description	Unit	Quantity	Rate	Amount
Total for Bill No. 3					_____
(carried forward to Summary, p. ____)					

Daywork Schedule

[Note to the PE:

- (i) A “Daywork Schedule” is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among tenderers, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included at all in **the Tendering** documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Tender Summary in order to make the basic Schedule of Daywork Rates competitive.
- (ii) The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Project Manager.]

General

1. Reference should be made to Sub-Clause 13.5 of the General Conditions. Work shall not be executed on a daywork basis except by written order of the Project Manager. Tenderers shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Project Manager. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Tender Amount. Unless otherwise adjusted, payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

Daywork Labour

2. In calculating payments due to the Contractor for the execution of daywork, the hours for labour will be reckoned from the time of arrival of the labour at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labour directly doing work ordered by the Project Manager and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
3. The Contractor shall be entitled to payment in respect of the total time that labour is employed on daywork, calculated at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 1. Labour**, together with an additional percentage payment on basic rates representing the Contractor's profit, overheads, etc., as described below:
 - (a) The basic rates for labour shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labour, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labour for social benefits in accordance with [country of Borrower] law. The basic rates will be payable in local currency only.
 - (b) The additional percentage payment to be quoted by **the Tenderer** and applied to costs incurred under (a) above shall be deemed to cover the Contractor's profit, overheads, superintendence, liabilities, and insurances and allowances to labour, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor's staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be made in the following currency proportions:
 - (i) foreign: ____ percent (to be stated by tenderer).¹⁰
 - (ii) local: _____ percent (to be stated by tenderer).

[Note to the PE:

This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all-inclusive of the Contractor's overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly.]

Daywork Materials

¹⁰ The Tenderer shall state the percentage in a common foreign currency equivalent required for payment and the exchange rates and official sources used.

4. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labour costs as detailed heretofore), at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 2. Materials**, together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:
- (a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be stated in local currency, but payment will be made in the currency or currencies expended upon presentation of supporting documentation.
 - (b) the additional percentage payment shall be quoted by **the Tenderer** and applied to the equivalent local currency payments made under (a) above. Payments under this item will be made in the following currency proportions:
 - (i) foreign: ____ percent (to be stated by **the Tenderer**);¹¹
 - (ii) local: _____ percent (to be stated by **the Tenderer**);
 - (c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labour and Construction in this schedule.

Daywork Contractor's Equipment

5. The Contractor shall be entitled to payments in respect of Contractor's Equipment already on Site and employed on daywork at the basic rental rates entered by the Contractor in the **Schedule of Daywork Rates: 3. Contractor's Equipment**. Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment. [**Note to the PE:** *This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labour and materials.*] The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labour.

[Note to the PE: An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor's Equipment. The last sentence of this paragraph 5 should then be modified accordingly.]

6. In calculating the payment due to the Contractor for Contractor's Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Project Manager, the travelling time from the part of the Site where the Contractor's Equipment was located when ordered by the Project Manager to be employed on daywork and the time for return journey thereto shall be included for payment.
7. The basic rental rates for Contractor's Equipment employed on daywork shall be stated in local currency, but payments to the Contractor will be made in currency proportions, as follows:
- (a) foreign: _____ percent (to be stated by **the Tenderer**).¹²

¹¹ The Tenderer shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used.

(a) local: _____ percent (to be stated by **the Tenderer**).

¹² The Tenderer shall state the percentage in a single foreign currency equivalent and the exchange rates and official sources used.

Schedule of Daywork Rates: 1. Labour

[illegible]

a. To be entered by **the Tenderer**.

Schedule of Daywork Rates: 2. Materials

[illegible]

a. To be entered by **the Tenderer**.

Schedule of Daywork Rates: 3. Contractor's Equipment

[illegible]

a. To be entered by **the Tenderer.**

Daywork Summary

	<i>Amount (TZS)</i>	<i>% Foreign</i>
1. Total for Daywork: Labour		
2. Total for Daywork: Materials		
3. Total for Daywork: Contractor's Equipment		
Total for Daywork (Provisional Sum) (carried forward to Tender Summary, p. ____)	_____	_____

Summary of Specified Provisional Sums

<i>Bill no.</i>	<i>Item no.</i>	<i>Description</i>	<i>Amount</i>
1			
2			
3			
4			
		[To be entered by the PE; Delete if not applicable:] provisional sums for additional ES outcomes.	
		[To be entered by the PE] provisional sums for the PE's portion of DARB costs	
etc.			
Total for Specified Provisional Sums (carried forward to Grand Summary (B), p. ____)			

Grand Summary

Contract Name:

Contract No.:

<i>General Summary</i>	<i>Page</i>	<i>Amount</i>
Bill No. 1:		
Bill No. 2:		
Bill No. 3:		
—etc.—		
<i>Subtotal of Bills</i>	(A)	
<i>Total for Daywork (Provisional Sum) *</i>	(B)	
<i>Specified Provisional Sums included in subtotal of billsⁱⁱ</i>	(C)	[sum]
<i>Total of Bills Plus Provisional Sums (A + B + C) ⁱ</i>	(D)	
<i>Add Provisional Sum for Contingency Allowance (if any) ⁱⁱ</i>	(E)	[sum]
<i>Tender Price (D + E) (Carried forward to Form of Tender)</i>	(F)	

i) All Provisional Sums are to be expended in whole or in part at the direction and discretion of the Project Manager in accordance with Sub-Clauses 13.5 of the General Conditions of Contract except with respect to DARB Fees and Expenses for which Sub-Clause 13.5.3 of the General Conditions of Contract shall applyii) To be entered by the PE.

* For evaluation purposes, Provisional Sum, other than Daywork will be excluded

Supplementary Information

PART 3 – CONTRACT CONDITIONS AND CONTRACT FORM

SECTION VIII: GENERAL CONDITIONS OF CONTRACT

General Conditions of Contract to be used for this Tender shall be the Conditions of Contract for the Standard Tender Document for Procurement of Medium and Large Works under International and National Competitive Methods prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.

SECTION IX : SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall supplement the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC. Except where otherwise indicated, all special Conditions of Contract should be filled in by the Employer prior to issuance of the Tendering Documents. Schedules and reports to be provided by Employer should be annexed. ***The notes in Italics are only intended to guide the PE in filling in the Special Conditions of Contract. They should not appear in the Final SCC to be issued to prospective Tenderers.***

SCC No.	Conditions	GCC Sub-Clause	Data
1.	Employer's name and address	1.1.2.	HEALTH & INSURANCE MANAGEMENT SERVICES ORGANIZATION (HIMSO) <i>01 Jacaranda PO BOX 2827, 53107 Mbeya Tanzania</i>
2	Project Manager's name and address	1.1.2	<i>Executive Director</i> <i>01 Jacaranda Po Box 2827, 53107 Mbeya Tanzania</i>
3	Time for Completion	1.1.3	30 days
4.	Defects Notification Period	1.1.3	30 days.
6.	Governing Law	1.4.1	Laws of Tanzania
7.	Ruling language	1.4.2	English
8.	Language for communications	1.4.3	English
9.	Conditions Precedent	1.7.1	<i>Not Applicable</i>
11.	Time for access to the Site	2.1.1	<u>2</u> days after Commencement Date
12.	Project Manager's Duties and Authority	3.1.3	The Project Manager Shall Obtain Employers approval to exercise
		3.1.6(b)(ii)	Variations resulting in an increase of the Accepted Contract Amount in excess of <u>15%</u> shall require

SCC No.	Conditions	GCC Sub-Clause	Data
			approval of the Employer.
13.	Contractor's General Obligations	4.1.8	The Contractor shall be responsible for his design work as specified in the contract.
14.	Performance Security	4.2.1	The performance security will be in the form of a Performance Security Declaration.
15.	Subcontractors	4.4.2	Responsibility for the acts of subcontractors shall be borne by the Contractor
16.	Responsibility for Transport of Goods	4.16.1	The Contractor shall be responsible for transport of goods.
17.	Progress Reports	4.21.1	The Contractor shall submit monthly reports to the Project Manager.
18.	Security of the Site	4.22.1	Responsibility of the Site shall be in contractor's hand.
19.	Normal working hours	6.5.1	<i>30 Days</i>
20.	Commencement of Works	8.1.1	<i>28th April 2025 commencement date</i>
21.	Delay damages for the Works	8.7.1& 14.15.1(b)	<u>0.1</u> % of the Contract Price per day.
22.	Maximum amount of delay damages	8.7.1	0.2% of the final Contract Price.
	The Contract Price	14.1.1	<i>State other factors than those stated Sub clause 14.1.1 contributing/affecting contract price</i>
25.	Total advance payment	14.2.1	Not Applicable
26.	Repayment of advance payment	14.2.5	<i>Not Applicable</i>

SCC No.	Conditions	GCC Sub-Clause	Data
27.	Percentage of Retention	14.3.2	5% of Interim Payment Certificate
28.	Limit of Retention Money	14.3.2	5% of the Accepted Contract Amount.
30.	Minimum Amount of Interim Payment Certificates	14.6.2	25% of the Accepted Contract Amount.
38.	Appointment (if not agreed) to be made by	20.3.1	<i>HIMSO's Executive Director</i>
39.	Rules of arbitration	20.6	<i>The laws of Tanzania</i>

SECTION X. CONTRACT FORMS

This Section contains forms which, once completed and submitted, will form part of the Contract. The forms for Performance Security or Securing Declaration shall be completed and submitted by the successful Tenderer before signing of the contract, and when advance payment is required, Advance Payment Security shall be completed and submitted after contract signature. The Section also contains the Letter of Intention to Award the Contract, which shall not form part of the contract.

The Contract Forms to be used for this Tender shall be those contained in Section X: Contract Forms of the Standard Tender Document for Procurement of Medium and Large Works under International and National Competitive Methods prepared by the Public Procurement Regulatory Authority available on PPRA's Website www.ppra.go.tz.