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## **BILLS OF QUANTITIES**

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### **PROPOSED SUPPLY OF FURNITURE TO 9TH AND 10TH FLOOR CPA CENTER**

### **FURNITURE INSTALLATIONS**

#### **PROJECT ARCHITECTS**

Grasp Design Limited  
P.O BOX 73484-00200  
NAIROBI

#### **QUANTITY SURVEYORS**

Getso Consultants Limited  
P.O BOX 52979-00200  
NAIROBI

TENDER INVITATION RELEASE DATE

12TH JUNE 2026'

LAST DATE FOR RECEIPT OF BIDS AT 11AM

29TH JUNE 2026'

**JUNE 2026**

**BILLS OF QUANTITIES**

**SUPPLIED AS PART OF THE CONTRACT FOR**

**PROPOSED SUPPLY OF FURNITURE TO ICPAK 9TH AND 10TH FLOOR OFFICES**

**ISSUED BY:-**

**Getso Consultants Limited  
Quantity Surveyors  
P.O BOX 52979-00200  
NAIROBI**

The Contract for the above-mentioned works, entered into on the .....2026 by the undersigned parties refers to these Bills of Quantities, which shall be read and construed as part of the said Contract.

.....  
**(EMPLOYER)**  
**(AUTHORISED SIGNATORY)**

.....  
**(CONTRACTOR)**  
**(AUTHORISED SIGNATORY)**

**DATE ..... 2026**

**DATE ..... 2026**

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## **INSTRUCTIONS TO TENDERERS**

### **1. TENDER DOCUMENTS**

The Tender Documents provided for this Project consist of:

- a) Instructions to Tenderers
- b) Form of Tender
- c) Form of Surety Undertaking
- d) Bills of Quantities

### **2. DELIVERY OF TENDERS**

Tenders and all Documents in connection therewith, as specified above must be delivered in the enclosed envelope provided, which should be properly sealed and deposited at the offices as specified in the letter accompanying these tender documents.

Tenders will be opened at the time as specified in the letter accompanying these tender documents.

Tenders arriving later than the above time will not be considered.

### **3. COMPLETION OF TENDERS**

- a) All Documents forming the Tender must be completed in ink and the offer must be made on the Form of Tender.
- b) The Tender shall be validly witnessed.
- c) The Contractor is required to check the numbers of the pages and should any be found to be missing or in duplicate or the figures or writing indistinct, he must inform the Architect or the Quantity Surveyor at once and have the same rectified. Should the Contractor be in doubt about the precise meaning of any item, word or figures for any reason whatsoever, or observe any apparent omission of words or figures, he must inform the Architect in order that the correct meaning may be decided upon before the date for the submission of the Tender.

- d) No liability whatever will be admitted nor claim allowed in respect of errors in the Contractor's Tender due to mistakes in the Bills of Quantities which should have been rectified in the manner described above.
- e) The Contractor shall not alter or otherwise qualify the text of these Bills of Quantities. Any alteration or qualification made without authority will be ignored and the text of these Bills of Quantities as printed will be adhered to.
- f) The Contractor shall be deemed to have made allowance in his prices generally to cover items of Preliminaries or other items, if these have not been priced against the respective items.
- g) In no case will any expense incurred by Contractors in the preparation of this Tender be reimbursed.
- h) The Contractor will be solely responsible for the accurate and timely ordering of materials in accordance with the Drawings and Architect's instructions and no claim for any loss or expense will be entertained for orders for materials which are based upon the Bills of Quantities. Neither will any extension of time be granted for materials being delivered late due to late ordering.
- i) The Bills of Quantities must be priced in Kenyan currency, i.e, Shillings and Cents.'

#### **4. Background, Aims and Objectives**

The objective of this Invitation to tender is to identify a bidder/s who can undertake **Proposed Supply of Furniture** in compliance with the technical specifications and other contractual terms.

#### **5. Current Situation/Location**

The proposed works will be carried out to a building referred to as "CPA Center" located in Ruaraka Area, Nairobi, about 12 kilometres from City Centre.

#### **6. Deliverables**

The service provider/s will be expected to undertake supply and laying of all furniture as shown on drawings.

## **7. Format of Tender Submission and Other Information for Bidders**

The bidder will be required to return their tenders via email.

### **Deadline for Submission of Bids**

Bids should be sent for receipt on or before **29th June 2026 at 11am (1100 hrs)** Any bid received after this deadline will be rejected.

Bidders will be advised on opening time by The Project Architect (Grasp Design Limited)

Those submitting tenders or their representatives may attend the tender opening on date and time of submission.

**Mandatory Requirements to qualify for Technical Evaluation** Mandatory requirements will determine the satisfactory responsiveness of Tenderer, failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified.

The following documents are mandatory:

- (i) A copy of Certificate of Registration/Incorporation
- (ii) Valid Single Business Permit
- (iii) Audited Accounts for the last 2 years
- (iv) Six (6) months bank statements

## **8. Cost Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Client will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **9. Clarification of Bidding Document**

- i) All correspondence related to the contract shall be in English.
- ii) Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing addressed to the Project Quantity Surveyor through email to [info@getso.co.ke](mailto:info@getso.co.ke) ; [cosmas@getso.co.ke](mailto:cosmas@getso.co.ke)
- iii) Any clarification sought by the bidder in respect of this tender shall be addressed at least Three (3) days before the deadline for submission of bids, in writing to the Head of Procurement through the same mail.
- iv) It is the responsibility of the Bidder to obtain any further information required to complete this Tender.
- v) Any clarification requests and their associated response will be circulated to all Bidders.
- vi) The last date for receipt of requests for clarifications from bidders is 16th June 2026.

## **10. Responsiveness of Bids**

The responsiveness of Bids to the requirements of this Tender will be determined in evaluation stage. A response Tender is deemed to contain all documents or information specifically called for in this Tender document. A bid determined not responsive will be rejected by the Client and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

## **11. Evaluation and Comparison of Bids**

All bids received will be opened but technical proposals will be evaluated prior evaluation of the financial bids.

All bidders are instructed to submit in two parts i.e.

- a) Technical bid
- b) Financial bid

Evaluation of financial will not be undertaken on bids from firms whose technical capacity are found to be non-qualifying or non-responsive in whatever respect.

## **12. CORRECTION OF ERRORS IN TENDER**

Arithmetical errors including but not limited to errors in extensions, additions, transfers and discounts offered by the tenderer will be rectified in the following manner.

The total of the tender price as submitted will not be adjusted if errors in computation of the tender or other mistakes are found during examination of the tender.

If there is a discrepancy between the unit price and the extended price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the extended price shall be corrected. The corrected total of the tender will be adjusted by way of a percentage addition or omission to the builder's work content of the tender, excluding prime cost and provisional sums but including preliminaries, so that the total tender, after adjustment, remains the same as the lump sum tender offer.

**FORM OF TENDER**  
**PROPOSED SUPPLY OF FURNITURE TO 9TH AND 10TH FLOOR FOR ICPAK OFFICES**  
**AT CPA CENTER, RUARAKA, NAIROBI**

Sirs,

We the undersigned are willing to contract to perform fully, the whole of the Works Proposed, **SUPPLY OF FURNITURE TO THE ICPAK CPA CENTER AT 9TH & 10TH FLOORS, NAIROBI** in accordance with the Bills of Quantities, Specifications and Conditions of Contract and to your entire satisfaction, for the sum stated below and to enter into a Contract and complete the whole of the Works within the time stated below.

**FIXED PRICE TENDER**

Total Tender figure including all P.C. Sums, Provisional Sums, Contingencies, VAT, Duties and other taxes and based on a 'Fixed Price' Contract (i.e. a contract in which fluctuations of Prices Clause is NOT applicable).

K. SHILLINGS (WORDS)

.....  
.....  
.....  
.....

K. SHS (FIGURES)

.....

**TIME FOR COMPLETION**

Further we the undersigned, agree to complete the delivery of all the furniture to site within the time stated and undertake to complete the setting out of all the furniture on site within the same period starting from the date to be agreed with the client and in tandem with the main contractor's programme of works. Furniture work is expected to be complete two (2) weeks before the date for practical completion by the main contractor.

IMPORTATION PERIOD

.....

INSTALLATION PERIOD

.....

TOTAL PERIOD

.....

**PROVISION OF BOND**

Further we, the undersigned, agree that if our tender is accepted we will enter into a Bond for the due performance of the Contract with the guarantor described in the Surety undertaking annexed hereto, who shall be either a Bank or Insurance Company to whom the Client shall not unreasonably object to be jointly or severally bound with us in the sum of Ten percent (10%) of the above named sum for the due performance of the contract under the terms of a Bond to be approved by you.

**TENDER VALIDITY PERIOD**

Further we, the undersigned, agree that unless and until a formal agreement is executed, this Tender together with your acceptance thereof, shall constitute a binding Contract between us, and this Tender shall remain a valid offer for Sixty (60) Days from the date fixed for receiving the same and that it shall be binding upon us and may be accepted at any time before the expiration of that period.

**EXAMINATION OF DOCUMENTS**

Further we, the undersigned, have examined all the documents detailed previously which will form part of this Contract, together with the Instructions to Tenderers, and we have no further questions relating to them and have personally signed each document as identification.

Further we, the undersigned, understand that the lowest, or any portion of any Tender will not necessarily be accepted nor will any expenses incurred by the Tenderer in the preparation of this Tender be allowed.

SIGNATURE OF TENDERER .....

NAME OF TENDERER (CAPITAL) .....

ADDRESS OF TENDERER (CAPITAL) .....

TELEPHONE NO : .....

FAX NO .....

DATE .....

**WITNESSED BY:**

SIGNATURE OF WITNESS .....

NAME OF WITNESS (CAPITALS) .....

ADDRESS OF TENDERER (CAPITAL) .....

DATE .....

**SURETY UNDERTAKING**

**PROPOSED SUPPLY OF FURNITURE TO ICPAK CPA CENTER 9TH & 10TH FLOORS, NAIROBI**

I/We .....

of .....

am/are willing to act as Surety and to be bound to you in the sum equal to Ten per Centum (10%) of the Contract amount, for the due performance by .....(Tenderer)

of a contract which he/they contemplate(s) entering into with you for the erection and completion of the above works according to the terms of the Form of Bond, a copy of which has been inspected by us, without the addition of any limitations.

We further agree that this Surety Undertaking shall remain valid for Ninety (90) days or such extended time as agreed in writing by the tenderer, from the final date of submission of the tender of which this document forms a part.

We agree to enter into a Bond under the above terms within seven days of being called upon to do so.

.....(Date)

.....(Witness)

STAMP.

## **PRELIMINARIES PRELIMINARY PARTICULARS PARTIES TO THE CONTRACT**

- i) THE EMPLOYER. The "Employer" is "ICPAK"
- ii) THE ARCHITECT. The "Architect" is Grasp Design Limited, P O Box 73484-00200, Nairobi, Kenya.
- iii). The "Quantity Surveyor" is Getso Consultants Limited, P.O. Box 52979-00200, Nairobi, Kenya.

## **DESCRIPTION OF SITE**

The site of the works is situated at Ruaraka, Nairobi, Kenya

The Contractor is recommended to visit the site and he shall be deemed to have acquainted himself therewith as to the nature and position, means of access, working hours, site and other limitations and no claim in this connection will be allowed for travelling or other expenses which may be incurred by the Contractor in visiting the site or preparing the tender for the Works.

## **DESCRIPTION OF WORKS AND SCOPE OF CONTRACT CONTRACTORS WORK**

The scope of work in this contract shall comprise the supply of furniture as detailed in the bills of quantities and schedules attached hereto.

## **WORKS TO BE CARRIED OUT BY OTHERS**

The Main Contractor for the fit-out work together with electrical and mechanical sub-contractors is on site. The furniture supplies will be expected to liaise with the Main Contractor who will be in charge of the site on the stated date of delivery.

## **THE CONTRACT DOCUMENT**

This supply document shall upon acceptance of the successful tender form the contract between Contractor and the Employer.

The term "The Architect" or "Consultant" Wherever referred in these bills of quantities and contract documents shall refer to " Grasp Design Limited "

Amount of Contract:	1. The contract amount shall be inclusive of VAT and all other taxes as required by the law. The payment of the same shall be in accordance with statutory requirements.
Contract Period	2. The furniture shall be delivered to site and the set in accordance with the agreed programme which shall be in tandem with the programme of work for main contractor for fit-out works.
Possession of Site and Completion	3. The supplier shall place orders for any goods and imported materials, fittings or furniture immediately on receipt of the letter of appointment. The contractor shall allow for storage of all goods until the date for placing on site as indicated at no extra cost to the employer.
The Architect	4. The term "Architect" in the said conditions shall mean Grasp Design Limited, P O Box 73484-00200, Nairobi, Kenya
The Quantity Surveyor	5. The term "Quantity Surveyor" in the said conditions shall mean Getso Consultants Limited,P.O. Box 52979-00200, Nairobi, Kenya
Bills of Quantities	6. The Bills of Quantities upon which the Contractor's tender is based shall form part of this contract and will be referred to for pricing of variations.
Variations	7. The Employer and Contractor agree that no variations shall vitiate the contract but that all variations arising from the Architect's serialized instructions shall be measured and valued by the Quantity Surveyor.

The prices in the contract bills shall determine the valuation of work of similar character at where the works are dissimilar, the valuation will be on the basis of reasonable prices agreed with the contractor, failing such agreement a fair valuation thereof shall be made by the Quantity Surveyor. Such fair valuation will be binding upon both parties.

No variation will be honoured by the employer unless based on Architect's serialized and signed instruction.

The cost of variation (addition or omission) shall be added to or deducted from the contract sum as the case may be.

Architect's Instructions

8. The Contractor shall comply with all instructions issued by the Architect in regard to this contract.

Injury to Persons and Property

9. (a) Injury to Persons: The Contractor shall be liable for and shall indemnify the Employer against all loss, claims or proceedings whatsoever whether arising in Common Law or under any Acts of Parliament of the Government of Kenya in respect of personal injuries to persons whether in his employment or not arising out of or in the course of the execution of the Contract and against all costs and charges incurred in relation to the investigation or settling of such claims.

(b) Injury to Property: The Contractor shall be liable for and shall indemnify the Employer in respect of any liability, loss, claim or proceedings and for any injury or damage.

Insurance against Fire and Others	10. The Employer will be responsible of insuring the goods once delivered to the site. The contractor will however insure all the goods in his/her workshop or warehouse. Where advance payment is received by the contractor, the goods shall be insured with joint names with the employer or subject to approval by the Architect, such insurance shall be in such manner that the employer holds the 1 <sup>st</sup> lien.
Sub- Contracting	11. The Contractor shall not sub-contract the Works or any part thereof without the written consent of the Architect.
Practical Completion	12. The Architect shall certify the date of practical completion
Extension of Time	13. The Architect will assess, approve, amend or reject contractor's application for Extension of Time.
Damages for Delay	14. Kshs. 1,000,000/- for every week or part thereof.
Making Good Snag Items	15. The Works will be made good in all respects prior to completion.
Defects	16. The Contractor shall make good at his own expense any defects
Provisional and Prime Cost Sums	17. Any provisional sums and prime cost prices mentioned in the specification for the execution of the works or for the supply of goods are strictly net and are intended to be available in full for payment to the parties appointed by the Architect. Prime Cost Sums shall include customs duty or other taxes and cost of packing, carriage and delivery.
Contingency Sum	18. The contingency sum allowed in the contract bills shall not be expended unless on written instruction by the Architect

Interim Payments	19. Payment will be on monthly intervals or as agreed prior to acceptance of tender or as agreed between parties prior to signing of the contract.
Retention	20. Ten percent of the contract sum will be retained until a Certificate of Practical Completion and 5% thereafter until final completion.
Determination by either the Employer of the Contractor	21. The employer and the contractor agree that the contract may only be determined by either party upon the Architect's recommendation.
Arbitration	22. The Employer and Contractor agree that should any dispute or difference arise between them touching any matter concerning the works, then either party shall forthwith give to the other notice of such dispute or difference and the same shall be referred to the Director, Getso Consultants Limited, whose award shall be final and binding on both parties.

**SUFFICIENCY OF TENDER**

The Contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the works and of the rates and prices used in arriving at the lump sum price(s) stated in the priced Bills of Quantities which rates and prices shall cover all his obligations under the Contract and all matters and things necessary for the proper completion and Maintenance of the works during the defects liability period.

**SAMPLES**

The tenderer may be required at his own cost to do a set-up of samples of items called for by the consultants. The furniture set-up will take place before award, within a week after tender opening to a location to be communicated later. Samples of materials or workmanship that may be called for by the Consultants for approval or rejection and any further samples in the case of rejection until such samples are approved by the Consultants and such samples when approved shall be the minimum standard for the works to which they apply.

### **SHOP DRAWINGS, CATALOGUES AND PHOTOGRAPHS**

The Contractor shall prepare for scrutiny and issue to the Consultants, copies of detailed shop drawings, catalogues and photographs for approval prior to order.

### **MATERIALS, TOOLS AND PLANT**

All materials and workmanship used in the execution of the works shall be of the best quality and description unless otherwise described. Any furniture condemned by the Consultants shall immediately be removed from the site at the Contractor's expense.

### **TRANSPORT TO AND FROM THE SITE**

The Contractor shall include in his prices for the transport of all furniture and workmen to the site of the proposed Works, at such hours and by such routes as are permitted by the authorities.

### **FAIR WAGES**

The Contractor shall pay rates of wages and observe hours and conditions of labour not less favourable than the minimum rates of remuneration and minimum conditions of employment applicable in the district in which the work is carried out.

### **POLICE REGULATIONS**

The Contractor is to allow for complying with all instructions and regulations of the Police Authorities.

### **PROGRAMME OF WORKS**

A programme for the works is to be submitted for Architects approval

### **PROTECTION OF FURNITURE**

In the event of any damage occurring to the furniture, the Contractor alone shall be responsible and shall without extra charge, make good all damage and pay all costs which may be levied.

## **HEALTH, SITE SAFETY AND FIRST AID FACILITIES**

Health and Site Safety are a major priority. The Contractor shall instigate and maintain such site measures as are required by virtue of the works and shall comply fully with all regulations, factory act, by-laws and the like concerning or touching the works contained herein.

## **TRAINING LEVY, STANDARDS LEVY, DUTIES AND VALUE ADDED TAX (VAT)**

The Contractor shall comply and pay all Government levies, duties and taxes

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<b>LOOSE FURNITURE</b>	
Project	<b>Proposed ICPAK Office Refurbishments on 9th &amp; 10th floor</b>
Date	<b>Jun-26</b>

**PRELIMINARIES**

1. Each supplier to submit tender with the following :
  - a. Product catalogue. Include code and page number of selected furniture.
  - b. Warranty , terms and conditions
  - c. Samples of all finishes
  - d. Furniture layout drawings incorporating your furniture modules in the following formats, namely
    - i. Two (2) dimensional plans showing clearly the finishes to a scale of 1:100.
    - ii. Three (3) dimensional layouts.
    - iii. CAD files and in PDF files written in a CD ROM.
  
2. Supplier to ensure quantities indicated in this document tally with the ones on the Furniture Layout as issued.
  
3. Prices to be inclusive of installation, costs, duties, freight, transport and all applicable taxes.
  
4. Prices to be in Kenya shillings.
  
5. Supplier to submit payment terms
  
6. Supplier to provide complete time frame for manufacture, delivery, installation and training.












## **GENERAL NOTES**

- 1. All worktops to be minimum 25mm thick with laminate finish unless specified.**
- 2. All furniture to have cable management. Supplier to show clearly images of**
  - a. Table top socket – push type pop-up units**
  - b. Under desk trunking**
  - c. Dump tray**
  - d. Vertical & Horizontal wiring duct**
  - e. Cable clips**
- 3. All power modules to be with universal sockets**
- 4. All pedestals / storage units to be lockable.**
- 5. Workstations to be individual type each with its own legs.**
- 6. Supplier to include Product catalogue, code and page number of selected furniture.**

# **BILLS OF QUANTITIES**

**INTERIOR FURNITURE SCHEDULE LIST**

Wednesday, 10 June 2026

NAME	CODE	DESCRIPTION	IMAGE	LOCATION	QUANTITY	RATE	AMOUNT
Workstation Chair	FN001	High back chair with Headrest Mesh back with Nano Fabric Seat -Adjustable Headrest, 3D Adjustable Arms, Synchronized tilt mechanism Seat depth adjustable Facility Soft PU Adjustable Lumbar Support Class 4 Gas lift Nylon Base With Heavy Duty Castors		Workstations	128		
Workstations	FN002	1000mm by 700mm Woodprint melamine tabletop (PG Bison Normandy) with black lipping, Steel Black legs, Black Laminated Particle Board Modesty Panel, Cable Management system Underneath		Workstations	106		
Workstation Divider	FN003	900mm (W) Fabric upholstered workstation screens, desk mounted with brackets.		Workstations	47		
3-seater sofa: Waiting Area	FN005	Three seater sofa with upholstered molded foam on a steel frame core with 4 leg powder coated black steel base		Waiting Area	3		
Armchair : Waiting Area	FN007	Armchair with upholstered molded foam on a steel frame core with 4 leg powder coated matte black steel base		Waiting Area	2		
Custom Credenza	FN008	1200L X 450W X 750H Laminated Particle Board Woodgrain melamine top (Vardo) top, Laminated Particle Board Carcass (Matte Black) with powder coated steel metal legs, Lockable, Black Handles.		Workstations	25		
Pedestal	FN009	450L X 360W X 600H Pedestal with wood-look laminated particle board and front-face storm grey laminated particle board with twin-wheel castors.		Mailing Room	1		
Beam Seat	FN010	Black Aluminium Seat & Back Beam Seat, Black Leather Upholstered on seat & back, Heavy duty-free standing aluminium metal beam frame with Black powder coat finish, Armless, Fitted with adjustable levelling feet, 300kg user weight rating		8th floor office	2		
Director's Desk	FN011	1600mm x 800mm heavy-duty executive desk comprising high quality timber veneered worktop with hardwood finish and an inset black writing pad, cable management provisions, supported on robust panel legs and incorporating a side return and matching cabinet with lockable drawers, lacquered and varnished to approval.		Directors' Offices	3		
Director's Desk	FN012	1800mm x 800mm heavy-duty executive desk comprising high quality timber veneered worktop with hardwood finish and an inset black writing pad, cable management provisions, supported on robust panel legs and incorporating a side return and matching cabinet with lockable drawers, lacquered and varnished to approval.		Directors' Offices	1		
Director Seats	FN012	High-back executive chair upholstered in genuine leather with integrated padded headrest; ergonomically contoured backrest and seat with high-density foam cushioning; height-adjustable lumbar support, multi-position synchronized tilt mechanism with tension control and lockable recline; seat height adjustment via Class 4 gas lift; polished aluminium or heavy-duty metal base with smooth-rolling heavy-duty castors; padded upholstered adjustable armrests		Directors' Offices	6		
					<b>TOTAL</b>		

\*The furniture images shown in this schedule are provided for reference purposes only and are intended to convey the desired design intent. They are not necessarily indicative of the exact items to be supplied. The furniture description should guide the selection. Final selection of furniture shall be subject to review and approval by the Client/Consultant.