



REFUGEE CONSORTIUM OF KENYA

Keeping Hope alive!

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**INVITATION TO BID – CONSTRUCTION OF STAFF ACCOMODATION ROOMS IN
KAKUMA**

SUBMISSION DEADLINE

7th April 2025 at 1700hrs

A) INVITATION TO BID

PROCURING ENTITY: Refugee Consortium of Kenya
P.O BOX 25340 -00603 NAIROBI

1. **CONTRACT NAME AND DESCRIPTION:** Tender for Construction of Staff Accommodation rooms in Kakuma.
2. **Offers can be submitted not later than close of business 7th April 2025 (1700 Hrs) only through online and in pdf at tenders@rckkenya.org.**
3. Late tenders will be rejected.

1. MANDATORY PRE-BIDDERS SITE MEETING

The bidders are required to visit the site or send their representatives to the proposed site in Kakuma between 1st, 2nd, 3rd and 4th April 2025 (The bidder will be responsible for their own transport and accommodation costs). This shall provide the bidders an understanding of the available space for the construction works and also an opportunity for clarifications on the bid.

B) INSTRUCTIONS TO TENDERERS.

1. General

- 1.2 Tenderers shall include the following information and documents with their tenders, unless otherwise stated:
 - (a) Company profile
 - (b) Copies of certificates of registration, and principal place of business;
 - (c) Total monetary value of similar construction work performed for each of the last 2 years;
 - (d) Experience in works of a similar nature and size for each of the last 2 years, and clients who may be contacted for further information on these contracts;
 - (e) Major items of construction equipment owned;
 - (f) Qualifications and experience of key site management and technical personnel proposed for the Contract;
 - (g) Bank statement or financial report for the past 6 months.
- 1.3 The Tenderer shall bear all costs associated with the preparation and submission of his/her tender, and RCK will in no case be responsible or liable for those costs.
- 1.4 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine the site of the works and its surroundings, and obtain all information that may be necessary for preparing the tender and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the Tenderer's own expense.
- 1.5 The procurement entity's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 1.6 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2. Tender Documents

- 2.1 The complete set of tender documents comprises the documents listed here below and any addenda issued in accordance with clause 2.4 here below: -
- (a) These instructions to Tenderers
 - (b) Form of Tender
 - (c) Specifications
 - (d) Drawings
 - (e) Bills of Quantities/Schedule of Rates (whichever is applicable)
 - (f) Other materials required to be filled and submitted in accordance with these Instructions and Conditions
- 2.2 The Tenderer shall examine all instructions, forms and specifications in the tender documents. Failure to furnish all information required by the tender documents may result in rejection of his/her tender.
- 2.3 Prospective Tenderers making inquiries of the tendering documents may notify RCK in writing via email at least a week before the closure of the tender. The RCK will respond to any request for clarification received earlier than five [5] days prior to the deadline for submission of tenders. Copies of RCK's response will be forwarded to all persons issued with tendering documents, including a description of the inquiry, but without identifying its source.
- 2.4 Before the deadline for submission of tenders, RCK may modify the tendering documents by issuing addenda. Any addendum thus issued shall be part of the tendering documents and shall be communicated in writing or by cable, telex or facsimile to all Tenderers. Prospective Tenderers shall acknowledge receipt of each addendum in writing to RCK.
- 2.5 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, RCK shall extend, as necessary, the deadline for submission of tenders in accordance with clause 4.5 here below.

3. Preparation of Tenders

- 3.1 All documents relating to the tender and any correspondence shall be in English language.
- 3.2 The tender submitted by the Tenderer shall comprise the following: -
- (a) The Tender;
 - (b) Priced Bill of Quantities/Schedule of Rates for lump-sum Contracts
 - (c) Any other materials required to be completed and submitted by Tenderers.
- 3.3 The Tenderer shall fill in rates and prices for all items of the Works described in the Bill of Quantities/Schedule of Rates. Items for which no rate or price is entered by the Tenderer will not be paid for when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities/Schedule of Rates.
- 3.4 The rates and prices quoted by the Tenderer shall not be subject to any adjustment during the performance of the Contract.
- 3.5 The unit rates and prices shall be in Kenya Shillings.
- 3.6 Tenders shall remain valid for a period of 60 days from the date of submission. However, in exceptional circumstances, RCK may request that the Tenderers extend the period of validity for a specified additional period. The request and the Tenderers' responses shall be made in writing.

- 3.7 The Tenderer shall prepare one original of the documents comprising the tender documents as described in these Instructions to Tenderers.
- 3.8 The original shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. The person or persons signing the tender shall initial all pages of the tender where alterations or additions have been made.
- 3.9 Clarification of tenders shall be requested by the tenderer to be received by the procuring entity not later than 5 days prior to the deadline for submission of tenders.
- 3.10 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

4. Submission of Tenders

- 4.1 The tender shall be duly filled and submitted in PDF to **email address; tenders@rckkenya.org**
- 4.2 Tenders shall be delivered to RCK email address specified above not later than the time and date specified in the invitation to tender.
- 4.3 The tenderer shall not submit any alternative offers unless they are specifically required in the tender documents. Only one tender may be submitted by each tenderer. Any tenderer who fails to comply with this requirement will be disqualified.
- 4.4 Any tender received after the deadline for opening tenders will be returned to the tenderer un-opened.
- 4.5 RCK may extend the deadline for submission of tenders by issuing an amendment in accordance with sub-clause 2.5 in which case all rights and obligations of The Authority and the Tenderers previously subject to the original deadline will then be subject to the new deadline.

5. Tender Opening and Evaluation

- 5.1 The tenders will be opened immediately after the closure of the bid by the tender opening committee. Tenderers are not expected to attend the opening and evaluation.
- 5.2 The Tenderers' names, the total amount of each tender and such other details as may be considered appropriate, will be announced at the opening by The Authority. Minutes of the tender opening, including the information disclosed to those present will also be prepared by RCK's procurement officer.
- 5.3 Information relating to the examination, clarification, evaluation and comparison of tenders and recommendations for the award of the Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the award to the successful Tenderer has been announced. Any effort by a Tenderer to influence RCK's officials, processing of tenders or award decisions may result in the rejection of his tender.
- 5.4 Tenders determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:
 - (a) where there is a discrepancy between the amount in figures and the amount in words, the amount in words will prevail; and

- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will prevail, unless in the opinion of RCK's representative, there is an obvious typographical error, in which case the adjustment will be made to the entry containing that error.
- (c) In the event of a discrepancy between the tender amount as stated in the Form of Tender and the corrected tender figure in the main summary of the Bill of Quantities/Quotation, the amount as stated in the Form of Tender shall prevail.

The Error Correction Factor shall be computed by expressing the difference between the tender amount and the corrected tender sum as a percentage of the Corrected Builder's Work (i.e. corrected tender sum less P.C. and Provisional Sums).

- (e) The Error Correction Factor shall be applied to all Builders' Work (as a rebate or addition as the case may be) for the purposes of valuations for Interim Certificates and valuation of variations.
 - (f) The amount stated in the tender will be adjusted in accordance with the above procedure for the correction of errors and with concurrence of the Tenderer, shall be considered as binding upon the Tenderer. If the Tenderer does not accept the corrected amount, the tender may be rejected and the Tender Security forfeited.
- 5.5 The tender evaluation committee shall evaluate the tender within 15 days of the validity period from the date of opening the tender.
- 5.7 Where contract price variation is allowed, the valuation shall not exceed 15% of the original contract price.
- 5.8 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.
- 5.9 Preference where allowed in the evaluation of tenders shall not exceed 15%
- 5.10 To assist in the examination, evaluation, and comparison of tenders, RCK at its discretion, may request [in writing] any Tenderer for clarification of the tender, including breakdowns of unit rates. The request for clarification and the response shall be via email but no change in the tender price or substance of the tender shall be sought, offered or permitted.
- 5.11 The Tenderer shall not influence RCK on any matter relating to the tender from the time of the tender opening to the time the Contract is awarded. Any effort by the Tenderer to influence RCK or his employees in his decision on tender evaluation, tender comparison or Contract award may result in the rejection of the tender.

6. Award of Contract

- 6.1 The award of the Contract will be made to the Tenderer who has offered the lowest evaluated tender price.
- 6.2 Notwithstanding the provisions of clause 6.1 above, RCK reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the action.
- 6.3 The Tenderer whose tender has been accepted will be contacted via phone and email and enter into written contract.

- 6.4 The Contract Agreement will incorporate all agreements between RCK and the successful Tenderer. It will be signed by RCK and sent to the successful Tenderer, within 10 days following the notification of award. Within 5 days of receipt, the successful Tenderer will sign the Agreement and return it to The Authority.
- 6.7 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 6.8 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 7 days of receiving the request from any tenderer.

7. Corrupt and fraudulent practices

- 7.1 The procuring entity requires that the tenderer observes the highest standard of ethics during the procurement process and execution of the contract. A tenderer shall sign a declaration that he has not and will not be involved in corrupt and fraudulent practices.
- 7.2 The procuring entity will reject a tender if it determines that the tenderer recommended for award has engaged in corrupt and fraudulent practices in competing for the contract in question.
- 7.3 Further a tenderer who is found to have indulged in corrupt and fraudulent practices risks being debarred from participating in public procurement in Kenya.

C) EVALUATION

i) Evaluation Criteria

The tender document submitted will be evaluated in three (3) stages; - General Mandatory, Technical Capacity and Financial. The evaluation process will be in stages as follows: -

1. General Mandatory –Pass/Fail
2. Technical Capacity Evaluation– Pass mark of 70%
3. Financial – Lowest Cost Evaluated bidder

ii) Mandatory Evaluation

The bids shall undergo a general pre-qualification process in order to determine bid compliance to the following mandatory requirements. Tenderers are required to comply to the following requirements, failure to which the firm shall not proceed with the next stage of evaluation: -

PRELIMINARY EVALUATION FOR THE WORKS

S/NO	MANDANTORY REQUIREMENTS
MR1	Attach Company profile
MR2	Attach Copy of certificate of incorporation/ Registration
MR3	Attach valid Business Permit
MR4	Attach Valid Tax Compliance Certificate
MR5	Attach Copy of CR12 Certificate showing names and citizenship of directors and shareholding
MR6	Dully filled, signed and stamped Form of Tender
MR 7	Copies of the bank statement for the past 6 Months (stamped by the bank)

	Current category of Registration with National Construction Authority NCA-5 and above) with a Current National Construction Authority Annual Contractors Practicing License
MR8	Attach copy of stamped Certificate of Tenderer's Visit to the site

Failure to submit any of the above-mentioned documentation, will lead to disqualification of the firm at the mandatory stage. The bidders that will meet all the mandatory requirements above will qualify to proceed to technical evaluation stage.

iii) Technical Evaluation

Evaluation criteria	Requirements	Proof	Maximum Score
Experience of the Firm	Must have completed a minimum of two projects of similar nature and complexity in the last three years Projects of similar nature, complexity and magnitude No completed project of similar nature ----- 0 mark 10marks per project	a. Attach completion certificates as evidence b. Bidders must submit copies of contract/LPOs c. 3 Recommendation letters	30
Education Qualification	Attach qualification and experience of key personnel to be attached to the project Contract / Project Manager (Degree Holder) ; At least 1 No. Degree holder in relevant technical field 5-4years relevant experience -----8marks, 3-2years relevant experience -----5marks 1-0years relevant experience -----1mark Site Agent / Foreman (Degree / Diploma Holder) : At least 1 No. Degree / Diploma holder in relevant technical field 5-4years relevant experience ---7marks 3-2years relevant experience -----5marks 1-0years relevant experience ----- 1mark	Submit CVs and Certificates Submit CVs and Certificates	20 10
Plan/ Methodology	The bidders should provide a detailed workplan not exceeding 3 (Three) Calendar months	Bidders must submit Chart scheduling all the activities (5 mks) with desired timelines (15 mks) deliverables (5mks) and resource allocation (5mks)	30
Financial capability	Audited Accounts for the last 3 years. (2021,2022,2023)	Audited accounts stamped by the audited firm	10
		TOTAL SCORES	100

Bidder (s) are required to attain minimum of 70% score in the technical requirements, failure to which the firm shall not proceed to the next stage of financial evaluation stage.

iv) Financial Evaluation

The bids that qualify at the Technical Capacity evaluation stage will be subjected to financial evaluation to determine the winner. The lowest evaluated bidder will be considered for award of tender.

The format for financial proposal should is as shown below.

D. FORMS

i) FORM OF TENDER

TO: _____ [*Name of Employer*] _____ [*Date*] _____ [*Name of Contract*]

Dear Sir,

1. In accordance with the Specifications, Drawings and Bills of Quantities/Schedule of Rates for the execution of the above-named Works, we, the undersigned offer to construct, install and complete such Works and remedy any defects therein for the sum of Kshs _____ [*Amount in figures*] Kenya Shillings _____ [*Amount in words*]
2. We undertake, if our tender is accepted, to commence the Works as soon as is reasonably possible after the receipt of RCK's Representative's notice to commence, and to complete the whole of the Works comprised in the Contract within 30 days from the signing of the contract.
3. We agree to abide by this tender until _____ [Insert date], and it shall remain binding upon us and may be accepted at any time before that date.
4. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereof, shall constitute a binding Contract between us.
5. We understand that you are not bound to accept the lowest or any tender you may receive. Dated this _____ day of _____ 20____ Signature _____ in the capacity of _____ duly authorized to sign tenders for and _____ [*Name of on behalf of Tenderer*] of _____ [*Address of Tenderer*]

Witness;

Name _____

Address _____

Signature _____

Date _____

ii. MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2 (b) or whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this Form.

Part 1 – General

Business Name

Location of business premises; Country/Town.....

Plot No..... Street/Road

Postal Address..... Tel No.....

Nature of Business.....

Current Trade Licence No..... Expiring date.....

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

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor

Your name in full..... Age.....

Nationality..... Country of Origin.....

Citizenship details

Part 2 (b) – Partnership

Give details of partners as follows:

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

iv. TENDER QUESTIONNAIRE

- 1. Full names of tenderer;
.....
- 2. Full address of tenderer to which tender correspondence is to be sent (unless an agent has been appointed below);
.....
- 3. Telephone number (s) of tenderer;
.....
- 4. Telex of tenderer;
.....
- 5. Name of tenderer's representative to be contacted on matters of the tender during the tender period;
.....
- 6. Details of tenderer's nominated agent (if any) to receive tender notices. This is essential if the tenderer does not have his registered address in Kenya (name, address, telephone, telex);
.....
.....

Signature of Tenderer

Make copy and deliver to: _____ (*Name of Employer*)

D) BILLS OF QUANTITY**CUSTOMER NAME:** Refugee Consortium of Kenya (R.C.K)**QUOTATION FOR:** Construction of accommodation rooms-Kakuma office.

SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	Bill No: 02				
	GROUND WORKS				
2.1	GENERAL				
	(a) Rates shall include for: leveling, grading, trimming, compacting to faces of excavation, keep sides plumb, backfilling, consolidating and disposing surplus soil.				
2.2	SITE CLEARING				
	Clear the area of site from rubbish and vegetable matters, stumps, roots. Demolition shall be included (if any)	120.00	m ²		
2.3	EXCAVATION				
	Excavation quantities are measured to the faces of concrete members. Rates shall include for all additional excavation required to place the formwork, back fill, dewatering and others				
1)	Excavation for strip footings, foundation walling and Ground beams beams	54.00	m ³		
2.4	BACK FILLING				
	(a) Rates shall include for: levelling, grading, trimming, compacting and similar.				
	(b) Ground need to be compacted to the required density by the consultant.				
1)	Earth Filling as per drawings	36.00	m ³		
2.5	DAMP PROOF MEMBRANE				
	(a) Rates shall include for: dressing around and sealing to all penetrations, laps and turnups				
2)	Polythene damp proof membrane (1000 gauge) laid on blinding layer under Ground Slab	105.00	m ²		
	BRC MESH				
3)	BRC Fabric mesh reinforcement A142 including bends, tying wire, spacer blocks; measured net - no allowance made for overlaps	105.00	m ²		
2.6	DEWATERING				
	This item shall include for all the piping, pumps, etc. Water needs to be pumped to an assigned area as per local regulation.	1.00	Item		

TOTAL OF BILL NO. 02 (GROUND WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	Bill No: 03				
	CONCRETE WORKS				
	General				
	a) Rate shall include for: placing in position; making good after removal of formwork and casting in all required items; additional concrete required to conform to structural and excavated tolerances.				
	b) Mix ratio for reinforced concrete shall be 1:2:3				
3.1	Lean Concrete				
	50mm thick lean concrete under the strip and pad footings with a mix of 1:2:6	49.00	m ²		
3.2	Reinforced Concrete				
3.2.1	Foundation				
1)	Strip footing - 600 x200 mm	10.00	m ³		
2)	Foundaton Tie Beam - 200 x 300 mm	5.00	m ³		
3.2.2	Ground Floor				
1)	Ground slab Concrete - 150mm thick	105.00	m ²		
TOTAL OF BILL NO. 03 (a) (CONCRETE WORKS)					-
3.2.3	SUPERSTRUCTURE CONCRETE WORKS				
1)	Ring beam - 200 x 300 mm	5.00	m ³		
3.3	Formwork				
	a) Rates shall include for: all necessary boarding, supports, erecting, framing, temporary cambering, cutting, perforations for reinforcing bars, bolts, straps, ties, hangers, pipes, removal of formwork and normal practices used.				
3.3.1	Foundation				
1)	Strip footing - 600 x200 mm	24.00	m ²		
2)	Ring beams - 200 x 300 mm	24.00	m ²		
3)	Ground floor slab	44.80	LM		
TOTAL OF BILL NO. 03 (b) (CONCRETE WORKS)					
3.4	Reinforcement				
	a) Rates shall include for: cleaning, fabrication, placing, the provision for all necessary temporary fixings and supports including tie wire and chair supports, laps, and wastages.				
3.4.1	Foundation				
1)	Strip footing - 600 x200 mm				
	12 mm dia bars	235.00	kg		

	10 mm dia bars	122.00	kg		
	8 mm dia bars	58.00	kg		
2.)	Ring Beam - 200 x 300 mm				
	12 mm dia bars	236.00	Kg		
	08 mm dia bars	143.00	Kg		
TOTAL OF BILL NO. 03 (c) (CONCRETE WORKS)					
SUMMARY					
TOTAL OF BILL NO. 03 (a) (CONCRETE WORKS)					
TOTAL OF BILL NO. 03 (b) (CONCRETE WORKS)					
TOTAL OF BILL NO. 03 (c) (CONCRETE WORKS)					
TOTAL OF BILL NO. 03 (CONCRETE WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	<u>BILL No: 04</u>				
	<u>MASONRY AND PLASTERING</u>				
4.1	<u>GENERAL</u>				
	(a) Rates shall include for: cleaning out cavities, forming rebated reveals and pointing and cleaning down to reveals where necessary; fractional size blocks, all necessary machine cutting, cutting or forming chases or edges of				
	floor slabs, cutting or leaving holes and openings as recesses for and building in pipes, conduits, sleeves and similar as required for all trades; leaving surfaces rough or raking out joints for plastering and flashings, bedding				
	frames or plates, building in joists, bearers or similar, temporary supports to openings, templates, reinforcement in walls and for all necessary making good				
	(b) Rates shall include for providing approved quality mesh at joints between structural members and masonry in the exterior walls.				
	(c) 150mm Thick solid blocks shall be used for exterior masonry walls, & 100 thick solid blocks shall be used for interior masonry wall				
	(d) All blocks shall be fabricated from manufactured sand and machine pressed and average compression strength for blocks should not be less than 2.8N/mm ² and shall comply with physical requirements of ISO 6073:1981.				
	(e) For masonry, plastering and screeding works manufactured sand shall be used.				
4.1.1	<u>BLOCK WORK</u>				
1)	<u>BELOW GROUND FLOOR</u>				
	200 mm wide Solid block wall (external walls)	90.00	m ²		
4.1.2	<u>GROUND FLOOR</u>				

1)	Supply and use 6-inch x 9-inch quarry machine-cut stones to walls for superstructure walling in 1:3 sand/cement mortar, finished with a steel float on one side. Rate to include mild steel reinforcement at every course.	176.00	m ²		
4.2	<u>PLASTERING</u>				
4.2.1	<u>PLATERING - EXTERNAL</u>				
	a) 25mm cement plastering on external walls and concrete surfaces with 1:4 Cement mortar mix as specified incl. wire mesh at joints of concrete surfaces and walls (first, second coats).				
1)	Ground Floor (External and internal surfaces)	352.00	m ²		
4.2.3	<u>CEMENT SCREED</u>				
A	50 mm thick Cement screed on top of slabs for General Areas.				
1)	Ground Floor	105.00	m ²		
TOTAL OF BILL NO. 04 (a) (MASONRY & PLASTERING WORKS)					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	SUMMARY				
	TOTAL OF BILL NO. 04 (a) (MASONRY & PLASTERING WORKS)				-
TOTAL OF BILL NO. 04 (MASONRY & PLASTERING WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	<u>BILL No: 05</u>				
	<u>CEILING WORKS</u>				
	-				
5.1	<u>GENERAL</u>				
	(a) Rates shall include for: all labour in framing, notching and fitting around projections, light fittings, hatches, grilles and similar and complete with cleats, packers, wedges and similar and all nails and screws.				
5.1.1	<u>CEILING</u>				
A	Supply & Fixing the Cement board Ceiling for the Head room and Court yard area for temprary closing supprted 50mm x 50mm timber grid in 600mm c/c with wall and ceiling etc.,				
1)	Second Floor	105.00	m ²		
TOTAL OF BILL NO. 05 (CEILING WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	<u>BILL N0: 6</u>				
	<u>FINISHES</u>				

6.1	<u>GENERAL</u>				
	(a) Rates shall include for: motar, fixing, bedding, grouting, and pointing materials; making good around pipes, sanitary fixtures, and similar; cleaning down and polishing.				
	(b) All tiles used be of Whitehorse brand or similar as given in Technical Specifications				
	(c) Contractor shall submit samples of all tiles for approval of Consultant prior to procurement				
	(d) Where there may be any discrepancies between the drawings and bill of quantities, details given in the drawings shall precede.				
	(e) All items are for supply and complete installation				
	(f) All tiles shall be fixed using a proper tiling adhesive approved by the Consultant.				
6.2	<u>FLOOR FINISHES</u>				
6.2.1	600mm x 600 mm Semi Skid Ceramic Floor Tiles including 100mm skirting				
1)	Ground Floor	105.00	m ²		
6.3	<u>WALL FINISHES</u>				
6.3.1	200mm x 300mm Ceramic wall tiles with waterproof adhesive up to 2100mm height				
1)	Ground Floor	40.80	m ²		
TOTAL OF BILL NO. 06 (TILING WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	<u>BILL NO: 7</u>				
	<u>PAINTING</u>				
7.1	<u>PAINTING</u>				
	(a) Rates shall include for: the provision, erection and removal of scaffolding, preparation, rubbing down between coats and similar work, the protection and/or masking floors, fittings and similar work, removing and replacing door window furniture				
	(b) All painting work shall be carried in accordance with the Specifications				
	(c) The brand of paint used shall be SKK /Nippon?Sigma or Sigma for exterior walls				
	(d) All exterior surfaces shall have textured paint finish and interior surfaces shall have emulsion paint finish after application of 2 coats of putty.				
	(d) The colour and type of paint will be selected by the architect/client.				
7.1.1	WALLS				

A	External painting 1 coat of wall sealer, 1 coat tex compound & 2 coats of oil base Weather proof paints				
2)	Ground Floor (External)	99.00	m ²		
B	Anti Bacterial & Easy wash Internal Painting 1 coat of wall sealer & 2 coats of paints				
2)	Ground Floor (Internal)	253.00	m ²		
7.1.2.	<u>Ceilings</u>				
A	Emulsion paint putty finish on concrete slab and beams, plywood / cement fibre board of all internal surfaces.				
	1 coat of primer & 2 coats of paints				
	Emulsion putty paint finish				
1)	Ground Floor	105.00	m ²		
TOTAL OF BILL NO. 07 (PAINTING WORKS)					-
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	<u>Bill No: 08</u>				
	<u>DOORS AND WINDOWS</u>				
8.1	<u>General</u>				
	a) Rates shall include for: locks, latches, closers, push plates, pull handles, bolts, kick plates, hinges and all door & window hardware.				
	b) All Aluminum windows shall be white powder coated aluminium.and 5mm thick Dark gray tinted and 5mm frosted glass for W3 and W4				
	c) All timber doors shall be solid timber paneled door with varnish finish.				
8.2	<u>Steel Doors & windows</u>				
1)	Purpose made steel casement double leaf door overall size 900x2100 mm high in 50x50mm framing infilled with 4mm cranked steel panels welded to frames complete with iron mongery	8.00	nos		
2)	Window overall size 2000x1400mm high.	4.00	nos		
3)	Ditto; Single leaf door size 1200x1400mm.	4.00	nos		
4)	Window overall size 600x750mm high.	4.00	nos		
	<u>Glass in openings to windows in metal putty</u>				
5)	4mm; clear sheet glass	19.72	sm		
TOTAL OF BILL NO. 08 (DOORS & WINDOWS WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					

SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	Bill No: 10				
	ROOF WORKS				
10.1	Roof covering				
A	Versatile roof sheets 1020mm overall width 925 mm effective cover width	122.00	SM		
B	28 gauge pre-painted ridge cap	20	LM		
	Steel Roof Structure (Provisional)				
	<u>The following in framed structural steel roof members complete with and including all welded and bolted connections : delivery to site and erection</u>				
	<u>Structural steel roof trusses various spans: hoisting and fixing approximately 3.00m above</u>				
C	ground level : Trusses T1-T30 50 x 50 x 3 mm thick SHS top cord	88	LM		
D	50 x 50 x 3 mm thick SHS bottom cord	56	LM		
E	165 x 50 x 2 mm thick zed purlins	152	LM		
F	40 x 40 x 3 mm thick SHS struts/ties	44	LM		
G	50 x 50 x 4 mm thick SHS wall plate	35.6	LM		
H	150 x 50 x 6 mm thick MS cleats	12	No.		
I	250 x 200 x 6 mm thick gusset plates welded to rafters, ties and struts in trusses (m/s).	15	No.		
TOTAL OF BILL NO. 10 (ROOF WORKS)					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	TOTAL AMOUNT
	Bill No: 11				
	SANITARY INSTALLATION				
11.1	Interior fittings				
A	Close Coupled water closet suite ('S' or 'P'-trap) in approved colour complete with horizontal outlet to BS 3402 with 7.5 litre valveless high level ceramic cistern and fittings including siphon, 15mm diameter side inlet ball valve, 20mm diameter side overflow, plastic flush bend, inlet connection, dual flush, chrome-plated lever and heavy plastic seat and cover with metal top fixed (chrome plated) hinges. All to be as Twyford's "Refresh" water closet or equal and approved.	4.00	pcs		
B	Provide and install a Tap 1\2-inch coppered core & bathroom hose with all needed assesories.	4.00	pcs		
C	Provide and install a water supply pipe, Apex Hydro-flo type or equivalent pipelines (PPR) 3/4inch 20 bars, with all necessary fitings.	18.00	LM		

D	Provide and install sewerage pipe, Apex type or equivalent 4" wastewater pipelines (PVC) min 2.5mm-thick, with all necessary	54.00	LM		
E	Provide and install a sinkhole for Shower and other places specified by supervisors, cover of stainless steel, with all necessary	16.00	pcs		
F	Provide and install corner Wash Basin CERAMIC (50*40cm) with pedestal, copper strainer with stainless steel lid and hose with all necessary supplies according to conditions Book	4.00	pcs		
G	Provide for installation of plumbings to the flush point and tap in the toilet area of the sanitation area. Ensure all necessary plumbing elements are provided as required.	4.00	pcs		
11.2	<i>Fecal and waste pipes drain fittings</i>				
	Provide and install uPVC PNT7 c/w fittings , supports and all accessories for internal waste water pipes up to the particular stack/ manhole				
	40mm dia.	8.00	LM		
	50mm dia.	8.00	LM		
	63mm dia.	8.00	LM		
B	Construct Sewer collection chamber manhole type internally as per drawings with invert depth not exceeding 900mm including excavation and back filling, 150mm thick RCC grade 30 foundation including necessary reinforcement forming channels and 100mm thick grade 25 concrete walls , Concrete manhole covers with lifting arrangement. Inlet and outlet connections to complete the manhole as per the technical drawings and engineer's guidance.	6.00	No.s		
C	Provide and install uPVC PNT7 pipes including excavation and back filling with suitable foundation and top concrete protection with all fittings and accessories				
	90 mm dia	8.00	pcs		
	110 mm dia	8.00	pcs		
TOTAL OF BILL NO. 11 (MECHANICAL INSTALLATION WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					
SL.N O	DESCRIPTION	QTY	UNIT	RATE	
	<u>Bill No: 12</u>				
	<u>ELECTRICAL INSTALLATION WORKS</u>				
12.1	<u>LIGHTING INSTALLATIONS</u>				
A	Lighting outlet point comprising wiring in 3x1.5mm sq. single core PVC insulated copper cables drawn in 20 mm diameter heavy gauge PVC conduits concealed in floors and walls and complete with all the necessary accessories				

	i) One way switched	7.00	No.s		
	ii) Two way switched	4.00	No.s		
B	10A, 500V metal clad switches flush mounted on walls as CRABTREE or approved equivalent.				
	ii) One gang one way, Cat. No. 4170	4.00	No.s		
	ii) Two gang two way, Cat. No. 4172	8.00	pcs		
	iii) Three gang one way, Cat. No. 4172	1.00	pcs		
12.2	SMALL POWER INSTALLATION				
A	13A ring mains socket outlets comprising wiring in 3x2.5mm sq. single core PVC insulated copper cables drawn in 25 mm diameter heavy gauge PVC conduits concealed in floors and walls and complete with all the necessary accessories	8.00	No.s		
12.3	POWER DISTRIBUTION AND SUBMAINS INSTALLATION				
A	4-way SP distribution boards 'GA' surface mounted complete with 63 A SP integral isolator and lockable cover as Merlin Gerin or equal and approved manufacture and with the following MCBs: (UTILITY POWER)	4.00	No.s		
	i) 10 A SP	4.00	No.s		
	iii) 20 A SP	4.00	No.s		
	iv) 32A TP	4.00	No.s		
	v) Blanking plates	4.00	No.s		
B	Submains comprising 3core 6 mm sq XLPE/SWA/PVC copper cable laid in 50mm diameter Heavy duty conduit from main switchboard "MSB" to distribution board complete with cable lugs, glands, ties and all the necessary accessories.	40.00	No.s		
C	Heavy duty Cable loop in Box	1.00	No.s		
D	Comprehensive Earthing to approval by the Engineer	1.00	Item		
TOTAL OF BILL NO. 11 (ELECTRICAL INSTALLATION WORKS)					
<i>(CARRIED OVER TO THE GENERAL SUMMARY)</i>					

<u>PROJECT: PROPOSED CONSTRUCTION OF STAFF HOUSE AT REFUGEE CONSORTIUM OF KENYA</u>		
-		
<u>SUMMARY OF BILLS OF QUANTITIES</u>		
SL.NO	BILL NAME	AMOUNT (MRF)
1)	TOTAL OF BILL NO. 02 (GROUND WORKS)	
2)	TOTAL OF BILL NO. 03 (CONCRETE WORKS)	
3)	TOTAL OF BILL NO. 04 (MASONRY & PLASTERING WORKS)	
4)	TOTAL OF BILL NO. 05 (CEILING WORKS)	
5)	TOTAL OF BILL NO. 06 (TILING WORKS)	
6)	TOTAL OF BILL NO. 07 (PAINTING WORKS)	
7)	TOTAL OF BILL NO. 08 (DOORS & WINDOWS WORKS)	
8)	TOTAL OF BILL NO. 10 (ROOF WORKS)	
9)	TOTAL OF BILL NO. 11 (MECHANICAL WORKS)	
10)	TOTAL OF BILL NO. 11 (ELECTRICAL WORKS)	
11)	TOTAL OF BILL NO. 14 (PRIME COST SUMS)	
GRAND TOTAL		-

v. REFUGEE CONSORTIUM OF KENYA SUPPLIER CODE OF CONDUCT

1. Introduction

Refugee Consortium of Kenya (RCK) is a national NGO which was registered under NGO Coordination board in 2004. Its mandate is to protect the rights of refugees, internally displaced persons, other forced migrants, host communities and advocate the same. It is committed to providing quality services at the best prices possible and uphold best practices according to international humanitarian accounting standards. RCK works with partners who promote and respect international and national labour and humanitarian laws which lead to ethical and effective use of resources contributed by the donor community.

2. Scope of Application:

The provisions of this Code of Conduct set forth the RCK expectations for all existing and potential suppliers and other partners with whom it does business. The RCK expects that these principles apply to suppliers and their employees, parent, subsidiary or affiliate entities, and subcontractors. The RCK expects suppliers to ensure that this Code of Conduct is communicated to their employees, parent, subsidiary and affiliated entities as well as any subcontractors, and that it is done in the local language and in a manner that is RCK understood by all.

The Code of Conduct is a binding document:

- **You are obliged to read and fully understand the content of the document. If you have any questions, please contact the person in charge of procurement via procurement@rckkenya.org**
- **If you or your representatives fail to adhere to any of the provisions set out in this document you will be disqualified from providing services/ goods to RCK, deregistered from list of prequalified suppliers and reported to relevant statutory bodies and RCK partners.**

3. Continuous Improvement:

The provisions as set forth in this Code of Conduct provide the minimum standards expected of suppliers to the RCK. The RCK expects suppliers to strive to exceed both international and industry best practices. The RCK also expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct. The RCK recognizes that reaching some of the standards established in this Code of Conduct is a dynamic rather than static process and encourages suppliers to continually improve their workplace conditions accordingly.

4. LABOUR:

- i) **Freedom of Association and Collective Bargaining:** The RCK expects its suppliers to recognize the freely-exercised right of workers, without distinction, to organize, further and defend their interests and to bargain collectively, as well as to protect those workers from any action or other form of discrimination related to the

exercise of their right to organize and to bargain collectively.

- ii) **Forced or Compulsory Labour:** The RCK expects its suppliers to prohibit forced or compulsory labour in all its forms.
- iii) **Child Labour:** The RCK expects its suppliers not to employ: (a) children below 18 years of age or, if higher than that age, the minimum age of employment permitted by the law of the country or countries where the performance, in whole or in part, of a contract takes place, or the age of the end of compulsory schooling in that country or countries, whichever is higher; and (b) persons under the age of 18 for work that, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of such persons.
- iv) **Discrimination:** The RCK expects its suppliers to ensure equality of opportunity and treatment in respect of employment and occupation without discrimination on grounds of race, colour, sex, religion, political opinion, national extraction or social origin and such other ground as may be recognized under the national law of the country or countries where the performance, in whole or in part, of a contract takes place.
- v) **Health and Safety:** The RCK expects its suppliers to ensure, so far as is reasonably practicable, that: (a) the workplaces, machinery, equipment and processes under their control are safe and without risk to health; (b) the chemical, physical and biological substances and agents under their control are without risk to health when the appropriate measures of protection are taken; and (c) where necessary, adequate protective clothing and protective equipment are provided to prevent, so far as is reasonably practicable, risk of accidents or of adverse effects to health.⁸

5. **Human Rights:**

- i) **Human Rights:** The RCK expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.
- ii) **Harassment, Harsh or Inhumane Treatment:** The RCK expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.
- iii) **Mines:** The RCK expects its suppliers not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

6. **Environment:**

- i) **Environmental:** The RCK expects its suppliers to have an effective environmental policy and to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.
- ii) **Chemical and Hazardous Materials:** Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

- iii) **Wastewater and Solid Waste:** Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.
- iv) **Air Emissions:** Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge or disposal. RCK Supplier Code of Conduct Rev.05 – September 2013
- v) **Minimize Waste, Maximize Recycling:** Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

7. **NON-PARTICIPATION IN TERRORISM ACTIVITIES**

The supplier nor his representatives shall not participate acts of terrorism in nature. The supplier has a duty to refrain from planning, organizing, instigating, promoting, executing, assisting, facilitating, financing, arming, harbouring terrorists, inciting or otherwise supporting directly or indirectly acts of terrorism.

8. **ETHICAL CONDUCT:**

- i) **Corruption:** The RCK expects its suppliers to adhere to the highest standards of moral and ethical conduct, to respect local and international regulations and not engage in any form of corrupt practices, including but not limited to extortion, fraud, or bribery.

- ii) **Conflict of Interest:**

The undersigned declares that neither (i) the Applicant nor (ii) he/she/they personally as authorized representative(s) of the Applicant have a direct or indirect interest of such a nature and scale that may affect provision of goods/services to RCK. The undersigned commits to immediately declare any potential conflict of interest that may arise during call and engagement for services and/or supply goods to RCK

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Applicant will inform RCK, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

The applicant declare not to have made nor to make any offer of any type whatsoever from which an advantage can be derived from the procurement process and not to have granted nor to grant, not to have sought nor to seek, not to have attempted nor to attempt to obtain, and not to have accepted nor to accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to RCK procurement processes.

- iii) **Post-employment restrictions:** Post-employment restrictions may apply to RCK staff in service and former RCK staff members who participated in the procurement process, if such persons had prior professional dealings with

suppliers. RCK suppliers are expected to refrain from offering employment to any such person for a period of six months following separation from service.

Non-adherence to these principles will be a factor in considering whether a supplier is deemed eligible to be registered as an RCK supplier or to do business with the RCK, in accordance with applicable RCK policies and procedures.

We encourage RCK suppliers to improve their business practices in accordance with the principles set out in this Code of Conduct.

Contacts:

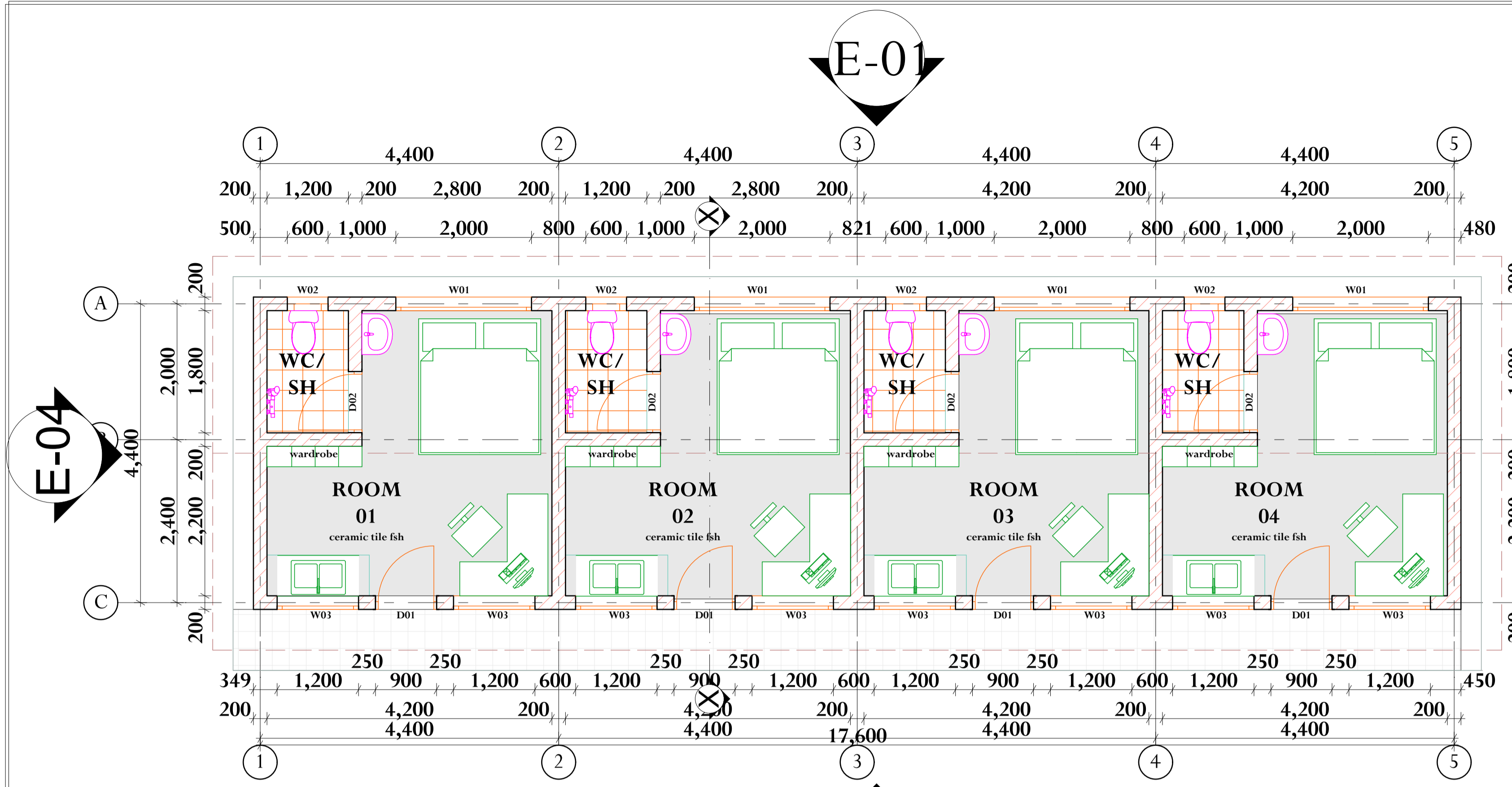
Any questions related to this Code of Conduct can be addressed to the Executive Director at email: refcon@rckkenya.org

SIGNATURE TO THE CODE OF CONDUCT

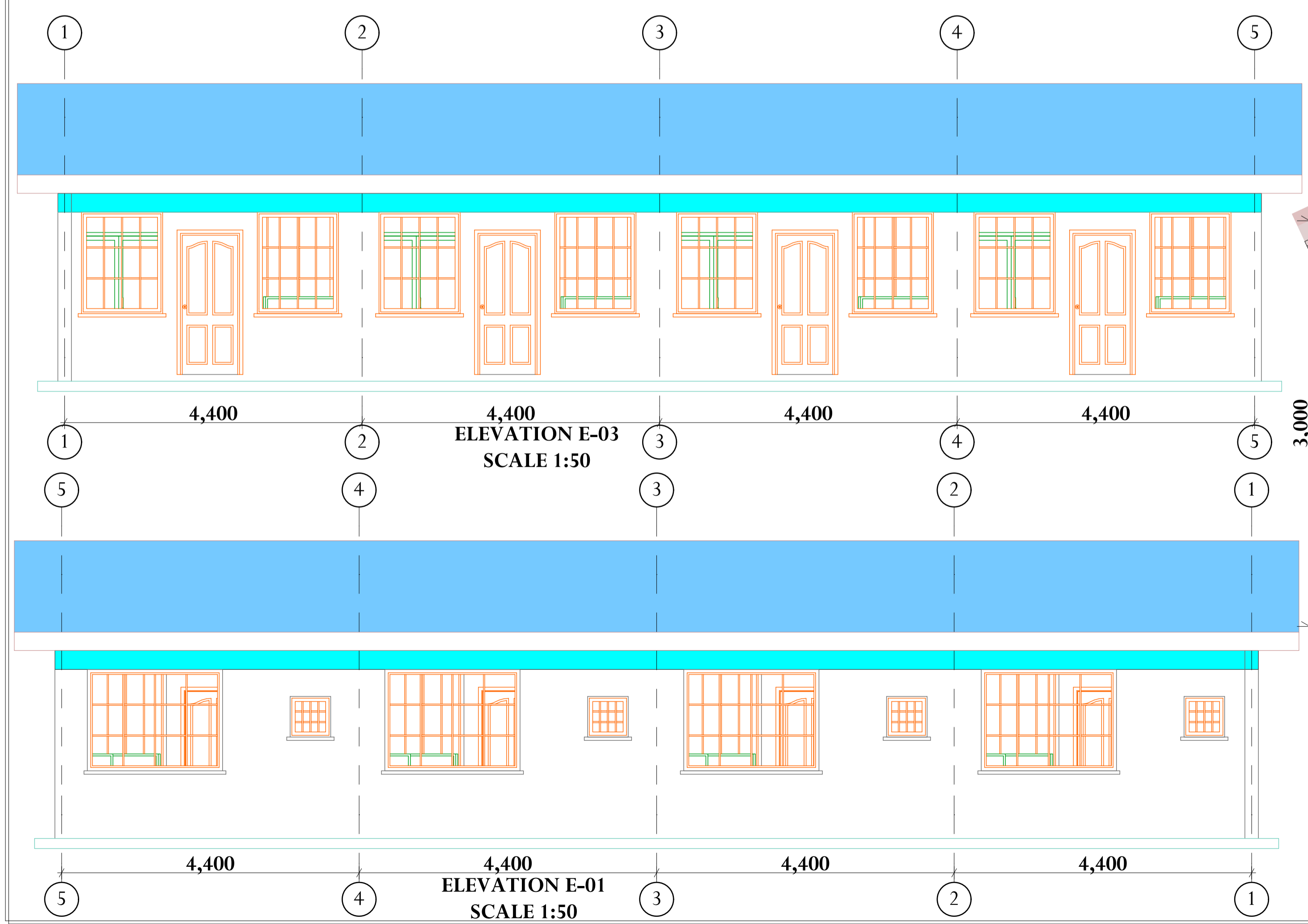
This form shall be signed by a representative of an organization or company that tenders to provide goods/services to RCK. All RCK suppliers shall sign the code of conduct prior to engagement. The code of conduct and this form shall be provided to potential suppliers at the time of solicitation for quotes.

I.....a representative ofknown as supplier confirm that I have read RCK code of conduct in its entirety. That I shall communicate the content of code of conduct to all the suppliers' staff. That all dealings within RCK shall be guided by the code of conduct. Any deviation shall be communicated and request made to RCK prior to any dealings.

That I understand that none adherence to RCK's code of conduct shall lead to being disqualified to dealing with RCK as a person and organization.

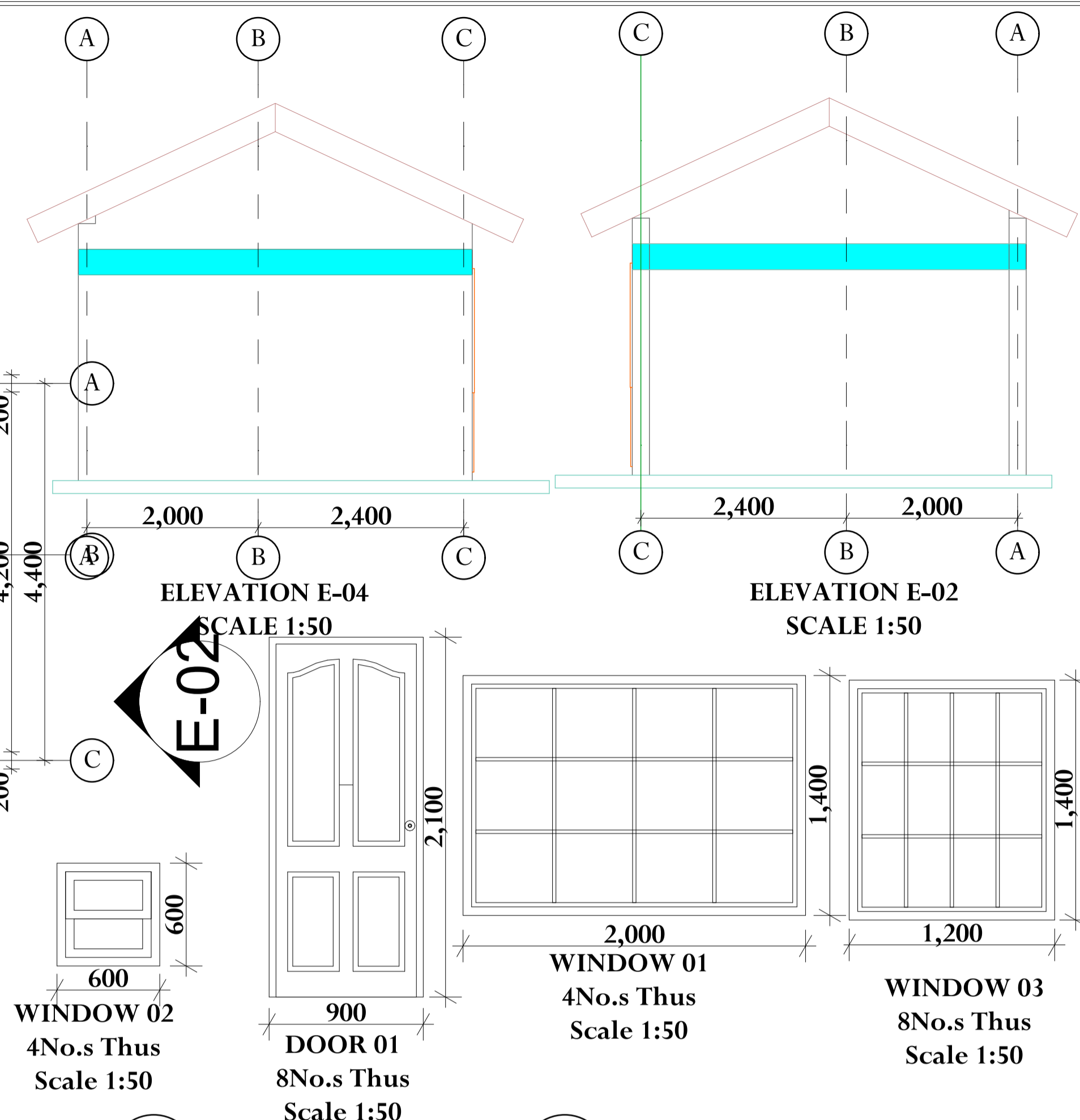


E-03
GROUND FLOOR LAYOUT
SCALE 1:50



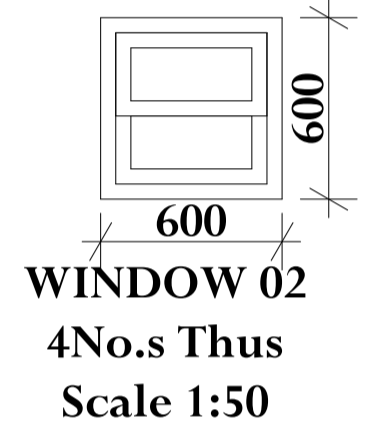
ELEVATION E-03
SCALE 1:50

ELEVATION E-01
SCALE 1:50

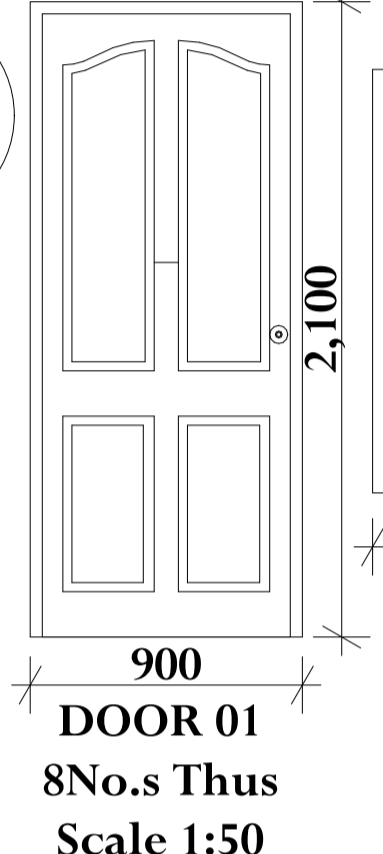


ELEVATION E-04
SCALE 1:50

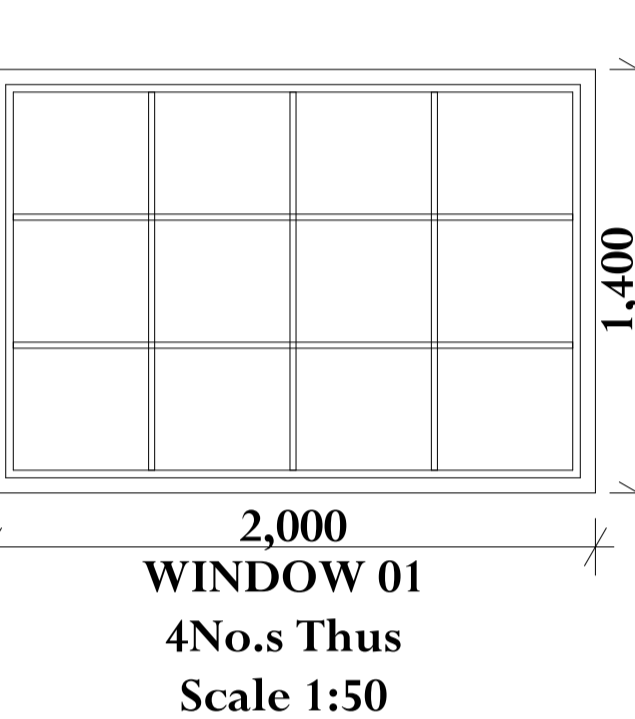
ELEVATION E-02
SCALE 1:50



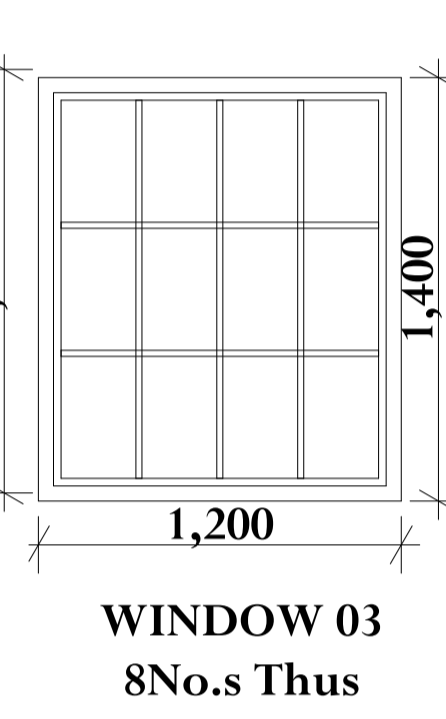
WINDOW 02
4No.s Thus
Scale 1:50



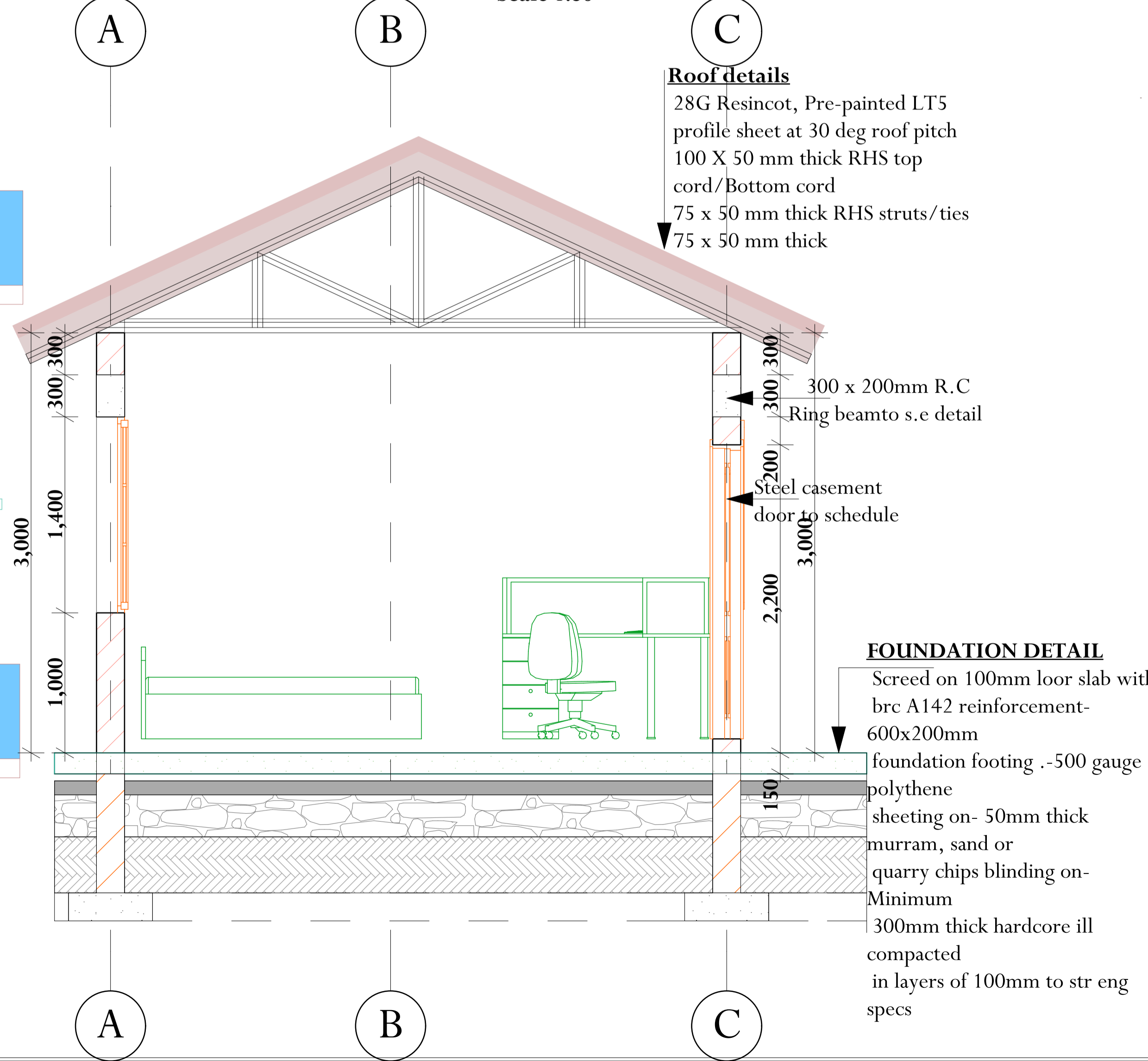
DOOR 01
8No.s Thus
Scale 1:50



WINDOW 01
4No.s Thus
Scale 1:50



WINDOW 03
8No.s Thus
Scale 1:50



Roof details

- 28G Resinot, Pre-painted LT5 profile sheet at 30 deg roof pitch
- 100 X 50 mm thick RHS top cord/Bottom cord
- 75 x 50 mm thick RHS struts/ties
- 75 x 50 mm thick

FOUNDATION DETAIL

- Screen on 100mm loor slab with brc A142 reinforcement-600x200mm
- foundation footing .-500 gauge
- polythene sheeting on- 50mm thick murrum, sand or quarry chips blinding on-
- Minimum 300mm thick hardcore ill compacted in layers of 100mm to str eng specs

NOTES

GENERAL
 All dimensions are in mm unless otherwise specified
 Drawing are not to be scaled
 The contractor must check and verify all dimensions on site and any discrepancies to be reported to the architect before commencement of work

CONSTRUCTION
 All slab at ground level to be poured over 1000 gauge polythene sheet on 50mm thick murrum blinding on hardcore
 All soil under slab around and under foundation to be poisoned for termite control

CIVIL
 All soil on cut embankment to be stabilized .The slope not to exceed the natural angle of repose

STRUCTURAL
 All black cotton soil to be removed from all buildings and paved surfaces
 For all RC work refer to Structural Engineer's details
 Depth of foundation to be determined on site to S. E approval
 All walls less than 200mm thick to be reinforced with Hoop iron at every alternate course
 All adjacent R. C work and masonry walls to be tied with strip iron at every alternate course

MECHANICAL
 SVP denotes soil vent pipe to be provided at heads of drainage system
 Drains passing beneath buildings & driveways to be enclosed in 150mm The storm drain pipes to comply with BS 450mm below establish ground level datum concrete surround and should be minimum 556 specification
 All underground foul and waste drain pipes shall be uPVC to comply with BS 5255
 All inspection chambers covers and framing shall be made of cast iron
 Minimum slope in the drains pipes to be 1 in 100
 No chases will be allowed for pipes. Sleeves will be allowed only with written approval of Structural Eng. No cutting of concrete without express approval of the Architect or Structural Eng
 All testing of pipes must be completed before plastering
 All mechanical works must be co ordinated with electrical and any conflict must be clarified before work begins
 PV denotes permanent ventilation

ELECTRICALS
 All conduits must be laid before plastering

DETAILED DESIGN

REVISIONS		
No	Description	Date

PROJECT
PROPOSED CONSTRUCTION OF STAFF QUARTERS AT REFUGEE CONSORTIUM OF KENYA

DRAWING TITLE
Floor plans, elevations and section detail

Client Ministry/Department
REFUGEE CONSORTIUM OF KENYA

PROJECT JOB NO. **DRG NO. ONE**

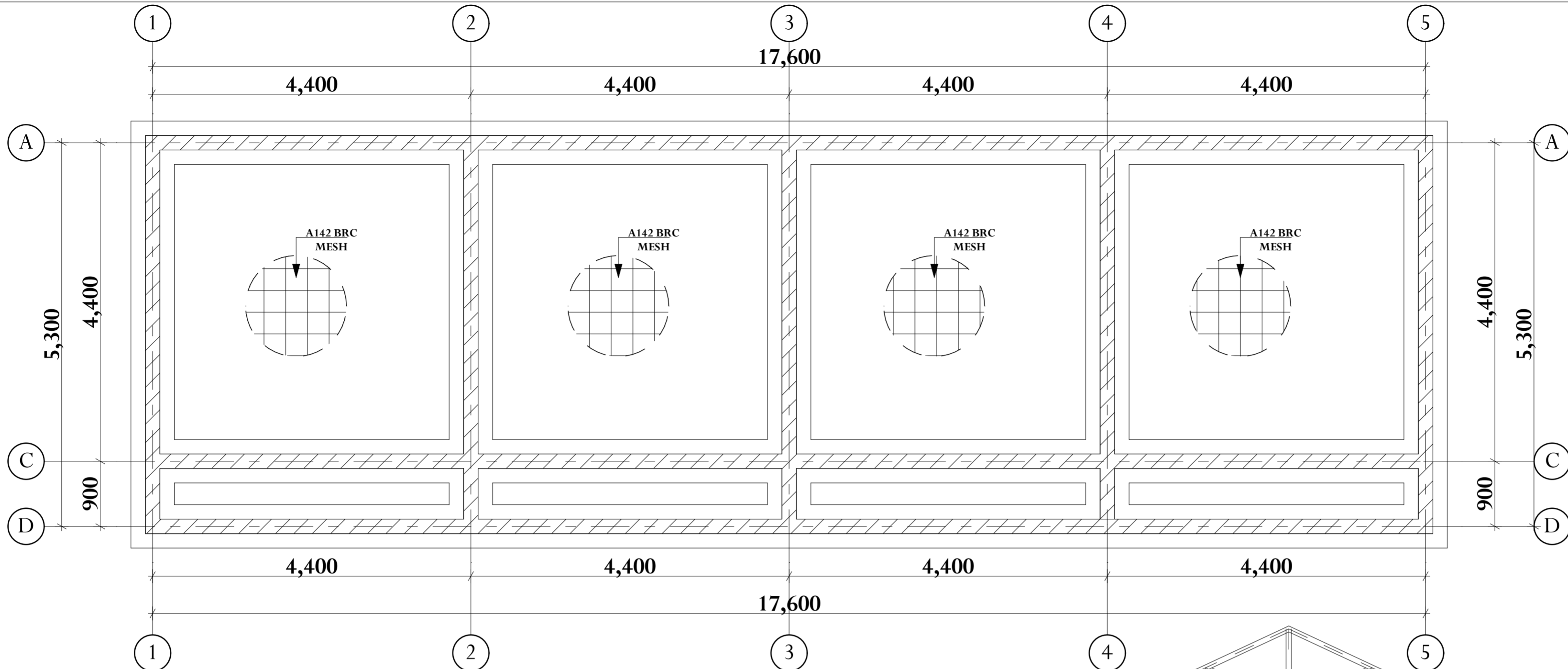
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APPROVED

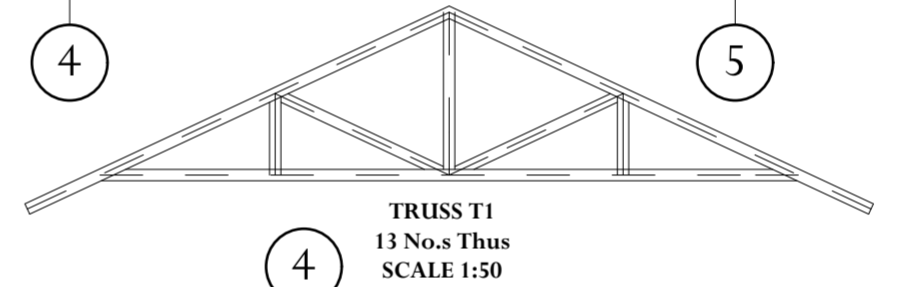
APPROVED DATE.....

Name	Sign	Date
Designed & Drawn By D.M.O		MARCH,2025
Checked By D.M.O		MARCH,2025

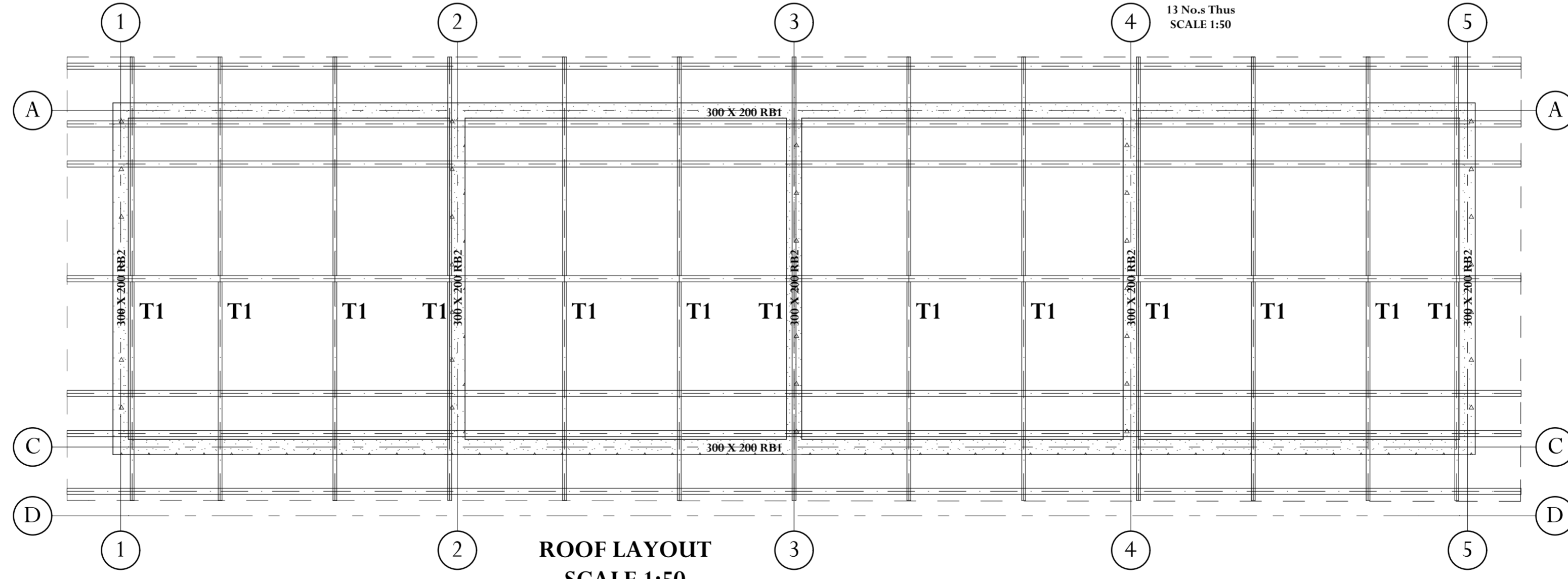
MINISTRY OF INFRASTRUCTURE,TRANSPORT AND PUBLIC WORKS
DIRECTORATE OF PUBLIC WORKS- TURKANA COUNTY THE REPUBLIC OF KENYA



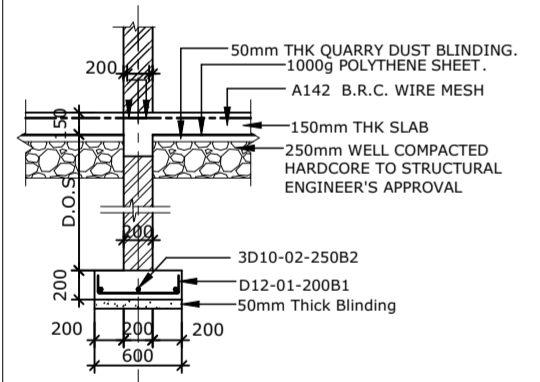
FOUNDATION DETAIL
SCALE 1:50



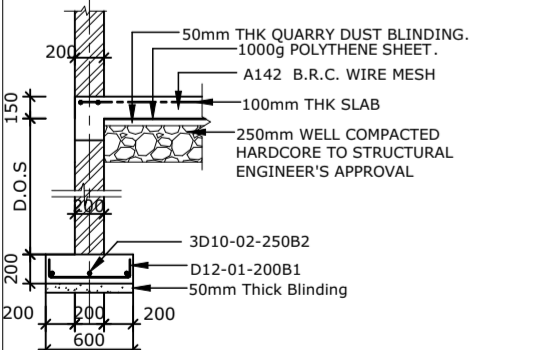
TRUSS T1
13 No.s Thus
SCALE 1:50



ROOF LAYOUT
SCALE 1:50



INTERNAL WALL STRIP FOOTING
SCALE 1:25



EXTERNAL WALL STRIP FOOTING

RING BEAM 01
2 No.s Thus
Scale 1:50

RING BEAM 02
5 No.s Thus
Scale 1:50

NOTES

- 1.This drawing must be read in conjunction with architectural and any other relevant drawing.
- 2.The contractor must confirm all dimensions on site before commencing any work
- 3.All dimensions are in millimetres unless specified otherwise.
- 4.Concrete class 25 (1:1.5:3)
- 5.Cover to reinforcement-
Beams...25mm
-Slab.....15mm
-Columns..40mm
-Column bases...50mm
- 6.T&Y mean high yield and mild steel respectively
- 7.All steel reinforcement must be approved by the structural engineer before casting.
- 8.The Engineer shall not be liable for failure due to lack of supervision

DETAILED DESIGN

REVISIONS

No	Description	Date

PROJECT
PROPOSED CONSTRUCTION OF STAFF QUARTERS AT REFUGEE CONSORTIUM OF KENYA

DRAWING TITLE
STRUCTURAL DRAWINGS

Client Ministry/Department
REFUGEE CONSORTIUM OF KENYA

PROJECT JOB NO. DRG NO.
SCALE 1:100

APPROVED

APPROVED DATE.....

Name	Sign	Date
D.M.O		MARCH,2025

MINISTRY OF INFRASTRUCTURE,TRANSPORT AND PUBLIC WORKS
DIRECTORATE OF PUBLIC WORKS- TURKANA COUNTY THE REPUBLIC OF KENYA

