

**SECTION D**

**GENERAL SPECIFICATIONS**

**OF**

**MATERIALS AND WORKS**

## **GENERAL SPECIFICATIONS OF MATERIALS AND WORKS**

- 2.1 General
- 2.2 Standard of Materials
- 2.3 Workmanship
- 2.4 Procurement of Materials
- 2.5 Shop Drawings
- 2.6 Record Drawings
- 2.7 Setting out Works
- 2.8 Office Desk and Side Tables
- 2.9 Executive High back Leather Chair
- 2.10 Executive Leather Visitors Chair
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- 2.12 Executive Glass Coffee Table
- 2.13 Steel Office File Cabinet
- 2.14 Wooden Office File Cabinet
- 2.15 General Wooden Furniture
- 2.16 Work Station
- 2.17 Testing And Inspection

## **2.1 GENERAL**

This specification is to be read in conjunction with the Catalogue or Brochures which are issued with it.

## **2.2 STANDARD OF MATERIALS**

Where the material and equipment are specifically described and named in the Specification followed by approved equal, they are so named or described for the purpose of establishing a standard to which the Supplier shall adhere.

Should the Supplier deliver any material not specified herein before receiving approval from the proper authorities, the Client shall direct the Supplier to remove the material in question immediately. The fact that this material has been installed shall have no bearing or influence on the decision by the Client.

All materials condemned by the Client as not approved for use, are to be removed from the premises and suitable materials delivered and installed in their place at the expense of the Supplier. All materials required for the works shall be new and the best of the respective kind and shall be of a uniform pattern.

## **2.3 WORKMANSHIP**

The workmanship and method of installation shall conform to the best standard practice. All work shall be performed by a skilled tradesman and to the satisfaction of the Client.

Any work that does not in the opinion of the Client conform to the best standard practice will be removed and reinstated at the Supplier's expense.

## **2.4 PROCUREMENT OF MATERIALS**

The Supplier is advised that no assistance can be given in the procurement or allotment of any materials or products to be used in and necessary for the production of the furniture.

Suppliers are warned that they must make their own arrangements for the supply of materials and/or products specified or required.

## **2.5 SHOP DRAWINGS**

Before manufacture or Fabrication is commenced the Supplier shall submit two copies of detailed Catalogue or Brochure for all Furniture to be delivered for approval of the design and shape depending on the areas of use.

The details of the Catalogue or Brochure should comply with the details in the Bills of Quantities and Specifications.

## **2.6 RECORD DRAWINGS**

These diagrams and drawings shall show the completed Furniture including sizes, design and shapes. The drawings shall be to scale not less than 1:50 and shall include plan views and section.

The drawings shall include all the details which may be useful in the operation, maintenance or subsequent modifications or extensions to the Furniture.

Three sets of diagrams and drawings shall be provided, all to the approval of the Client.

## **2.7 SETTING OUT WORK**

The Supplier at his own expenses; is to set out works and take all measurements and dimensions required for the erection of his materials on site; making any modifications in details as may be found necessary during the progress of the works, submitting any such modifications or alterations in detail to the Client before proceeding and must allow in his Tender for all such modifications and for the provision of any such sketches or drawings related thereto.

## **2.8 OFFICE DESK AND SIDE TABLES**

This shall be made of pure solid wood: Mahogany, walnut, cherry, maple, oak or approved equivalent.

Color/Finish: Wood: Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish. Leather: Brown, black, or custom colors for added elegance.

## **2.9 EXECUTIVE HIGH BACK LEATHER CHAIR**

Executive Orthopedic Chair; Ergonomic Chair, Posture Chair, Office chair, task chair, lumbar support chair, recliner. Adjustable depending on the chair's gas lift mechanism.

## **2.10 EXECUTIVE LEATHER VISITORS CHAIR**

Executive Visitors Office Chair Ergonomic Design: Lumbar support or contoured backrest for better comfort during longer sittings.

Cantilever base: A modern design providing some flexibility and a sleek look made from steel or chrome.

## **2.11 EXECUTIVE LEATHER SOFA SET**

Six-seater leather sofa set that includes a central section (often with three seats) and two end sections (with one or two seats each). Frame: Solid oak wood or mahogany with reinforced metal supports. Upholstery: Top-grain leather in matte black or Chestnut Brown with a soft, matte finish. High-density foam with pocket coil springs in the seat cushions for optimal support.

## **2.12 EXECUTIVE GLASS COFFEE TABLE**

Coffee Table; Contemporary, Modern, Traditional, Rustic, Minimalistic, Industrial, and Luxury Primary Material: Glass: Clear, frosted, or tinted tempered glass. Metal (steel, aluminum), glass (tempered glass), marble, or composite materials.

## **2.13 STEEL OFFICE FILE CABINET**

Lockable Double Door Steel Cabinet; Primary Material; Steel (Cold-rolled steel, powder-coated steel). Finish: Powder-coated finish for rust resistance and durability, with options for matte, semi-gloss, or high-gloss finishes. Available in various colors (commonly gray, black, beige, or custom colours).

## **2.14 WOODEN OFFICE FILE CABINET**

Lockable Double Door Wooden Cabinet; Primary Material; Pure solid wood: Mahogany, walnut, cherry, maple, oak or approved equivalent. Finish: Wood: Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish.

## **2.15 GENERAL WOODEN FURNITURE**

All Wooden furniture shall have the Primary Material as; Pure solid wood: Mahogany, walnut, cherry, maple, oak or approved equivalent. Finish: Wood: Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish.

## **2.16 WORK STATION**

Six-Way Workstation; Rectangular shape with lockable drawers. Primary Materials: Solid wood (e.g., mahogany, walnut, cherry, maple, oak) Color/Finish: Wood: Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish.

## **2.43 TESTING AND INSPECTION**

The Supplier shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **Special Conditions of Contract (SCC)**.

**SECTION E**

**SCHEDULE OF CONTRACT DRAWINGS**

**SCHEDULE OF CONTRACT DRAWINGS**

<b>DRAWING NO.</b>	<b>DRAWING TITLE</b>
NIL	NIL

**SECTION F**

**PARTICULAR SPECIFICATIONS**

**OF**

**MATERIALS AND WORKS**



## **PARTICULAR SPECIFICATIONS**

### **1.0 SITE LOCATION**

The site of the proposed Works/Delivery is at **County Assembly of Kilifi Offices in Malindi Municipality.**

### **2.0 SCOPE OF WORKS**

This includes supply and delivery of: -

- i. Executive Office Table/Desk
- ii. Executive Office Chairs
- iii. Executive Visitors Chair
- iv. Executive Office Coffee Table
- v. File Cabinet
- vi. Office Workstation
- vii. Office Conference Table
- viii. Executive Office Sofa Set

**SECTION G**

**SCHEDULE OF UNIT RATES**

## **SCHEDULE OF UNIT RATES**

1. The tenderer shall insert unit rates against the items in the following schedules and may add such other items as he considers appropriate.
2. The unit rates shall include for supply, transport, insurance, delivery to site, storage as necessary, assembling, cleaning, installing, connecting, profit and maintenance in defects liability and any other obligation under this contract.
3. The unit rates will be used to assess the value of additions or omissions arising from authorized variations to the contract works.
4. Where trade names or manufacturer's catalogue numbers are mentioned in the specification, the reference is intended as a guide to the type of article or quality of material required. Alternative brands of **equal** and **approved** quality will be accepted.

**N. B. It shall be to the tenderer's disadvantage if he fails to insert his price for any of the item in the schedule**

**SECTION H**

**BILLS OF QUANTITIES**

## BILLS OF QUANTITIES

### SPECIAL NOTES

1. The Bills of Quantities form part of the contract documents and are to be read in conjunction with the contract drawings and general specifications of materials and works.
2. The prices quoted shall be deemed to include for all obligations under the sub-contract including but not limited to supply of materials, labour, delivery to site, and storage on site, installation, testing, commissioning and all taxes (including **16% VAT**).

In accordance with Government policy, the 16% VAT and 3% Withholding Tax **shall be deducted** from all payments made to the tenderer, and the same shall be forwarded to the **Kenya Revenue Authority (KRA)**.

3. All prices omitted from any item, section or part of the Bills of Quantities shall be deemed to have been included to another item, section or part.
4. The brief description of the items given in the Bills of Quantities are for the purpose of establishing a standard to which the Supplier shall adhere to. Otherwise, alternative brands of **equal and approved** quality will be accepted.
5. The grand total of prices in the price summary page must be carried forward to the **Form of Tender for the tender to be deemed valid**.
6. Tenderers must enclose, together with their submitted tenders, **detailed coloured manufacturer's Brochures detailing Technical Literature and specifications** on all the equipment they intend to offer.

**SECTION I**

**TECHNICAL SCHEDULE**

**OF**

**ITEMS TO BE SUPPLIED**

## TECHNICAL SCHEDULE

- 1) **The technical schedule shall be submitted** by tenderers to facilitate and enable the **Client/Procuring Entity** to evaluate the tenders, especially where the tenderer intends to supply or has based his tender sum on equipment, materials etc., which differs in manufacture, type or performance from those described or specified in the Bills of Quantities and other specifications in this document.
- 2) **It is to the tenderer's disadvantage if he fails to fill the schedule in full. See the evaluation criteria. Tenderer's who fail to fill the schedule or only fill partially will receive less score and may disqualified altogether.**
- 3) Tenderers must enclose, together with their submitted tenders, **detailed coloured manufacturer's Brochures detailing Technical Literature and specifications** on all the equipment they intend to offer.

**TECHNICAL SCHEDULE OF ITEMS TO BE SUPPLEID**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>MAKE</b>	<b>COUNTRY OF ORIGIN</b>
<b>1</b>	Executive Office Table/Desk		
<b>2</b>	Executive Office Chairs		
<b>3</b>	Executive Visitors Chair		
<b>4</b>	Executive Office Coffee Table		
<b>5</b>	Steel File Cabinet		
<b>6</b>	Wooden File Cabinet		
<b>7</b>	Office Workstation		
<b>8</b>	Office Conference Table		
<b>9</b>	Executive Office Sofa Set		
<b>10</b>			



**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
	<b><u>EXECUTIVE DESK</u></b> Supply, Fix and Commission Following:-  <b>Type:</b> Freestanding desk, modular system, or corner desk (L-shaped or U-shaped) With Side Table and locable drawers. <b>Style:</b> Modern, <b>Primary Materials:</b> Solid wood (e.g., mahogany, walnut, cherry, maple, oak) <b>Secondary Materials:</b> Leather inlays, polished stone, or tempered glass surfaces. <b>Color/Finish: Wood:</b> Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish. Leather: Brown, black, or custom colors for added elegance. <b>Glass:</b> Clear, frosted, or tinted tempered glass. <b>Width:</b> Typically 2200 mm to 2400 mm (87–95 inches) for standard executive desks. <b>Depth:</b> 800 mm to 1000 mm (31–39 inches), depending on desk layout and functionality. <b>Leg Height</b> (Under-desk Clearance): 650 mm to 750 mm (26–30 inches), providing enough space for a chair and legroom. <b>Desk Surface Area:</b> Large enough to comfortably accommodate a computer, paperwork, and office accessories (typically 1.5–2 square meters of workspace).				
1.01	Ditto as 1.01 above but <b>Width:</b> Typically 1800 mm to 2000 mm (71–79 inches) for standard executive desks.	2	Pcs		-
1.02	Ditto as 1.01 above but <b>Width:</b> Typically 1600 mm to 1800 mm (63–71 inches) for standard executive desks.	68	Pcs		-
1.03	Ditto as 1.01 above but <b>Width:</b> Typically 1400 mm to 1600 mm (55–63 inches) for standard executive desks.	11	Pcs		-
1.04		28	Pcs		-
	<b><u>EXECUTIVE COFFEE TABLE</u></b>  <b>Product Name:</b> Coffee Table <b>Type:</b> Contemporary, Modern, Traditional, Rustic, Minimalistic, Industrial, Luxury <b>Material: Primary Material:</b> Glass: Clear, frosted, or tinted tempered glass. Metal (steel, aluminum), glass (tempered glass), marble, or composite materials. <b>Secondary Material:</b> Wood (solid wood, MDF, plywood, veneer), Stone (granite, marble), ceramic, or acrylic. <b>Dimensions: Standard Length:</b> Typically 1000 mm – 1200 mm (39.4 – 47.2 inches) in length, depending on room size and design style. <b>Standard Width:</b> Typically 500 mm – 700 mm (19.7 – 27.6 inches). <b>Height: Standard Height:</b> 400 mm – 500 mm (15.7 – 19.7 inches).				
1.05		14	Pcs		-
	<b>TOTAL PAGE 1 TO SUMMARY PAGE</b>				-

**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
	<b><u>EXECUTIVE OFFICE CHAIR</u></b>				-
1.06	<b>Product Name:</b> Executive Orthopedic Chair (Ergonomic Chair, Posture Chair) <b>Type:</b> Office chair, task chair, executive chair, ergonomic chair, lumbar support chair, recliner. <b>Overall Height:</b> Typically between 40 to 48 inches (102 to 122 cm), adjustable depending on the chair's gas lift mechanism. <b>Seat Height:</b> Adjustable, usually from 17 to 22 inches (43 to 56 cm) from the floor. <b>Seat Depth:</b> Typically around 18 to 22 inches (46 to 56 cm). <b>Seat Width:</b> Generally ranges from 20 to 24 inches (51 to 61 cm) for ample seating space. <b>Backrest Height:</b> Around 24 to 30 inches (61 to 76 cm) for full back support. <b>Armrest Height:</b> Adjustable from 24 to 30 inches (61 to 76 cm) from the seat. <b>Seat Thickness:</b> Approximately 3 to 5 inches (7.5 to 12.7 cm) for comfort and durability. <b>Swivel Function:</b> The swivel function allows for easy movement and access to different areas of your workspace.	7	Pcs		-
1.07	Ditto as 1.06 above but Executive Office Chair	78	Pcs		-
1.08	Ditto as 1.06 above but Orthopadic Office Chair	95	Pcs		-
	<b><u>VISITORS OFFICE CHAIR</u></b>				-
1.09	<b>Product Name:</b> Executive Visitors Office Chair <b>Design: Ergonomic Design:</b> Lumbar support or contoured backrest for better comfort during longer sittings. <b>Seat Width:</b> Typically between 18 inches to 22 inches (standard for most adult sizes). <b>Seat Depth:</b> Typically between 16 inches to 20 inches for a comfortable fit. <b>Seat Height:</b> Ranges from 17 inches to 19 inches from the floor to the seat. <b>Backrest Height:</b> Usually around 16 inches to 20 inches (higher backrests offer more support). <b>Overall Chair Height:</b> Commonly between 32 inches to 36 inches. <b>Armrest Height (if applicable):</b> Around 6 inches to 10 inches above the seat for ease of use. <b>Base Type:</b> Cantilever base: A modern design providing some flexibility and a sleek look made from steel or chrome. <b>Seat Cushion:</b> Padded seat to ensure comfort during short-term sitting.	14	Pcs		-
1.10	Ditto as 1.09 above; <b>Product Name:</b> Visitors Office Chair <b>Design:</b> Available as a freestanding chair with a fixed seat or modular, with an emphasis on lightweight and easy mobility.	156	Pcs		-
	<b>TOTAL PAGE 2 TO SUMMARY PAGE</b>				-

**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
1.11	<p><b><u>DOUBLE DOOR FILE CABINET</u></b>  <b>Product Name:</b> Lockable Double Door Steel Cabinet  <b>Type:</b> Filing cabinet, storage cabinet, personal storage locker, tool cabinet, or utility cabinet.  <b>Material:</b>  <b>Primary Material:</b> Steel (Cold-rolled steel, powder-coated steel).  <b>Secondary Material:</b> Locking mechanisms, handles, hinges, shelves (steel or metal), and Glass Display for aesthetic purposes.  <b>Finish:</b> Powder-coated finish for rust resistance and durability, with options for matte, semi-gloss, or high-gloss finishes. Available in various colors (commonly gray, black, beige, or custom colors).  <b>Dimensions:</b>  <b>Height:</b> Typically 900 mm – 2000 mm (35.4 – 78.7 inches) depending on storage needs (small, medium, or large cabinets). Common height for office use: 1000 mm – 1500 mm (39.4 – 59 inches).  <b>Width:</b> Standard width: 400 mm – 1000 mm (15.7 – 39.4 inches), with wider cabinets offering more storage space for documents, folders, or larger items.  <b>Depth:</b> Standard Depth: 400 mm – 500 mm (15.7 – 19.7 inches) for most common models.  <b>Extra Deep Models:</b> 600 mm – 700 mm (23.6 – 27.6 inches) for larger, multi-purpose storage cabinets.  <b>Shelves:</b> Number of Shelves: Typically 2 to 4 adjustable shelves. Shelves are generally spaced at 300 mm – 400 mm (11.8 – 15.7 inches) intervals.  Ditto as 1.11 above but of Wood. <b>Product Name:</b> Lockable Double Door Wooden File Cabinet</p>	105	Pcs		-
1.12	<p><b>Material:</b>  <b>Primary Material:</b> Solid wood (e.g., mahogany, walnut, cherry, maple, oak)</p>	5			-
1.13	<p><b><u>EXECUTIVE SECRETARY OFFICE TABLE</u></b>  <b>Type:</b> Freestanding Secretary Table, modular system, or corner desk (L-shaped or U-shaped) With locable drawers.  <b>Style:</b> Modern,  <b>Primary Materials:</b> Solid wood (e.g., mahogany, walnut, cherry, maple, oak)  <b>Secondary Materials:</b> Leather inlays, polished stone, or tempered glass surfaces.  <b>Color/Finish: Wood:</b> Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish. Leather: Brown, black, or custom colors for added elegance.  <b>Width:</b> Typically 1400 mm to 1600 mm (55–63 inches) for standard executive secretary table.  <b>Depth:</b> 600 mm to 800 mm (24–32 inches), depending on desk layout and functionality.  <b>Leg Height (Under-desk Clearance):</b> 650 mm to 750 mm (26–30 inches), providing enough space for a chair and legroom.</p>	14	Pcs		-
	<b>TOTAL PAGE 3 TO SUMMARY PAGE</b>				-

**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
	<b><u>EXECUTIVE MEETING TABLE</u></b>				
1.14	<b>Product Name:</b> Executive Meeting Table <b>Type:</b> Conference Table, Boardroom Table, Modular Meeting Table <b>Material:</b> <b>Primary Material:</b> Solid wood (e.g., oak, walnut, maple, mahogany), engineered wood (e.g., MDF, plywood, veneer), glass, or metal (e.g., stainless steel, aluminum). <b>Secondary Material:</b> Leather inserts, tempered glass, metal frames, or marble. <b>Color/Finish: Wood:</b> Natural finishes, stained finishes (e.g., walnut, mahogany), or lacquered. <b>Dimensions:</b> <b>Length:</b> Large Table (12-14 people): 3000 mm – 4000 mm (118–157 inches). <b>Width:</b> Typically 1000 mm – 1400 mm (39–55 inches), depending on the number of seats and design. <b>Height: Standard Height:</b> 740 mm – 800 mm (29–31 inches) to match typical chair heights. <b>Tabletop Material:</b> Wooden Tops: High-quality veneer or solid wood finish, often with a protective lacquer or matte finish.	4	Pcs		-
1.15	Ditto as 1.14 above but: <b>Dimensions:</b> <b>Length:</b> Medium Table (8-10 people): 2400 mm – 3000 mm (94–118 inches).	1	Pcs		-
	<b><u>FIREPROOF FILING CABINET</u></b>				
1.16	<b>Product Name:</b> Fireproof Filing Cabinet <b>Type:</b> Vertical 4 drawers <b>Fire Rating:</b> Typically ranges from 1 hour to 2 hours fire resistance at temperatures up to 1700°F (927°C). <b>Water Resistance:</b> Designed to withstand water damage from sprinklers, fire hoses, or flooding (optional). <b>UL (Underwriters Laboratories) Certification:</b> UL 72 or UL Classified (indicates compliance with fire resistance standards). <b>Dimensions:</b> <b>Width:</b> <b>Vertical Models:</b> 450–500 mm (17.7–19.7 inches) per drawer. <b>Lateral Models:</b> 800–1000 mm (31–39 inches) per drawer. <b>Height:</b> <b>4-Drawer Model:</b> 1400–1500 mm (55–59 inches). <b>Depth:</b> <b>Standard Depth:</b> 500–600 mm (19.7–23.6 inches). <b>Extra-Deep Models:</b> 650–800 mm (25.6–31.5 inches).	5	Pcs		-
	<b>TOTAL PAGE 4 TO SUMMARY PAGE</b>				-

**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
1.17	<p><b><u>EXECUTIVE SOFA SET</u></b></p> <p><b>Product Name:</b> 6-seater leather sofa set that includes a central section (often with three seats) and two end sections (with one or two seats each). <b>Frame:</b> Solid oak wood or mahogany with reinforced metal supports.  <b>Upholstery:</b> Top-grain leather in matte black or Chestnut Brown with a soft, matte finish.  <b>Cushion Fillings:</b> High-density foam with pocket coil springs in the seat cushions for optimal support.  <b>Foam Backing:</b> Foam-backed backrests for additional support and longevity.  <b>Armrest Padding:</b> High-density foam or memory foam for armrest padding to ensure comfort during extended seating.  <b>Additional Features:</b> Adjustable headrests, built-in storage. Manual Recliners: Pull lever or push-back recline. Power Recliners: Powered by an electric motor to adjust the position of the backrest and footrest at the touch of a button.</p> <p><b><u>EXECUTIVE OFFICE WORKSTATION</u></b></p> <p><b>Type:</b> 6-Way Workstation Rectangular shape with lockable drawers.  <b>Style:</b> Modern,  <b>Primary Materials:</b> Solid wood (e.g., mahogany, walnut, cherry, maple, oak)  <b>Secondary Materials:</b> Leather inlays, polished stone, or tempered glass surfaces.  <b>Color/Finish: Wood:</b> Natural, dark stain (e.g., mahogany, walnut), matte, or high-gloss lacquered finish. Leather: Brown, black, or custom colors for added elegance.  <b>Width:</b> Typically 1400 mm to 1600 mm (55–63 inches) for standard Seating space for one person.  <b>Depth:</b> 600 mm to 800 mm (24–32 inches), Seating Space for one person.  <b>Leg Height (Under-desk Clearance):</b> 650 mm to 750 mm (26–30 inches), providing enough space for a chair and legroom.</p>	25	Sets		-
1.18		1	Pcs		-
	<b>TOTAL SCHEDULE 5 TO SUMMARY PAGE</b>				-

**PROPOSED PURCHASE OF FURNITURE FOR COUNTY ASSEMBLY OF KILIFI OFFICE BLOCK**

ITEM NO.	DESCRIPTION	QTY	UNIT	RATE	SHS.
	<b>MAIN SUMMARY PAGE</b>				
	Total Page 1				-
	Total Page 2				-
	Total Page 3				-
	Total Page 4				-
	Total Page 5				-
	SUB TOTAL				-
	ADD 16% VAT				-
	<b>GRAND MAIN SUMMARY</b>				-