

## GUIDELINES FOR COMPLETING SBD NCB WORKS

### Introduction

This Standard Bidding Document is to be used for the procurement of minor works with an estimated value of between Leones 150 million to 900 million under National Competitive Bidding procedures. It may be used for both admeasurement (unit prices or unit rates in a bill of quantities) and lump sum types of Contract. Lump sum contracts are used in particular for buildings and other forms of construction where the Works are well defined and are unlikely to change in quantity or specification, and where encountering difficult or unforeseen site conditions (for example, hidden foundation problems) is unlikely. The main text refers to admeasurement contracts. **Alternative clauses or texts are supplied for use with lump sum contracts.**

Care should be taken to check the relevance of the provisions of the standard document against the requirements of the specific Works to be procured. The following directions should be observed when using the bidding document:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Works. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) Details to be provided by the Employer prior to release of the bidding documents are required in the Invitation for Bids (Section I), Bidding Data (Section III), Evaluation and Qualification Data (Section IV) and Contract Data (Section VII), in addition to Sections VIII - X, which deal with Specifications, Drawings, and Bill of Quantities, respectively. **Specific details** should be furnished in the spaces indicated by italic notes inside brackets. Those details not filled in by the Employer are the responsibility of the Bidder.
- (c) The text of the Instructions to Bidders and the Conditions of Contract should be retained exactly as it is apart from substitution required in the case of Lump Sum contracts. Other modifications to the Instructions to Bidders and the Conditions of Contract for each specific Contract should only be made through the Bidding Data and the Contract Data as amendments.
- (d) [ ] denotes an explanatory note to procurement staff where information is to be inserted when drafting the bidding document. These should be deleted from the final document prior to issue.
- (e) { } denotes notes which provide important guidance to bidders and should be retained in the issued bidding documents.

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