

Serial No.

2					
County		Supervisor			

CONFIDENTIAL



**KENYA NATIONAL BUREAU OF STATISTICS
SURVEY OF INDUSTRIAL PRODUCTION (SIP) 2013**

BUILDING & CONSTRUCTION

(please read these notes carefully before completing the questionnaire)

AUTHORITY

These statistics are collected under the authority of the Statistics Act No. 4 of 2006 and the Building Regulations, 1997.

CONFIDENTIALITY

Your return will be treated as confidential and will be used for statistical purpose only. No information contained in it may be published or divulged in a format, which makes it possible for specific information pertaining to a particular responding firm to be identified.

SCOPE OF THE INQUIRY

The inquiry is intended to cover all firms/establishments engaged in building and construction in Kenya which were operating at any time during the period 2012

REFERENCE PERIOD

Statistics required are for the calendar year 2012.

COMPLETION AND RETURN OF FORM

Please answer all questions and return this form before five working days after receipt of the questionnaire. For further clarification please contact the **Director General, Kenya National Bureau of Statistics, P. O. Box 30266-00100 Nairobi, call +254(20)317583/6/8 or Email directorgeneral@knbs.or.ke**

1 GENERAL PARTICULARS OF THE ESTABLISHMENT/FIRM**A. IDENTIFICATION**

Name of establishment

Name of firm if different from establishment

Postal Address.....Postal Code.....Town.....

Telephone no: Mobile No:

E- mail address: Web-site Http ://

County.......... Mobile No:

Sub-County(District):..... Building.....

Constituency.......... Street.....

Town..... Contact Person:

Area / Zone.....

B. If questionnaire covers more than one establishment, give the name and location of the other establishment below

No.	NAME	LOCATION
1		
2		
3		
4		
5		

Name of KNBS Officer

Mobile Number.....

C. If the period covered is not January to December 2012, indicate period covered in the table below

	Month	Year
From		
To		

2. ORGANIZATIONAL STATUS

2.1 Type of legal organization (*please tick*)

	Code	
i. Individual proprietorship	311	
ii. Partnership	312	
iii. Private Limited Company	313	
iv. Public Limited Company	314	
v. Co-operative society	315	
vi. Parastatal	316	
vii. Government department	317	
viii. Other (specify)	318	

2.2 Type of ownership (*please tick*)

	Code	
i. Privately owned	321	
ii. Government owned	322	
iii. Government with private local collaboration	323	
iv. Foreign controlled	324	
v. Private with foreign collaboration	325	
vi. Government with foreign collaboration	326	
vii. Other (specify)	327	

3. TYPE OF CONSTRUCTION WORK UNDERTAKEN IN 2012

(e.g. general building , electrical contracting, plumbing, painting etc.....)

Activity	ISIC Code	Percentage Share
Construction of Buildings	4100	
Construction of roads and railways	4210	
Construction of utility projects	4220	
Construction of other civil engineering projects	4290	
Demolition	4311	
Site Preparation	4312	
Electrical installation activities	4321	
Plumbing, heat and air conditioning installation	4322	
Other construction installation	4329	
Building completion and finishing	4330	
Other specialized construction activities	4390	

Please give accurate description of the main activity of the establishment

4. EMPLOYMENT, EARNINGS, HOURS WORKED AND COMPENSATION OF EMPLOYEES

4.1 TOTAL NUMBER OF PERSONS ENGAGED AS AT 30TH JUNE 2013

EMPLOYMENT STATUS	CODE	KENYANS		EXPATRIATE		TOTAL	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Employer/working proprietor	411						
Unpaid family worker	412						
Permanent Employee	413						
Casual employee	414						
Contract worker	415						
TOTAL	419						

4.2 EARNINGS AS AT 30TH JUNE 2013 (KSh)

EMPLOYMENT STATUS	CODE	KENYANS		EXPATRIATE		TOTAL	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Employer/working proprietor	421						
Unpaid family worker	422						
Permanent Employee	423						
Casual employee	424						
Contract worker	425						
TOTAL	429						

4.3 HOURS OF WORK

	CODE	Average actual hours worked per week
Employer/working proprietor	431	
Unpaid family worker	432	
Permanent employee	433	
Casual employee	434	
Contract worker	435	
TOTAL	439	

4.4 COMPENSATION OF EMPLOYEES

AMOUNT IN KSH

Description	CODE	Total 2012 January-December	As at 30 th June 2013 (Month of June Only)
Wages and salaries including productivity end of year bonuses etc	441		
Overtime payments	442		
Refund of travelling	443		
Payment in kind (food accommodation car and other fringe benefit)	444		
Severance / termination allowance and retirement pension	445		
Work permits	446		
Employer's contribution to:-			
(i) N.S.S.F	447		
(ii) N.H.I.F	448		
(iii) Other private pension funds /Insurance schemes	449		
Employer's contribution to welfare funds	450		
Staff training expenses			
(i) Overseas	451		
(ii) Local	452		
Director's Remuneration, attendance fees and allowances	453		
Other (specify)	454		
TOTAL	459		

5. DETAILS ON BUILDING & CONSTRUCTION OPERATIONS DURING REPORTING PERIOD 2012

	Person, firm or authority for whom work is done (employer/ Client)	Construction site (County name)	Type* (<i>See codes</i>)	Area** M ²	Total Contract value (KSh)		Value of work done during reporting period (KSh)
					Total	Of which Subcontracted	Excluding the value of work subcontracted
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
Total***							

* Codes: 1. Detached residential buildings 2. Block of residential apartments 3. Office building 4. Hotel 5. School 6. Factory 7. Road 8. Bridge 9. Others (specify)

** For construction such as road construction and pipe laying etc. state length in Kilometres. Area refers to enclosed built-up area, and should be the usable floor space e.g. apartment building has many levels and use of ground floor cannot give the actual area of the building.

*** This total should equal 7.7 (a)

6a. What was the annual turnover for the establishment in 2012?

KSh.

6b. VALUE OF CONSTRUCTION WORK DONE DURING THE REPORTING YEAR, 2012.

(a)	(b) Units	(c) Total floor area (M ²)	(d) Value (Kshs)
New residential Buildings			
New Non-Residential Buildings			
Extension, renovation and improvements to buildings			
Roads and Bridges			
Construction of railways			
Construction of utility projects			
Construction of other civil engineering projects			
Demolitions			
Site Preparation			
Electrical installation activities			
Plumbing, heat and air conditioning installation			
Building completion and finishing			
Borehole Drilling			
Other specialized construction activities			
TOTAL			

7. OPERATING ACCOUNT DURING THE REPORTING YEAR, 2012

7.1 VALUE OF PURCHASES

- The value of materials, components, containers and supplies should include duties and handling charges and exclude discounts and duties drawback.
- Materials such as sand , ballast, e.t.c,obtained from a firm's own associated enterprises or branches should be valued at production costs of such materials
- Raw materials used as inputs in production should be shown under item 7.6 (b) (i) and materials purchased include resale under item 7.6(c)

7.2 VALUE OF WORK DONE

- The value of work done should be the total amount which has been or will be charged to the consumer for work done or put in place during the reporting year. In other words, work done should be equal to the sum of value of work started and completed during the the reporting year plus the value of work-in -progress at the end of reporting year less the value of work-in-progress at the beginning of the reporting year. It should be shown under item 7.7 (a).
- Receipts for work done by sub-contractors should also be entered under item 7.7 (a). However, cost of such work (i.e. payment to sub-contractors) should be shown under item 7.6 (f)

7.3 TRANSPORT COSTS

The cost of running own transport should include fuel costs for vehicles, costs incurred on repairs and maintenance of vehicle licenses and any other costs of running own transport. Wages and salaries of your own drivers and mechanics headings in the operating and vehicles, depreciation charges, however, should be excluded and alternatively included under their respective account-items 7.6 (a) and 7.6 (d) (i), respectively.

7.4 SHARE OF HEAD OFFICE COSTS

This applies only to firms which are submitting a separate form for each branch or establishment.

7.5 ALL OTHER OPERATING AND ADMINISTRATIVE EXPENSES

This should include all other expenses incurred by the firm in the course of production which have not been included in the operating account, e.g. insurance and banks charges, indirect taxes and licenses, audit fees, advertising and expenses, entertainments allowances, royalties, commission and office expences,etc.

7.6. EXPENDITURE

(a) Labour costs :		Value (KSh)
(i)	Gross cash wages and salaries (including bonuses, cash allowances for ration, passages ,and housing, partners/directors fees or drawing, etc.)	
(ii)	Cost of other labour benefits(including free rations, clothing and housing, medical treatment and employer's contribution to pension schemes such as NSSF, provident fund, etc.)	
(b) (i)	Purchase of materials, components, containers and supplies used for construction (see note 7.1)	
(ii)	Water charges	
(c)	Cost of goods resold in the same condition as purchased (see note 7.1 (iii))	
(d)	Transport cost:	
(i)	Current cost or running own transport (see note 7.3)	
(ii)	Payment to independent transporters(excluding payments which form part of the cost of goods purchased)	
(e)	Fuel and electricity used (including all fuel and electricity charges except oil and petrol used in transport and included in item 7.6 (d) (i))	
(f)	Cost of work given to sub contractors (see note 7.2 (ii))	
(g)	Cost of hiring (or renting) plus operational/leasing of plant,machinery,equipment (except vehicle-see item 7.6 d(ii))	
(h)	Cost of repairs and maintenance:-	
(i)	Building	
(ii)	Plant machinery and other equipment except vehicles	
(i)	Interest payments	
(j)	Non Interest bank charges	
(k)	Insurance premiums	
(l)	Taxes	
(m)	All other expenses:-	
(i)	Rents and rates	
(ii)	Share of head office costs (see note 7.4)	
(n)	Provision for depreciation:-	
(i)	On fixed assets (building,equipment,etc)	
(ii)	On stock	
Total		

7.7. INCOME

		Value (KSh)
(a)	Value of work done by your firm including work done by sub-contractors (see note 7.2 above	
(b)	Resale of goods sold in the same condition as purchased (see item 7.6 (c))	
(c)	Fixed Assets (i.e. buildings, equipments, (etc) produced by the firm during the reporting year for own use)	
(d)	Increase (+) or decrease (-) in input stocks ,i.e. materials, components, containers, etc.	
(e)	Rents received for non- residential property	
(f)	Rental or lease of machinery and equipment	
(g)	Income from leasing of R & D	
(h)	Sale of fixed assets	
(i)	Appreciation of fixed assets	
(j)	Commissions received	
(k)	Insurance claims received	
(l)	Interest received	
(m)	Dividends received	
(n)	Other investment earnings	
(o)	Other (specify	
Total		

8 OUTPUT					Code	Amount(Ksh)
(i) Value of new construction, other than own-account work done during reporting period, of which:					811	
Class	Code	As main contractor			As sub-contractor	
		By own labour force	Code	By sub - contractor	Code	
Residential	812		815		818	
Non-residential	813		816		819	
Other construction	814		817		820	

(ii) Value of repairs and maintainace, other than own-account work, done during reporting period, of which:					Code	Amount(Ksh)
Class	Code	As main contractor			As sub-contractor	
		By own labour force	Code	By sub-contractor	Code	
Capital repairs including restoration and conversions	822		824		826	
Current repairs and maintenance	823		825		827	

Class	Code	Amount(Ksh)
(iii) Receipts from rental of construction or demolition equipment, of which:	828	
a) Rental with operator	829	
b) Rental without operator	830	
(iv) Receipts for goods sold in the same condition as received	831	
(v) Receipts for all goods and services not included above	832	

9 TAXES ON PRODUCTION AND SUBSIDIES

Class	Code	Amount(Ksh.)
(i) Value-added tax invoiced to customers	911	
(ii) Value- added tax paid or payable to suppliers	912	
(iii) Other indirect commodity taxes	913	
(iv) Indirect non- commodity taxes	914	
(v) Subsidies received	915	

10 Fixed assets					Code	Amount(Ksh)
(i) Total cost of new and used fixed assets acquired from others or produced on own account, and of capital repairs performed, during the reporting period, of					1011	
Class	Code	Acquisitions		Own account	Capital repairs	Total
		New	Used			
Machinery and other equipment (excluding	1012					
Transport equipment	1013					
Building and construction	1014					
Land (and land improvements)	1015					
Land improvements	1016					

Class	Code	Value (Ksh)
(ii) Total value of sale of fixed assets during the reporting period, of which:	1017	
Machinery and other equipment (excluding transport equipment)	1018	
Transport equipment	1019	
Building and other structures	1020	
Land (and land improvments)	1021	

11 Inventory

(i) Value of stock of raw materials, prefabricated components, and fuel at beginning of reporting period and at the end of reporting period, of which:

Class	Code	Opening Value (Ksh)	Code	Closing Value (Ksh)
Raw materials	1111		1115	
Prefabricated components	1112		1116	
Fuel	1113		1117	
Total	1114		1118	

(ii) Value of construction, held on own account and intended for sale, at beginning of reporting period and at the end of reporting period, of which:

Class	Code	Opening Value (Ksh)	Code	Closing Value (Ksh)
Residential buildings	1119		1123	
non-residential building	1120		1124	
Other construction	1121		1125	
Total	1122		1126	

12 Remarks / Comments:
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Declaration

I certify that the information provided in this questionnaire is complete and correct to the best of my knowledge.

Name:

Designation:.....

Telephone:.....

Date:.....

Signature/ Stamp:.....

THANK YOU