



# NAIROBI CITY WATER & SEWERAGE COMPANY LTD.

KAMPALA RD, P. O. Box 30656-00100, Nairobi, Kenya

Tel: +254 0703 080 000

Email: [info@nairobiwater.co.ke](mailto:info@nairobiwater.co.ke)

[www.nairobiwater.co.ke](http://www.nairobiwater.co.ke)

**CONTRACT NO. NCWSC/07/2023**

## **PROVISION OF INSURANCE BROKERAGE SERVICES (GENERAL) FOR ONE YEAR**

**SEPTEMBER, 2023**

**Closing Date: ..... Friday, 6<sup>th</sup> October, 2023**

**Closing Time:..... 12:00 noon**

*Board of Directors:*

*A. Karanja (Chairman), B. Okumu (Vice-Chair), N.C.C. C.E.C.M. Finance & Economic Planning, N.C.C. C.E.C.M. Green Nairobi, R. Hassan, E. Mukuhi, C. Alaro, E. Wamuiya, J. Mukabwa, Eng. N. M. Muguna (Managing Director)*

**NAIROBI CITY WATER SEWERAGE & COMPANY LTD**

**P.O BOX 30656 - 00100**

**tenders@nairobiwater.co.ke**

**NCWSC/07/2023**

**PROVISION OF INSURANCE BROKERAGE SERVICES**

**(GENERAL) FOR ONE YEAR.**

## INVITATION TO TENDER

### **NAIROBI CITY WATER & SEWERAGE COMPANY LTD**

#### **PROVISION OF INSURANCE BROKERAGE SERVICES (GENERAL) FOR ONE YEAR.**

1. The **NAIROBI CITY WATER & SEWERAGE COMPANY LTD** invites sealed tenders for the provision of Insurance Services for (Brief description of the items to be insured, their location and, insurance period location, etc.)
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers. Tenderers will be allowed to tender for one or more items.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours.08:00 to 05:00pm at the address given below. Tender documents may be viewed and/or downloaded from the website [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke).
4. A complete set of tender documents may be obtained by from the companies website i.e [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke). and government portal [www.tenders.go.ke](http://www.tenders.go.ke)
5. Tender documents may be viewed and downloaded for free from the website [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke). and government portal [www.tenders.go.ke](http://www.tenders.go.ke) Tenderers who download the tender document must forward their particulars immediately to (insert email, telephone and postal address) to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a **tender Security of Kes. 500,000/=** valid for 240 days.
7. The Tenderer shall chronologically serialize and stamp all pages of the bid documents submitted.
8. Completed tenders must be delivered to the address below on or before **12:00 noon on Friday, 6<sup>th</sup> October, 2023**. Electronic Tenders **will not** be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
10. Late tenders will be rejected.
11. The addresses referred to above are:

#### **A. Address for obtaining further information and for purchasing tender documents**

For Managing Director  
Nairobi City Water & Sewerage Company Ltd  
Kampala Road, off Enterprise Road  
P O Box 30656-00100  
Tel. 254 703 080403  
Nairobi, Kenya  
E-mail: [tenders@nairobiwater.co.ke](mailto:tenders@nairobiwater.co.ke)  
Website: [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke)

**B. Address for Submission of Tenders.**

For Managing Director  
Nairobi City Water & Sewerage Company Ltd  
Kampala Road, off Enterprise Road  
P O Box 30656-00100  
Tel. 254 703 080403  
Nairobi, Kenya  
E-mail: [tenders@nairobiwater.co.ke](mailto:tenders@nairobiwater.co.ke)  
Website: [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke)

**C. Address for Opening of Tenders.**

Nairobi City Water & Sewerage Company Ltd  
Kampala Road, off Enterprise Road  
P O Box 30656-00100-00100  
Tel. 254 703 080403  
Nairobi, Kenya  
E-mail: [tenders@nairobiwater.co.ke](mailto:tenders@nairobiwater.co.ke)  
Website: [www.nairobiwater.co.ke](http://www.nairobiwater.co.ke)

**[Authorized Official (name, designation, Signature and date)]**

Name; Eng. Nahason Muguna

Designation; Managing Director

Signature:



Date: 15/09/2023

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## **PART 1 - TENDERING PROCEDURES**

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## SECTION I - INSTRUCTIONS TO TENDERERS

### A. General

#### 1. Scope of Tender

- 1.1 This tendering document is for the delivery of Insurance services, as specified in Section V, Procuring Entity's Schedule of Requirements. The name of the Procuring Entity, name and identification and number of this tender are specified in the **TDS**.

#### 2. Definitions

- 2.1 Throughout this tendering document:

- a) The term "in writing" means communicated in written form (e.g. by mail, e-mail, including if specified **in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) If the contexts requires, "singular" means "plural" and vice versa; and
- c) "Day" means calendar day, unless otherwise specified as "Business Day". A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

- 2.2 The successful Tenderer will be expected to commence providing the Insurance Services by Date provided **in the TDS**. The insurance duration for each item will be one year or the period specified in the **TDS**.

#### 3. Fraud and Corruption

- 3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 "Declaration not to engage in corruption". The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

- 3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civils actions may be imposed. To this effect, Tenders shall be required to complete and sign the "Certificate of Independent Tender Determination" annexed to the Form of Tender.

- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

- 3.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

#### 4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.7 or any combination of such entities in the form of a joint venture (JV) under an existing agree mentor with the intent to enter into such an agreement supported by a letter of intent. Only Insurance service providers registered by Insurance Regulatory Authority are eligible to tender and sign contracts. In the case of a joint venture, all

members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

- 4.2 Public Officers of the Procuring Entity, their spouse, child, parent, brother, sister, child, parent or sister of a spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) Directly or in directly controls, is controlled by or is under common control with another Tenderer; or
  - b) Receives or has received any direct or indirect subsidy from another Tenderer; or
  - c) Has the same legal representative as another Tenderer; or
  - d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
  - e) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Schedules of requirements, Performance Specifications, etc.) for the Insurance services that are the subject of this Tender; or
  - f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity for the Contract implementation; or
  - g) would be providing goods, works, or services resulting from or directly related to the insurance services specified in the **TDS** ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
  - h) has a close business or family relationship with a professional staff of the Procuring Entity who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer shall not participate in more than one Tender, except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.

- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA [www.ppra.go.ke](http://www.ppra.go.ke).
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) if they can establish that they are registered as insurance businesses.
- 4.8 A tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.
- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 The Insurance Act of Kenya (Revised 2017) requires that insurance companies that wish to offer insurance services in Kenya should be registered with the Insurance Regulatory Authority (IRA) of Kenya to allow them undertake insurance business in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before contract award and signature of contract. Details on application for registration with Insurance Regulatory Authority may be accessed from the website [www.ira.go.ke](http://www.ira.go.ke)
- 4.11 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Act. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website [www.ira.go.ke](http://www.ira.go.ke)
- 4.12 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

## **5. Qualification of the Tenderer**

- 5.1 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

## **B. Contents of Tendering Document**

## **6. Sections of Tendering Document**

- 6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.



## **PART 1: Tendering Procedures**

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV – Tendering Forms

## **PART 2: Procuring Entity's Requirements**

- v) Section V–Schedule of Requirements

## **PART 3: Contract**

- vi) Section VI-General Conditions of Contract (GCC)
- vii) Section VII-Special Conditions of Contract (SCC)
- viii) Appendix to the Contract–Insurance Policy

6.2 The Invitation to Tender (ITT) or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms of reference, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

## **7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting**

7.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.

7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) and items of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Sites shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.

7.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **8. Clarification of Tendering Document**

8.1 A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified **in the TDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified **in the TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified **in the TDS**, the Procuring Entity shall also promptly publish its response at the web page identified **in the TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT 9 and ITT 23.2.

## **9. Amendment of Tendering Document**

9.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.1.

9.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 23.2 below.

## **C. Preparation of Tenders**

### **10. Cost of Tendering**

10.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

### **11. Language of Tender**

11.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender maybe in another language provided they are accompanied by an accurate translation of the relevant passages in to the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

## 12. Documents Comprising the Tender

12.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 13;
- b) **Schedules:** priced Activity Schedule completed in accordance with ITT 13 and ITT 15;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 20.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 14;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3;
- f) **Qualifications:** documentary evidence in accordance with ITT 18 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 17, that the Services conform to the tendering document;
- i) **Sample Insurance Policy** for each type of insurance required, and
- j) Any other document required **in the TDS**.

12.2 The Tenderer shall furnish in the Tender Information Form on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to the is Tender.

## 13. Form of Tender and Schedule of Requirements

13.1 The Form of Tender and priced Schedule of Requirements shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

## 14. Alternative Tenders

14.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the best Evaluated Tenderer shall be considered by the Procuring Entity.

## 15. Tender Prices and Discounts

15.1 The prices (or premiums) and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Schedule of Requirements shall conform to the requirements specified below.

15.2 The Contract shall be for the Insurance Services of the items described in the Schedule of Requirements submitted by the Tenderer.

15.3 The Tenderer shall quote any discounts in the Form of Tender in accordance with ITT 13.1.

15.4 All duties, taxes, and other levies payable by the Insurance Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

15.5 If provided for in the **TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special

Conditions of Contract and of the General Conditions of Contract.

## **16. Currencies of Tender and Payment**

16.1 The currency of the Tender and the currency of payments shall be Kenya Shillings, unless specified otherwise in the **TDS**.

## **17. Documents Establishing Conformity of Services**

17.1 To establish the conformity of the Insurance Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the Procuring Entity's requirements specified in Section VII, Schedule of Requirements.

17.2 Standards for provision of the Insurance Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V, Schedule of Requirements.

17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and / or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.

17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

17.5 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

17.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

17.7 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

17.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit

the tenderer in relation to the procurement or contract management process, then:

- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

17.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

## **18. Documents Establishing the Eligibility and Qualifications of the Tenderer**

18.1 To establish Tenderer's eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, and all Tendering Forms included in Section IV.

18.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

18.3 In the event that pre-qualification of Tenderers has been undertaken as stated **in the TDS**, only Tenders from pre-qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

18.4 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified in Section III, Evaluation and Qualification Criteria.

## **19. Period of Validity of Tenders**

19.1 Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

19.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for the responding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

## **20. Tender Security**

20.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

20.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

20.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:

- i) cash;
- ii) a bank guarantee;
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

20.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

20.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non responsive or a bidder declines to extend tender validity period.

20.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

20.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) If the successful Tenderer fails to:
  - i) Sign the Contract in accordance with ITT 45; or
  - ii) Furnish a performance security in accordance with ITT 46.

20.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

20.9 A tenderer shall not issue a tender security to guarantee itself.

## **21. Format and Signing of Tender**

21.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

21.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

21.3 The original and all copies of the Tender 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. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.



21.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

## **D. Submission and Opening of Tenders**

### **22 Sealing and Marking of Tenders**

22.1 The Tenderer shall deliver the Tender in a single, sealed envelope. Within the single envelope the Tenderer shall place the following separate, sealed envelopes:

- a) In an envelope marked "ORIGINAL", all documents comprising the Tender, as described in ITT 12; and
- b) in an envelope marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT14, and if relevant:
  - i) in an envelope marked "ORIGINAL-ALTERNATIVETENDER", the alternative Tender; and
  - ii) in the envelope marked "COPIES –ALTERNATIVE TENDER" all required copies of the alternative Tender.

22.2 The inner envelopes shall:

- a) Bear the name and address of the Tenderer;
- b) Be addressed to the Procuring Entity in accordance with ITT 23.1;
- c) Bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- d) Bear a warning not to open before the time and date for Tender opening.

22.3 The outer-envelopes shall:

- a) Be addressed to the Procuring Entity in accordance with ITT 23.1;
- b) bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- (c) Bear a warning not to open before the time and date for Tender opening.

22.4 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will be not be accepted.

### **23 Deadline for Submission of Tenders**

23.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

23.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **24. Late Tenders**

24.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and

returned unopened to the Tenderer.

## 25 Withdrawal, Substitution and Modification of Tenders

25.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that with draw all notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

25.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

25.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

## 26 Tender Opening

26.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the **TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

26.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the "power of attorney" confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

26.3 Next, envelopes marked "SUBSTITUTION" shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

26.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender



opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the **TDS**.

26.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

26.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts; and
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
- e) Number of pages of each tender document submitted.

26.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a tenderer upon request.

## **E. Evaluation and Comparison of Tenders**

### **27. Confidentiality**

27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

27.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

27.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

### **28 Clarification of Tenders**

28.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT 32.

28.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

### **29 Deviations, Reservations, and Omissions**

29.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

### **30. Determination of Responsiveness**

30.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

30.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
  - i) Affect in any substantial way the scope, quality, or performance of the Insurance Services specified in the Contract; or
  - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

30.3 The Procuring Entity shall examine the technical aspects of the Tenders submitted in accordance with ITT 17 and ITT 18, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

### **31. Non-conformities, Errors and Omissions**

31.1 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions

31.2 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.

31.3 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

### **32. Arithmetical Errors**

32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from an error in calculation of unit price, quantity,

sub-total and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and

c) If there is a discrepancy between words and figures, the amount in words shall prevail

32.3 Tenderers shall be notified of any error detected in their bid during the notification of award

### **33. Comparison of Tenders and Conversion to Single Currency**

33.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 31.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost prices for each offered insurance service.

33.2 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified **in the TDS**. The source of exchange rate and the date of such exchange rate shall also be specified in the **TDS**.

### **34. Margin of Preference and Reservations**

34.1 A margin of preference on local insurance providers may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.

34.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

34.3 Contracts procured on basis of international competitive tendering shall not be subject to reservation exclusive to specific groups as provided in ITT 33.4.

34.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by a competent authority, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

### **35. Evaluation of Tenders**

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the Evaluated Tender Price by adjusting the Tender price as follows:

- a) Prices offered by the Tenderer, corrected appropriately in accordance with ITT 32;
- b) Price adjustment due to discounts offered in accordance with ITT 15.4;
- c) converting the amount resulting from applying (a) and (b) above, if allowed, to a single

currency in accordance with ITT 33.2;

d) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken in to account in Tender evaluation.

35.4 Where the tender involves multiple items, the tenderer will be allowed to tender for one or more items. Each item will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers will be base done each item and not a combination of items.

### **36. Comparison of Tenders**

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

### **37. Abnormally Low Tenders and Abnormally high tenders**

#### **Abnormally Low Tenders**

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender price or that genuine competition between Tenderers is compromised.

37.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analysis of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

#### **Abnormally High Tenders**

37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.

- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

### **38. Qualification of the Tenderer**

38.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

38.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take in to consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

### **39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders**

39.1 The Procuring Entity reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

## **F. Award of Contract**

### **40. Award Criteria**

40.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

### **41. Notice of Intention to enter in to a Contract**

41.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter in to a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and

- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

#### **42. Standstill Period**

42.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tenderer to launch a complaint. Where only one Tenderer is submitted, the Standstill Period shall not apply.

42.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

#### **43. Debriefing by the Procuring Entity**

43.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

43.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

#### **44. Negotiations**

44.1 The negotiations shall be held at the place indicated in the **TDS** with the Tenderer's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Tenderer. The Procuring Entity will constitute a team to negotiate a contract and the terms of the Insurance Policy to be provided.

44.2 The negotiations shall start with discussions of the scope of the terms and conditions of the Policy, its conformity to the Procuring Entity's requirements, the conditions and circumstances under which the insured will be financially compensated, and the items that would need to be attended to before the contract is signed and an Insurance Policy issued. These discussions shall not substantially alter the original scope of the Procuring Entity's requirements. The items that would need to be attended to by the Procuring Entity before the contract is signed and an Insurance Policy issued should not be so extended as to render the scope of the required service and its price different from the Procuring Entity's requirements.

44.3 The Procuring Entity shall prepare minutes of negotiations that are signed by the Procuring Entity and the Tenderers' authorized representative.

#### **45. Letter of Award**

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

#### **46. Signing of Contract**

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of



award and before expiry of the tender validity period.

#### **47. Performance Security**

47.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

47.3 Performance security shall not be required for contracts estimated to cost less than the amount specified in the Regulations.

#### **48. Publication of Procurement Contract**

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

#### **49. Procurement Related Complaint and Administrative Review**

49.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

49.2 A request for administrative review shall be made in the form provided under contract forms.

## SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<b>A. General</b>
ITT 1.1	The Tender reference number (ITT) is: <b>NCWSC/07/2023</b> The Procuring Entity is: <b>NAIROBI CITY WATER SEWERAGE COMPANY</b> The name of the ITT is: <b>PROVISION OF INSURANCE BROKERAGE SERVICES (GENERAL) FOR ONE YEAR.</b>
ITT 2.2	The Intended date commencing providing the Insurance Services is 1 <sup>st</sup> of November 2023 The insurance duration for each item will be one year.
ITT 3.3	The Information made available on competing firms is as follows:
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: _____ [insert a number].
	<b>B. Contents of Tendering Document</b>
ITT 7.1 8.1	i) The Tenderer will submit any request for clarifications in writing at the Address <b>tenders@nairobewater.co.ke</b> to reach the Procuring Entity not later than <b>3<sup>rd</sup> October, 2023</b>  ii) The Procuring Entity shall publish its response at the website <b>www.nairobewater.co.ke</b>
ITT 7.2	N/A
ITT 7.3	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than 3 days to the closing date of this tender.
ITT 7.5	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre-arranged pretender will be published is <a href="http://www.nairobewater.co.ke">www.nairobewater.co.ke</a> and government portal <b>www.tenders.go.ke</b>
ITT 12.1 (j)	The Tenderer shall submit the following additional documents in its Tender:  Other documents required are: <b>REFER TO THE EVALUATION CRITERIA</b>
ITT 14.1	Alternative Tenders <b>shall not be</b> considered.
ITT 15.5	The prices quoted by the Tenderer <b>shall not</b> be subject to adjustment during the performance of the Contract.
ITT 16.1	The currency of the Tender and the currency of payments shall be <b>KENYAN SHILLINGS</b>
ITT 18.3	Prequalification <b>has not been</b> undertaken.
ITT 19.1	The Tender validity period shall be <b>210</b> days.
ITT 20.1	[If a Tender Security shall be required, a Tender-Securing Declaration shall not be required, and vice versa.] A Tender <b>shall be</b> required. If a Tender Security shall be required, the amount and currency of the Tender Security shall be kshs <b>500,000</b> valid for <b>240</b> days.
ITT 21.1	In addition to the original of the Tender, the number of copies is: <b>1 copy</b>
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of:



ITT Reference	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
	<b>POWER OF ATTORNEY</b>
	<b>D. Submission and Opening of Tenders</b>
ITT 23.1	For <b>Tender submission purposes</b> only, the Procuring Entity's address is: Attention: <b>NAIROBI CITY WATER &amp; SEWERAGE COMPANY</b> Postal Address: <b>P.O BOX 30656-00100</b> Physical Address: <b>KAMPALA ROAD, NAIROBI, KENYA</b>
ITT 23.1	The deadline for Tender submission is <b>6<sup>th</sup> October, 2023</b> .  Tenderers <b>shall not</b> have the option of submitting their Tenders electronically.
ITT 26.1	The Tender opening shall take place at: Nairobi City Water and Sewerage Company HQ Physical Address: <b>KAMPALA ROAD, NAIROBI, KENYA</b> Date: <b>6<sup>th</sup> October 2023 at 12.00 noon</b> .
ITT 26.1	<b>N/A</b>
ITT 26.6	The Form of Tender and price Schedule of requirements shall be initialed by <b>4</b> representatives.
<b>E. Evaluation and Comparison of Tenders</b>	
ITT 33.2	The currency shall be <b>KENYAN SHILLING</b> and the source of exchange rate shall be <b>N/A</b> (usually the Central Bank of Kenya is the source).
ITT 34.2	Margin of preference shall be <b>not allowed</b> .
<b>F. Award of Contract</b>	
ITT 44.1	The negotiations will be held at <b>NAIROBI CITY WATER &amp; SEWERAGE COMPANY KAMPALA ROAD, NAIROBI, KENYA</b>
ITT 49.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a> .  If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:  For the attention: <b>SUPPLY CHAIN MANAGER</b>  Title/position: <b>SUPPLY CHAIN MANAGER</b>  Procuring Entity: <b>NAIROBI CITY WATER &amp; SEWERAGE COMPANY</b>  Email address: <b>tenders@nairobewater.co.ke</b>  In summary, a Procurement-related Complaint may challenge any of the following:  (i) the terms of the Tender Documents; and  (ii) the Procuring Entity's decision to award the contract.

## SECTION III - EVALUATION AND QUALIFICATION CRITERIA

### 1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

#### Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### 2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of "Part2-Procuring Entity's Insurance Requirements", including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

#### **PRELIMINARY EVALUATION**

NO	MANDATORY REQUIREMENTS
<b>a)</b>	<b>General Conditions Apply to the bidder (Broker)</b>
1	Bidders shall prepare and submit Two copies of the Bid, clearly marking each "ORIGINAL BID" and "COPY OF BID," .Both documents shall be enclosed in different envelopes clearly marked original and copy.
2	The broker to provide an authorization letter from the proposed underwriter(s). Failure to submit the letter of authorization will render the broker non-responsive.
3	Submit valid and original tender security <i>of not less than Kes 500,000/= (Five Hundred Thousand) only.</i>
4	Bid Security Valid for 240 Days from date of Bid Opening.
5	Offer eligibility statement on bidders letterhead indicating that the bidder is eligible for the assignment and has not been debarred for any procurement within the last five years.
6	Confidential business questionnaire duly filled.
7	Declaration that the bidder will not engage in any corrupt or fraudulent practice and that the bidder is not

	debarred from participating in procurement proceedings.
8	Copy of Current Valid Tax Compliance Certificate from KRA
9	Copy of Certificate of Incorporation/Registration
10	Attach copy of current valid certificate of compliance to NHIF
11	Attach copy of current valid certificate of compliance to NSSF
12	Copy of Current Business License from Nairobi County Government
13	Submit written Power of Attorney
14	Submit authority to seek reference from bidders' references
15	Price Schedule duly completed, signed. Bidders should also enclose a corresponding premium schedule from the proposed underwriter(s)
16	Form of bid duly completed, signed and stamped.
17	All alterations (if any on Financials) must be countersigned by the bidder.
18	Brokers must chronologically serialize all pages ( <b>NUMERICALLY</b> i. e 1, 2, 3.....) and stamp their document with Official rubber Stamp for Ownership up to the last page including all attachments.
19	Copy of the audited accounts for the last two (2) financial years
20	Certificate of registration as a broker by IRA (Insurance Regulatory Authority) - 2023 ( <b>Attach valid current Copy</b> )
21	Bank guarantee of Ksh. 3 Million deposited with the IRA (Attach copy)
22	A copy of professional indemnity insurance cover of not less than Kshs. 200 million
23	Current membership registration with Association of Insurance Brokers of Kenya (AIBK) ( <b>attach copy</b> )
24	List of certified directors (Attach current copy of CR12 dated within the last three months)
25	Attach copies Identification cards/passport for the company directors.
26	Brokers handling outstanding claims (fully documented) that are pending for more than 12 months with the Company shall not be considered.
27	Bid document issued by NCWSC and forms attached to be duly completed.
28	The Original Bid Document issued by NCWSC shall be returned as part of the Tender Document. Bidders must submit all the pages of the Bid document as issued without altering the content therein. All required information shall be attached to the Original Tender document and neatly bound. Documents submitted as Loose papers (files) will be rejected at Preliminary evaluation stage and shall not progress to Technical Evaluation Stage.
<b>b)</b>	<b>The underwriter</b>
<b>1</b>	The Underwriter shall prepare and submit Two copies of the Bid, clearly marking each "ORIGINAL BID" and "COPY OF BID,". <b>Both documents shall be enclosed in different envelopes</b> clearly marked original and copy.
2	Offer eligibility statement on bidders letterhead indicating that the bidder is eligible for the assignment and has not been debarred for any procurement within the last five years
3	Confidential business questionnaire duly filled
4	Declaration that the bidder will not engage in any corrupt or fraudulent practice and that the bidder is not debarred from participating in procurement proceedings.
5	Copy of Current Valid Tax Compliance Certificate from KRA
6	Copy of Certificate of Incorporation/Registration
7	Attach copy of current valid certificate of compliance to NHIF
8	Attach copy of current valid certificate of compliance to NSSF
9	Copy of Current Business License from Nairobi County Government
10	Offer eligibility statement on bidder's letterhead indicating that the bidder is eligible for the assignment and has not been debarred for any procurement within the last five years
11	Minimum solvency margin of 100% in the latest report
12	Submit written Power of Attorney
13	Certificate of registration by the Commissioner of Insurance ( <b>Attach valid, current copy</b> )
14	Proof of company's annual gross premiums in the previous year of at least Ksh. 1 billion for General Business as per latest IRA Reports
15	Proof of capital paid-up for general insurance of not less than Ksh 500 million (Attach certificate from registrar of Companies)

16	Current and valid membership to the Association of Kenya Insurers (AKI) (Attach valid, current copy)
17	Copy of the proposed underwriters audited accounts for the last two (2) financial years
18	Must have been in existence for the last five (5) years (attach evidence)
19	Underwriters must chronologically serialize all pages ( <b>NUMERICALLY</b> i. e 1, 2, 3.....) and stamp their document with Official rubber Stamp for Ownership up to the last page including all attachments.
20	Current ratio should be $\geq 1:1$ ( <b>CA:CL</b> )
21	Working ratio should be $\leq 90\%$ Working ratio = (Total expenses – (depreciation + debt expenses)/total revenue) X 100
22	Proof of valid reinsurance arrangements approved by IRA
23	Underwriters handling outstanding claims (fully documented) that are pending for more than 12 months with the Company shall not be considered.

Bidders lacking any of the above mandatory requirements will be dropped at this stage and shall not proceed to the technical stage of evaluation.

### Technical Evaluation

	Criteria	Score
A	Track record and references	20
	a) Attach written proof from five clients that they have handled business of similar nature and magnitude of at least 10Million over the last three (3) years excluding Life and Medical Business. Attach proof by providing copies of duly signed contract agreements, LSOs/LPOs or letter of awards not reference letters ( <b>one undertaking=3marks</b> )	
	b) Must have continuously operated as insurance broker for the last five (5) years - <b>One year (1 marks)</b>	
B	Relevant human resource qualification and experience (attach certificates and CVs). MUST clearly indicate the team leader and the two technical staff.	28
	<b>Team leader. (Principal officer)</b> a) <b>Academic qualification (Max 4 Marks)</b> i) university degree (4 marks) ii) diploma (2 marks) iii) certificate (1 marks) b) <b>Professional Qualification (Max 3 Marks)</b> i. diploma from chartered institute of insurance or equivalent (3 mks) certificate in insurance management (1 marks)	
	(ii) Two (2) other technical staff a) <b>Academic qualification (Max 8 marks)</b> i) university degree (4 marks each) ii) diploma (2 marks each) iii) certificate (1 marks each) b) <b>Professional Qualification (Max 6marks)</b> i) diploma from chartered institute of insurance or local equivalent (3mks each) ii) Certificate of Proficiency in Insurance (2 marks each)	
(iii)	<b>Experience</b> a) <b>Team leader (Max 3 Marks)</b> i) Over 7 years (3 marks) ii) Over 3 yrs but below 7yrs (2 marks) iii) Below 3 yrs (1 mark) b) <b>two (2) other technical staff (Max 4 marks)</b> i) Over 5 years (2 marks each) ii) below 5yrs (1mark each)	
C	Volume of business handled in the last Two (2) years (Attach evidence) i. Equal or over Kshs. 300 million (20mks) ii. 100 million $\geq$ and $<$ 300million (10mks) iii. Below 100 million (5 marks)	20

D	Enclose duly completed 3 Client Reference forms for similar undertakings and magnitude of at least 10Million in the last 2 years (refer to Appendix II) Average Scores will be computed for each form; Rating: Excellent (5 Marks), Good (3 marks), Average (2 Marks), Poor (0 marks)	15
D	Least period used to settle previous claims upon presentation of all required documents ( <b>Attach discharge voucher of 5 general insurance claims (above Kshs. 500,000) settled in the last one year excluding motor and personal accident claims</b> ) <ul style="list-style-type: none"> <li>i. Below 1 month (3mks each)</li> <li>ii. Below 3 months but above 1 month (2 mks each)</li> <li>iii. Above 3 months (1 mk each )</li> </ul>	15
E	Claims handling strategy	2
	<b>Total Score</b>	<b>100</b>

Bidders shall be required to obtain a minimum of eighty-five (85) marks at the Technical Evaluation in order to qualify to proceed to next Financial Evaluation stage.

### Financial Evaluation

The lowest Evaluated bidder shall be awarded the contract.

#### 3. MARGIN OF PREFERENCE (N/A)

**Apply Margin of Preference**, if so allowed to all evaluated and accepted tenders as follows.

If the **TDS** so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.

After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) Group A: tenders offered by Kenyan insurers and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) Group B: tenders offered by foreign insurers and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 5.1(c) of the respective tender price, including unconditional discounts, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

#### 4. Post Qualification Criteria (ITT 38) Post qualification and Contract award (ITT39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.

- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
- i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow of Kenya Shillings \_\_\_\_\_.
  - ii) Minimum average annual turnover of Kenya Shillings [100 million], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last one year.
  - iii) At least 5 no. of contract (s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime insurer, or joint vent u remember or sub-contractor each of minimum value Kenya shillings 100 million
  - iv) Other conditions depending on their seriousness.

**a) History of non-performing contracts:**

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last 5 years. The required information shall be furnished in the appropriate form.

**b) Pending Litigation**

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above. If all pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

**c) Litigation History**

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last 5 years. All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

## SECTION IV- TENDERING FORMS

### 1. Form of Tender

#### INSTRUCTIONS TO TENDERERS

- i) The Tenderer must prepare this Form of Tender on Provision of Insurance Brokerage Services (General) with its letterhead clearly showing the Tenderer's complete name and business address.
- ii) All italicized text is to help Tenderer in preparing this form.
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE all attached to this Form of Tender.
- iv) The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.
  - a) Tenderer's Eligibility-Confidential Business Questionnaire
  - b) Certificate of Independent Tender Determination
  - c) Self-Declaration of the Tenderer

**Tender submission - Date of this Tender submission: Friday 6<sup>th</sup> October, 2023**

**at 12.00 noon.**

**ITT No.: PROVISION OF INSURANCE BROKERAGE SERVICES (GENERAL) FOR ONE YEAR.**

**Alternative No.: N/A**

To: **NAIROBI CITY WATER & SEWERAGE COMPANY**

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21;
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: [insert the list of items tendered for and a brief description of the Insurance Services];

#### **SCHEDULE OF TENDERED ITEMS AND PRICES**

1	2	3	4	5	6	7
No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
No 1						
No 2						
No 3						

- e) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: [Specify in detail each discount offered.]
  - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [Specify in detail the method that shall be used to apply the discounts];
- f) **Tender Validity Period:** Our Tender shall be valid for the period of 240 days from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- h) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance Providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** [select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: [insert complete name of each Recipient, including Insurance Brokers, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity,]

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive;
- o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below; and
- q) **Code of Ethical Conduct:** We under take to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from (specify website) during the procurement



process and the execution of any resulting contract.

r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.

s) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:

- (i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
- (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
- (iii) Self-Declaration of the Tenderer—to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
- (iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in "Appendix 1-Fraud and Corruption" attached to the Form of Tender.

Name of the Tenderer: .....

Name of the person duly authorized to sign the Tender on behalf of the Tenderer:

.....

Title of the person signing the Tender: .....

Date signed: ..... [insert date of signing] day of [insert month], [insert year].

## A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

### Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

#### a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (postal and physical addresses, email, and telephone number) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	State if Tenders Company is listed in stock exchange, give name and full address (postal and physical addresses, email, and telephone number) of  state which stock exchange	

#### General and Specific Details

(b) **Sole Proprietor, provide** the following details.

Name in full \_\_\_\_\_

Age \_\_\_\_\_

Nationality \_\_\_\_\_

Country of Origin \_\_\_\_\_

Citizenship \_\_\_\_\_

c) **Partnership**, provide the following details.

	<b>Names of Partners</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company.....

ii) State the nominal and issued capital of the Company.....

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	<b>Names of Director</b>	<b>Nationality</b>	<b>Citizenship</b>	<b>% Shares owned</b>
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	<b>Names of Person</b>	<b>Designation in the Procuring Entity</b>	<b>Interest or Relationship with Tenderer</b>
1			
2			
3			

ii) **Conflict of interest disclosure**

	<b>Type of Conflict</b>	<b>Disclosure YES OR NO</b>	<b>If YES provide details of the relationship with Tenderer</b>
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name \_\_\_\_\_

Title or Designation \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_\_ [Name of Procuring Entity] for: \_\_\_\_\_ [Name and number of tender] in response to the request for tenders made by: \_\_\_\_\_ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of \_\_\_\_\_ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document (s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

[Name, title and signature of authorized agent of Tenderer and Date]

**SELF-DECLARATION FORMS**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015**

I, ....., of Post Office Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of ..... (Insert name of the Company) who is a Bidder in respect of **Tender No.** ..... for..... (Insert tender title/description) for ..... (Insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp



**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I, .....(person) on behalf of **(Name of the Business/ Company/ Firm)** ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory .....

Sign.....

Position.....

Office address..... Telephone..... E-mail .....

Name of the Firm/Company.....

Date .....

**(Company Seal/ Rubber Stamp where applicable)**

Witness Name .....

Sign .....

Date .....



## **D. APPENDIX 1-FRAUD AND CORRUPTION**

(Appendix 1 shall not be modified)

### **1. Purpose**

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (no. 33 of 2015) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

### **2. Requirements**

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents(whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (no. 33 of 2015) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- ii) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -
  - a) disqualified from entering into a contract for a procurement or asset disposal proceeding;  
or
  - b) if a contract has already been entered into with the person, the contract shall be voidable;
- iv) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- v) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
  - a) Shall not take part in the procurement proceedings;
  - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
  - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers of whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- vii) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated

and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
  - i) "corrupt practice" is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii) "fraudulent practice" is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
  - iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v) "obstructive practice" is:
    - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
    - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.

- c) Rejects a proposal for award<sup>1</sup> of a contract if PPR A determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (I e s) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring(i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub- consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect<sup>2</sup>all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by

Government of Kenya; and

- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

<sup>1</sup> For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

<sup>2</sup>Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

SCHEDULE OF PRICES FORM

**PREMIUM SUMMARY**

**NB:** The Brokers should recommend one Underwriter per policy/class.

S/No.	POLICY/CLASS	TOTAL COST PAYABLE BY CLIENT (Applicable rates must be clearly indicated)					RECOMMENDED LEAD UNDERWRITER
		Applicable Rate	Premium	Taxes- show separately all applicable taxes	Total Premium	Excess	
1	Fire & Allied Perils						
2	Fire Consequential Loss						
3	All Risks Insurance						
4	Public Liability Insurance						
5	Fidelity Guarantee						
6	WIBA (Casual Employees)						
7	Motor cycles insurance						
8	Motor commercial special type vehicles insurance						
9	GPA Sports						
10	Motor private insurance						
11	Earth quake & Land slide						
12	Burglary						
13	Motor Commercial own goods						
14	Product Liability						
15	Directors and Officers liability						
16	Computer / Electronic Equipment Insurance						
17	Motor Grounded Insurance						
	<b>Total .....</b>						
	<b>Total in words .....</b>						

We undertake, if our tender is accepted, to place insurance covers in accordance with the details specified herein above.

Name of the Broker .....

Name of authorized signatory: .....

In the capacity of.....

Authorized Signature: .....

Company Rubber Stamp/Seal:.....

Name of Tenderer .....

Signature of Tenderer.....

Date.....

## TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: .....[insert date (as day, month and year) of Tender submission]

ITT No.: .....[insert number of Tendering process]

Alternative No.: .....[insert identification No if this is a Tender for an alternative]

1. Tenderer's Name [insert Tenderer's legal name]
3. Tenderer's actual or intended country of registration: [insert actual or intended country of registration]
4. Tenderer's year of registration: [insert Tenderer's year of registration]
5. Tenderer's Address in country of registration: [insert Tenderer's legal address in country of registration]
6. Tenderer's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none"><li>• Legal and financial autonomy</li><li>• Operation under commercial law</li><li>• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity</li></ul>
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

**QUALIFICATION INFORMATION**

- 1.1 Constitution or legal status of Tenderer: .....[attach copy]  
 Place of registration: ..... [insert]  
 Principal place of business: ..... [insert]  
 Power of attorney of signatory of Tender: ..... [attach]
- 1.2 Total annual volume of services performed in five years, in the internationally traded currency specified in the TDS: .....[insert]
- 1.3 Services performed as prime Insurance Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services underway or committed, including expected completion date.

Item Insured and name of country	Name of Procuring Entity and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
- 1.5 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.
- 1.6 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.  
 Other party(ies) Cause of dispute Details of litigation award Amount involved  
 a) \_\_\_\_\_  
 \_\_\_\_\_  
 b) \_\_\_\_\_  
 \_\_\_\_\_
- 1.7 Statement of compliance with the requirements of ITT 4.2.
- 1.8 Any additional information required \_\_\_\_\_



**1. NOTIFICATION OF INTENTION TO AWARD**

**[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]**

1) For the attention of Tenderer's Authorized Representative

Name: ..... [insert Authorized Representative's name]  
 Address: .....[insert Authorized Representative's Address]  
 Telephone numbers: .....[insert Authorized Representative's telephone/fax numbers]  
 Email Address: .....[insert Authorized Representative's email address]

**[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]**

**DATE OF TRANSMISSION:** This Notification is sent by: [email/fax] on [date](local time)

**ProcuringEntity:**.....[insertthenameoftheProcuringEntity]

**Contract title:** .....[insert the name of the contract]

**ITT No:** .....[insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

**The successful Tenderers are listed below.**

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

2) Other Tenderers **[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

### 3) How to request a debriefing

**DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).**

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

**Attention:**.....[insert full name of person, if applicable]

**Title/position:** .....[insert title/position]

**Agency:**.....[insert name of Procuring Entity]

**Email address:**.....[insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

### 4) How to make a complaint

**Period: Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].**

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

**Attention:**.....[insert full name of person, if applicable]

**Title/position:**.....[insert title/position]

**Agency:**.....[insert name of Procuring Entity]

**Email address:**.....[insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at [complaints@ppra.go.ke](mailto:complaints@ppra.go.ke) or [info@ppra.go.ke](mailto:info@ppra.go.ke)

## 5) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time). The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Procuring Entity:

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title/position:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**2 REQUEST FOR REVIEW**

**FORM FOR REVIEW(r.203(1))**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

**APPLICATION NO.....OF.....20.....**

**BETWEEN**

.....**APPLICANT**

**AND**

.....**RESPONDENT (Procuring Entity)**

Request for review of the decision of the..... (Name of the Procuring Entity of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for .....(Tender description).

**REQUEST FOR REVIEW**

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No.....  
Tel. No.....Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED .....(Applicant) Dated on.....day of ...../...20.....

---

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

**3. LETTER OF AWARD**

[Form head paper of the Procuring Entity]

.....[date]

To:.....[name and address of the Insurance Provider]

This is to notify you that your Tender dated.....[date] for execution of the.....[name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of.....[amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature .....

Name and Title of Signatory : .....

Name of Agency: .....

Attachment: Contract

#### 4. FORM OF CONTRACT

[Form head paper of the Procuring Entity]

##### LUMP-SUM REMUNERATION

This CONTRACT (here in after called the "Contract") is made the [day] day of the month of [month], [year], between, on the one hand, [name of Procuring Entity] (here in after called the "Procuring Entity") and, on the other hand, [name of Insurance Provider] (here in after called the "Insurance Provider").

**[Note:** In the text below text in brackets is optional; all notes should be deleted in final text. If the Insurance Provider consist of more than one entity, the above should be partially amended to read as follows: "... (here in after called the "Procuring Entity") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Insurance Provider's obligations under this Contract, namely, [name of Insurance Provider] and [name of Insurance Provider] (here in after called the "Insurance Provider")."]

##### WHEREAS

- a) the Procuring Entity has requested the Insurance Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (here in after called the "Services");
- b) the Insurance Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
  - a) The Form of Acceptance;
  - b) The Insurance Provider's Tender
  - c) The General Conditions of Contract;
  - d) The Special Conditions of Contract;
  - e) The Priced Schedule of Requirements; and
  - f) The following Appendices: Appendix: Negotiated and Signed Insurance Policy (I e s)
2. The mutual rights and obligations of the Procuring Entity and the Insurance Provider shall be as set forth in the Contract, in particular:
  - a) The Insurance Provider shall carry out the Services in accordance with the provisions of the Contract; and
  - b) The Procuring Entity shall make payments to the Insurance Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of..... [name of Procuring Entity] [Authorized Representative]

For and on behalf of [name of Insurance Provider] [Authorized Representative]

**[Note:** If the Insurance Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Insurance Provider.....[name of member] [Authorized Representative]

[name of member] [Authorized Representative]

**FORM OF TENDER SECURITY**

**[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TENDER GUARANTEE No.:** \_\_\_\_\_

**Guarantor:** \_\_\_\_\_

1. We have been informed that \_\_\_\_\_ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
  - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
  - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above onor before that date.

\_\_\_\_\_  
[signature(s)]

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**

**FORMAT OF TENDER SECURITY**  
**[Option 2–Insurance Guarantee]**

**TENDER GUARANTEE No.:** \_\_\_\_\_

1. Whereas ..... [Name of the tenderer] (hereinafter called “the tenderer”) has submitted its tender dated ..... [Date of submission of tender] for the ..... [Name and/or description of the tender] (hereinafter called “the Tender”) for the execution of \_\_\_\_\_ under Request for Tenders No. \_\_\_\_\_ (“the ITT”).
  
2. KNOW ALL PEOPLE by these presents that WE ..... of ..... [**Name of Insurance Company**] having our registered office at ..... (hereinafter called “the Guarantor”), are bound unto ..... [Name of Procuring Entity] (hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
  - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
  
  - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
  
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Signature of the Guarantor]

\_\_\_\_\_  
[Witness]

\_\_\_\_\_  
[Seal]

**Note: All italicized text is for use in preparing this form and shall be deleted from the final product.**



**FORM OF TENDER-SECURING DECLARATION**

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:.....[insert date (as day, month and year) of Tender Submission]

Tender No.:.....[insert number of tendering process]

To:.....[insert complete name of Purchaser]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we– (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
  - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:..... Capacity / title  
(director or partner or sole proprietor, etc.) .....

Name:..... Duly authorized to sign the bid

for and on behalf of: .....[insert complete name of Tenderer] Dated on.....day  
of.....[Insert date of signing]

Seal or stamp

---

**PART    II    –    SCHEDULE OF INSURANCE  
REQUIREMENTS**

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## SECTION V – SCHEDULE OF REQUIREMENTS

### Notes for Preparing the Schedule of Requirements

1. **Objectives** - The objectives of the Schedule of Requirements are:

- a) To provide sufficient information on the Insurance Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- b) When a Contract has been entered into, to provide a priced Schedule of Requirements for use in preparing **Insurance Policies**.

The Schedule of Requirements shall be included in the Tendering Document by the Procuring Entity, and shall cover, at a minimum, a description of the Insurance Policies required. In particular, Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract.

2. **List of items to be insured**

The Procuring Entity shall list and number each required Insurance Service and provide full descriptions of the main features of the items to be insured, including the timing of cover. These features shall include physical location (of where the item to insured, as the case may be) and full descriptions of the insurance contingencies to be covered, etc. Care should be taken not to be too restrictive as to limit competition and or availability. The list of the Items to be insured is then summarized on the Table below (Schedule of Requirements). The Examples given on the Schedule of Requirements below should not be in the final Tender Document.

E.g.

1. Insurance Item N 1. Office Building (Give full Descriptions of the required item to be insured) and contingencies to be covered.

Name and location of the building \_\_\_\_\_ Number of Floors \_\_\_\_\_ Estimated area of square meters \_\_\_\_\_

Complete with \_\_\_\_\_ Constructed of \_\_\_\_\_ Estimated value \_\_\_\_\_

Contingencies to be insured \_\_\_\_\_ (fire, earthquake/hurricane, civil riot, etc.) Etc.

2. Insurance Item N 10. Goods on transit (Give full Descriptions of the required Goods).

Description of Goods \_\_\_\_\_ Value of the Goods \_\_\_\_\_ Location where they

are \_\_\_\_\_ Final destination \_\_\_\_\_ Mode of transport \_\_\_\_\_

\_\_\_\_\_ Duration of transport \_\_\_\_\_ Percentage of value of

Goods to be covered \_\_\_\_\_

Contingencies to be insured \_\_\_\_\_ (fire, theft, loss of a sinking vessel, etc.) Etc.

### 3. SCHEDULE OF REQUIREMENTS

The details of classes/covers of insurance required are provided here below. The brokers are required to provide all the details in the format given of the cover that include: -

1. Special Clauses,
2. Exclusion Clauses,
3. Excess/Deductibles/Riders,
4. Premium Charged,
5. Insurer/underwriter,

<b>1. MOTOR PRIVATE INSURANCE</b>	
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Motor Private
RISKS COVERED	Comprehensive cover including SRCC (Strikes riots and civil commotion) and PVT (Political violence & Terrorism).
VEHICLES COVERED	As per the attached list ANNEX I
SUM INSURED	As per the attached list ANNEX I
Basis of Valuation	Market Value
USE	Private and Business by authorized drivers of the Insured.
EXCESS	Own Damage: 2.5% of S.I max Kshs. 100,000/=
	Theft Excess: 2.5% (with fleet management system)
	TPPD: Kshs. 5,000/= for each and every claim
	TPPI: Nil
Special Clauses:	Subject to IRA Standardized policy
	Excess protector inclusive
	Inclusive of PVT Cover
	Towing Charges: kshs. 50,000/=
	Windscreen limit: Kshs. 50,000/=
	Car Entertainment system: Kshs. 30,000/=
	Repair Limit: Kshs. 50,000/=
No Blame no Excess	
Limits of Liability	TPPD: Kshs. 5,000,000 (any one event)
	Kshs. 20,000,000 (any one period)
	TPPI: Unlimited

<b>2. MOTOR COMMERCIAL (OWN GOODS) INSURANCE</b>	
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Motor Commercial (Own Goods)
RISKS COVERED	Comprehensive cover including SRCC (Strikes riots and civil commotion) and PVT (Political violence & Terrorism).
VEHICLES COVERED	As per the attached list ANNEX I
SUM INSURED	As per the attached list ANNEX I
Basis of Evaluation	Market Value
USE	Private and Business by authorized drivers of the Insured.
EXCESS	Own Damage: 5% of S.I max Kshs. 150,000/=
	Theft Excess: 2.5% (with fleet management system)
	TPPD: Kshs. 10,000/= for each and every claim
	TPPI: Nil
Special Clauses:	Subject to IRA Standardized policy
	Excess protector
	PVT Cover inclusive
	Towing Charges: kshs. 50,000/=
	Windscreen limit : Kshs. 100,000/=
	Car Entertainment system: Kshs. 50,000/=
	Repair Limit: kshs. 50,000/=
	Medical Expenses: Kshs. 50,000/=
	No Blame no Excess
Limits of Liability	TPPD: Kshs. 5,000,000 (any one event)
	Kshs. 20,000,000 (any one period)
	TPPI: Unlimited

### 3. MOTOR PRIVATE (MOTORCYCLES) INSURANCE

INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Motor Private (Motor cycle)
RISKS COVERED	Comprehensive cover including SRCC (Strikes riots and civil commotion) and PVI (Political violence & Terrorism).
VEHICLES COVERED	As per the attached list ANNEX I
SUM INSURED	As per the attached list ANNEX I
Basis of Valuation	Market Value
USE	Private and Business by authorized riders of the Insured.
EXCESS	Own Damage: 2.5% of S.I min Kshs. 5,000/=
	Theft Excess: 7.5% of S.I
	TPPD: Kshs. 5,000/= for each and every claim
	TPPI: Nil
Special Clauses:	Subject to IRA Standardized policy
	Excess protector
	PVI cover inclusive
	Towing / Recovery Charges: kshs. 10,000
	Repair limit: Kshs. 30,000/=
	No Blame no Excess
Limits of Liability	TPPD: Kshs. 2,000,000 (any one event)
	Kshs. 5,000,000 (any one period)
	TPPI: Unlimited

**4. MOTOR COMMERCIAL (SPECIAL TYPE) INSURANCE – PLANT & MACHINERY (FLUSHING UNIT, EXHAUSTER, EXCAVATORS, MOBILE WORKSHOPS, FORKLIFTS AND TRACTORS)**

INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Motor Commercial (Special type vehicles)
RISKS COVERED	Comprehensive cover including SRCC (Strikes riots and civil commotion) and PVT (Political violence & Terrorism).
VEHICLES COVERED	As per the attached list ANNEX I
SUM INSURED	As per the attached list ANNEX I
Basis of Valuation	Market Value
USE	Private and Business by authorized drivers/operators of the Insured.
EXCESS	Own Damage: 5% of S.I max Kshs. 150,000/=
	Theft Excess: 2.5% (with fleet management system)
	TPPD: Kshs. 20,000/= for each and every claim
	TPPI: Nil
Special Clauses:	Subject to IRA Standardized policy
	Excess protector
	PVT Extension
	Towing Charges: kshs. 150,000/=
	Windscreen limit: Kshs. 100,000/=
	Car Entertainment system: Kshs. 50,000/=
	Repair Limit: kshs. 50,000/=
	Medical Expenses: Kshs. 50,000/=
	No Blame no Excess
Limits of Liability	TPPD: Kshs. 5,000,000 (any one event)
	Kshs. 20,000,000 (any one period)
	TPPI: Unlimited

<b>5. FIRE INDUSTRIAL : MATERIAL DAMAGE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Fire Industrial Material Damage	
RISKS COVERED	Loss of or damage to insured property from all fire, lightning, explosion, earthquake, Special perils (fire, floods, hail storm, shock and volcanic eruption), bush fire, spontaneous combustion, subterranean fire, all types of impact (aerial, land etc). riot, strikes and civil commotion	
INSURED PROPERTY	<b>1. All types of buildings</b>	
	Kampala Rd Head Office	30,000,000.00
	Regional offices	35,000,000.00
	Other buildings & duty houses	100,000,000.00
	<b>2. Plant &amp; machinery</b>	<b>2,023,337,905.00</b>
	<b>3. Furniture, office equipment and Fittings in all locations</b>	<b>151,818,339.00</b>
	<b>4. Store items in all locations</b>	<b>428,132,543.00</b>
	<b>Total Sum Insured</b>	<b>2,768,288,787.00</b>
Basis of Valuation	Reinstatement	
EXCESS	Material Damage: NIL	
	Earthquake Excess: 2% of sum Insured maximum Kshs. 5,000,000/=	
Special Clauses:	Electrical Clause III	
	Including Goods held in trust	



<b>6. FIRE CONSEQUENTIAL LOSS :LOSS OF PROFITS</b>	
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Fire Consequential Loss (Loss of profits)
RISKS COVERED	Reduction in turnover or increase in cost of working to maintain turnover as a result of a loss arising from Dams, fire and special perils.
INSURED INTEREST	Gross Profits - Kshs. 586,000,000.00
	Indemnity period: 36 months
SUM INSURED	As described above
Basis of Valuation	Reinstatement
EXCESS	Time Excess: 3 days
Special Clauses	Auditors fees clause
	Increased cost of working

<b>7. BURGLARY INSURANCE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Burglary Policy	
RISKS COVERED	Loss or damage / vandalism to property insured resulting from forcible or violent entry / exit from premises in all locations.	
INSURED PROPERTY		2,023,337,905.00
	1. Plant & machinery	
	2. Furniture & Office equipment	151,818,339.00
	3. Store items in all locations	428,132,543.00
	<b>Total Sum Insured</b>	<b>2,603,288,787.00</b>
	<b>First Loss Sum Insured</b>	Kshs. 100,0000,000.00
Basis of Valuation	Reinstatement	
EXCESS	10% of each and every loss minimum Kshs. 10,000/=	
	Watchman Warranty : Own Security	
	Burglar Alarm : Own Alarm	
	Safe and Books Clause	
	Including Transit risks	
	Including Goods held in trust	

<b>8. ALL RISKS INSURANCE POLICY</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	All Risks Policy	
RISKS COVERED	Indemnity/reinstatement for loss arising out of sudden and unforeseen physical loss or damage to the equipment, software programs, plus re-compiling of data lost or damaged similarly, and increased cost of working occasioned by loss of or damage to the equipment insured and against all risks.	
INSURED PROPERTY	1. 476 Nos Laptops	31,342,641.00
	2. 675 MFA Devices (Meter reading Smartphones)	12,500,000.00
	3. GPS and Survey Gadgets	15,000,000
	4. Leak Detectors and pipe locators	6,500,000.00
	5., 39 No. Portable Multi Gas Detectors	4,945,931
	6, 60 No. Mobile phones	9,000,000
	<b>Total Sum Insured</b>	<b>79,288,572.00</b>
	Insured Items number/values may change within the insurance period resulting in debit/credit endorsements	
Basis of Settlement	Replacement value	
EXCESS	10% of each and every loss minimum Kshs. 10,000/=	
Special Clauses	Geographical Extension: Worldwide	
	Including Transit risks	
	Pairs and Sets clause	
	Key Clause	

<b>9. FIDELITY GUARANTEE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Fidelity Guarantee	
RISKS COVERED	Indemnity against loss of money and/or stock and/or stores caused by fraud or dishonesty of the insured's employee and any employee of outsourced service providers	
INSURED INTEREST	Aggregate Limit	100,000,000.00
	Any one person	50,000,000.00
EXCESS	10% of each and every loss minimum Kshs. 10,000/=	
	Automatic reinstatement of loss	
	Automatic Addition/Deletion	
	Discovery period: 12 Months	
	Collusion clause; Kshs. 100,000,000/=	
	Claim Preparation: Kshs. 100,000/=	

<b>10. EARTHQUAKE &amp; LANDSLIDE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Earthquake & Landslide Insurance	
RISKS COVERED	Loss or damage to any part of the Dam, reservoir or any of the water supply under-taking including pipes, pipe work, structures, plant, machinery, water-intakes, filters and the like, whilst situated anywhere in Kenya caused by Earth quake, Landslide subsidence or collapse	
INSURED PROPERTY	1. Sasumua Dam	1,000,000,000.00
	2. Ruiru Dam	500,000,000.00
	3. Thika Dam (Ndakaini)	3,000,000,000.00
	4. Machinery, pipe work, water intakes, Submerged discharge intake valves	500,000,000.00
	5. Kiambu Reservoir	10,000,000.00
	6. Kikuyu Springs	10,000,000.00
	7. Gigiri Reservoir	10,000,000.00
	8. Karura Reservoir	10,000,000.00
	9. Kyuna Reservoir	10,000,000.00
	10. Uthiru Reservoir	10,000,000.00
	11. Dagoretti reservoir	10,000,000.00
	12. Hill Tank	10,000,000.00
	13. Kenyatta University Reservoir	10,000,000.00
	14. Embakasi Reservoir	10,000,000.00
	15. Kasarani Reservoir	10,000,000.00
	16. Kabete Water Works & Reservoirs	50,000,000.00
	17. Ng'ethu Water Works	100,000,000.00
		<b>Total Sum Insured</b>
Basis of Valuation	Reinstatement	
EXCESS	2% of Sum Insured max Kshs. 5,000,000/=	
Special Clauses	Including Cost of demolition	
	Debris Clearance	
	Municipal & Authority charges	
	Surveyors and Architects fees	

<b>11. DIRECTORS &amp; OFFICERS LIABILITY INSURANCE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Directors & Officers Liability Policy	
RISKS COVERED	Indemnity for claims against Directors and officers for their wrongful acts attributable to negligence, errors, omissions and commissions in their capacity as Directors or officers of Nairobi City water & Sewerage Company Limited  Underwriting Consideration: Approx. Gross Sales Revenue (2022): Kshs. 9,000,000,000	
INSURED INTEREST	Directors	11 No.
	Functional Directors	8 No.
	Managers	33 No.
LIMITS OF LIABILITY	Aggregate Limit	100,000,000.00
	Any one person	50,000,000.00
EXCESS / DEDUCTIBLE	5% of EEL	
BASIS OF SETTLEMENT	Court Awards and Litigation costs	
Extensive Clauses	Automatic reinstatement of loss	
	Discovery period: 24 Months	
	Libel and slander	
	Cancellation notice minimum 60days	
	Employment practices liability	
	Extension of discovery period for retiring directors and officers-24 Months	
	Outside Directorship	

<b>12. PUBLIC LIABILITY INSURANCE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Public Liability Insurance Policy	
RISKS COVERED	Indemnity against legal liability to third parties in respect of accidental death, bodily injury and/or illness and/or loss of or damage to property incurred by insured in the course of the insured's business.  Underwriting Consideration: Approx. Gross Sales Revenue (2022): Kshs. 9,000,000,000	
LIMITS OF LIABILITY	Aggregate Limit	500,000,000.00
	Any one event	100,000,000.00
EXCESS / DEDUCTIBLE	NIL	

BASIS OF SETTLEMENT	Court Awards and Litigation costs
CLAUSES	Automatic reinstatement of loss
	Coverage for fungi/bacteria as defined pollutants
	Including damage by bursting pipes and drain sewers

<b>13. PRODUCT LIABILITY INSURANCE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Product Liability Insurance Policy	
RISKS COVERED	Indemnity against legal liability to customers for personal injury or property damage caused by products sold or supplied in the course of the Insured's business (Water) including legal and allowable claimant costs  Underwriting Consideration: Approx. Gross Sales Revenue (2022): Kshs. 9,000,000,000	
LIMITS OF LIABILITY	Aggregate Limit	500,000,000.00
	Any one event	100,000,000.00
BASIS OF SETTLEMENT	Court Awards and Litigation costs	
Extensive Clauses	Coverage for fungi/bacteria as defined pollutants	
	Automatic reinstatement of loss	

<b>14. GROUP PERSONAL ACCIDENT (SPORTS)</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	GPA Policy (Sportsmen / women)	
RISKS COVERED	Death or bodily injury to insured persons, Permanent Disablement, Temporary Total and partial Disablement and Medical Expenses/Air fares as a result of an accident to the insured persons	
INSURED PERSONS	On 35 members of the Sports Team including Officials whilst travelling to any official sports activity or Sports Club, Social gathering, whilst playing in or engaged upon or carrying out official sports duties or whilst traveling home. Including any officially organized training/practice sessions	
BENEFITS LIMIT	Death	Kshs. 300,0000.00
	Permanent Total Disability	Kshs. 300,000.000
	Temporary Total Disability	Kshs. 3,000/= per week for 52 weeks
	Medical Expenses	Kshs. 100,000/= per person per accident
EXCESS	NIL	
	Including Sporting activities	

<b>15. WIBA (CASUAL EMPLOYEES)</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	WIBA Casual Employees	
RISKS COVERED	Death or bodily injury to insured persons, Permanent Disablement, Temporary Total and partial Disablement and Medical Expenses as a result of an accident to the insured persons arising from and in course of their duties as provided by the Workman Compensation Benefits Act of 2007 and subsidiary legislation	
INSURED PERSONS	On 200 casual employees engaged by the Insured from time to time with an approximated daily earning of Kshs. 1,000/= per employee (Average) – Maximum Employees at any given time - 200 Casual Work Employees	
BENEFITS LIMIT	Death	96 Months earnings
	Permanent Total Disability	96 Months earnings
	Temporary Total Disability	Weekly earnings upto 52 weeks
	Medical Expenses	Kshs. 100,000/= per person per accident
EXCESS	Kshs. 5,000/= each and every claim	
Clauses	As per the WIBA Act 2007	
	Occupational Illness arising from Covid-19	

<b>16. COMPUTER / ELECTRONIC EQUIPMENT INSURANCE</b>		
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD	
CLASS OF INSURANCE	Computer Equipment	
	5. Printers and Scanners in all stations	16,500,000.00
	6. Desktop Computers & Related Accessories	20,000,000.00
	7. Data Centre Equipment and related Accessories	97,990,000.00
	<b>Total Sum Insured</b>	<b>130,990,000.00</b>
	Increased cost of working - Limit	Kshs. 20,000,000.00
	Loss of Data	Kshs. 10,000,000.00
Basis of Settlement	Replacement value	
EXCESS	10% of each and every loss minimum Kshs. 10,000/=	

Special Clauses:	Subject to IRA Standardized policy
	Including Transit risks
	Key Clause
	Pairs and Sets clause

<b>17. MOTOR GROUNDED INSURANCE</b>	
INSURED	NAIROBI CITY WATER & SEWERAGE CO. LTD
CLASS OF INSURANCE	Motor Grounded
RISKS COVERED	Fire, Theft & Vandalism including Special perils, SRCC & PVT
VEHICLES COVERED	As per the attached list ANNEX I
SUM INSURED	As per the attached list ANNEX I
Basis of Valuation	Market Value
USE	Grounded Motor vehicles/cycles awaiting repairs and/or disposal
EXCESS	Damage: 2.5% of S.I max Kshs. 100,000/=
Clauses	Inclusive of PVT Cover

**Notes on Insured Items.**

- i. Additional property including motor vehicles acquired by the Company during the insurance policy shall be incorporated into the specific policies at the same terms and conditions of the contract. Additional premium shall be paid based on agreed rates and pro-rated within the period.
- ii. Grounded motor vehicles that become operational during the period shall be incorporated into the specific motor policies at the agreed rates and prorated within the period.
- iii. Prorated premium refund shall be due upon disposal of any insured property(s) within the insurance period.

**MOTOR INSURANCE POLICIES NOTES**

1. After award, motor vehicles may be valued and revised figures submitted to the winning brokers/ underwriters for premium adjustments.
2. All motor vehicle policies to be extended to cover strikes, riot and civil commotion.
3. All motor policies must have excess protector
4. Motor private policy should be extended to cover passenger legal liability.
5. All motor policies must be comprehensive
6. The underwriter must submit the following documents to the Company on commencement of the Insurance Contract.

(a) A list of the Insurers' approved Garages. This should include

Garages within various locations of our installations as listed below: -

- i. Nairobi County
- ii. Murang'a County
- iii. Kiambu County

iv. Nyandarua County

(b) A copy of the Assessors Report after an accident has been reported.

7. Vehicles below three (3) years must be repaired at the vehicle dealers and original new parts used.

Name of Tenderer.....

Signature of Tenderer.....

Date .....



**LIST OF MOTOR VEHICLES**

As attached

<b>APPENDIX I</b>				
<b>List of vehicles and Mobile Plant Machines For Insurance - September 2023</b>				
<b>S/No</b>	<b>Vehicle Reg.No</b>	<b>Vehicle &amp; Plant Make/type</b>	<b>YOM</b>	<b>VALUE</b>
<b>Commercial Vehicles (Own Goods)</b>				
1	KAN 064P	Mistubishi Canter	2001	550,000
2	KCD 880G	Isuzu NPR - Canter	2015	1,200,000
3	KCD 881G	Isuzu NPR - Canter	2015	1,200,000
4	KCD 882G	Isuzu NPR - Canter	2015	1,200,000
5	KAM 097T	Isuzu FSR - Lorry	2001	1,822,500
6	KAW 802D	Isuzu FSR - Lorry	2006	2,837,425
7	KBJ 689W	Isuzu FSR - Lorry	2009	3,200,000
8	KBM 424B	Isuzu FSR - Water Tanker	2009	3,647,424
9	KBM 425B	Isuzu FSR - Water Tanker	2009	3,647,424
10	KBM 426B	Isuzu FSR - Water Tanker	2009	3,647,424
11	GKA 420T	Isuzu FVR - Water Tanker	2008	2,837,425
12	GKA 100U	Isuzu FVR - Water Tanker	2008	2,837,425
13	KBJ 686W	Isuzu FSR - W/Tanker	2009	3,647,424
14	KBJ 687W	Isuzu FSR - W/Tanker	2009	3,647,424
15	KBJ 688W	Isuzu FSR - W/Tanker	2009	3,647,424
16	KBJ 690W	Isuzu FSR - W/Tanker	2009	3,647,424
17	KBJ 691W	Isuzu FSR - W/Tanker	2009	3,647,424
18	KBG 563C	Isuzu FVR - Tipper	2009	2,837,425
19	KBW 540H	Isuzu D Max TF54 S/C	2012	1,500,000
20	KBL 020K	Isuzu D Max TFR54 S/C	2009	2,010,849
21	KCD 375G	Isuzu D Max TFR54 S/C	2015	2,660,850
22	KCD 376G	Isuzu D Max TFR54 S/C	2015	2,660,850
23	KCD 377G	Isuzu D Max TFR54 S/C	2015	2,660,850
24	KCD 378G	Isuzu D Max TFR54 S/C	2015	2,660,850
25	KCD 379G	Isuzu D Max TFR54 S/C	2015	2,660,850

26	KCD 380G	Isuzu D Max TFR54 S/C	2015	2,660,850	
27	KCD 381G	Isuzu D Max TFR54 S/C	2015	2,660,850	
28	KCD 382G	Isuzu D Max TFR54 S/C	2015	2,660,850	
29	KCD 383G	Isuzu D Max TFR54 S/C	2015	2,660,850	
30	KCD 384G	Isuzu D Max TFR54 S/C	2015	2,660,850	
31	KCD 385G	Isuzu D Max TFR54 S/C	2015	2,660,850	
32	KCD 386G	Isuzu D Max TFR54 S/C	2015	2,660,850	
33	KCD 885G	Isuzu D Max TFR54 S/C	2015	2,660,850	
34	KCD 883G	Isuzu D Max TFR54 S/C	2015	2,660,850	
35	KCD 884G	Isuzu D Max TFR54 S/C	2015	2,660,850	
36	KCD 890G	Isuzu D Max TFR54 S/C	2015	2,660,850	
37	KCE 493D	Nissan Navara S/C	2015	2,660,609	
38	KBW 543H	Isuzu D Max TF54 S/C	2012	1,490,648	
39	KBW 537H	Isuzu D Max TF54 S/C	2012	1,490,648	
40	KBW 538H	Isuzu D Max TF54 S/C	2012	1,490,648	
41	KBW 539H	Isuzu D Max TF54 S/C	2012	1,490,648	
42	KBW 542H	Isuzu D Max TF54 S/C	2012	1,490,648	
43	KBW 544H	Isuzu D Max TF54 S/C	2012	1,490,648	
44	KBW 536H	Isuzu D Max TF54 S/C	2012	1,490,648	
45	KBW 541H	Isuzu D Max TF54 S/C	2012	1,490,648	
46	KAY 779A	Toyota Land Cruiser	2006	974,309	
47	KAN 061P	Mistubishi Canter	2001	553,500	
48	KCA 086F	Toyota Land Cruiser	2014	2,525,709	
49	KCD 387G	Toyota Land Cruiser	2014	2,525,709	
50	KAM 090T	Mitsubishi L200	2000	450,000	
51	KAW 239K	Nissan Pickup	2006	486,486	
52	KAW 221K	Nissan Pickup	2006	540,000	
53	KAW 234K	Nissan Pickup	2006	540,000	
54	KAW 235K	Nissan Pickup	2006	540,000	
55	KAW 240K	Nissan Pickup	2006	540,000	
56	KAW 245K	Nissan Pickup	2006	540,000	
57	KAW 624D	Isuzu NPR - Canter	2006	1,012,500	

58	KBG 433C	Isuzu NQR - Canter	2006	2,013,243	
59	KAW 233K	Nissan Pickup	2006	500,000	
60	ZG 0023	Flat Bed Trailer	2018	3,500,000	
61	KDA 057P	Isuzu Dmax S/Cab Pick up	2020	3,365,400	
62	KDA 058P	Isuzu Dmax S/Cab Pick up	2020	3,365,400	
63	KDA 059P	Isuzu Dmax S/Cab Pick up	2020	3,365,400	
64	KDA 104P	Isuzu Dmax S/Cab Pick up	2020	3,365,400	
65	KDA 105P	Isuzu Dmax S/Cab Pick up	2020	3,365,400	
66	KAU 877D	Toyota Land Cruiser S/C	2005	670,680	
67	KAM 099T	Land Rover Defender		450,000	
68	KDA 541P	ISUZU FTR	2021	6,510,286.00	
69	KDA 546P	ISUZU FTR	2021	6,510,286.00	
70	KDA 547P	ISUZU FTR	2021	6,510,287.00	
71	KDA 540P	ISUZU NQR	2021	4,355,454.00	
72	KDA 542P	ISUZU NQR	2021	4,355,454.00	
73	KDA 543P	ISUZU NQR	2021	4,355,454.00	
74	KDA 544P	ISUZU NQR	2021	4,355,454.00	
75	KDA 883P	Isuzu Dmax	2021	3,363,320.00	
76	KDA 884P	Isuzu Dmax	2021	3,363,320.00	
77	KDA 885P	Isuzu Dmax	2021	3,363,320.00	
78	KDA 886P	Isuzu Dmax	2021	3,363,320.00	
79	KDA 887P	Isuzu Dmax	2021	3,363,320.00	
80	KDA 889P	Isuzu Dmax	2021	3,363,320.00	
81	KDA 890P	Isuzu Dmax	2021	3,363,320.00	
82	KDA 891P	Isuzu Dmax	2021	3,363,320.00	
83	KDA 892P	Isuzu Dmax	2021	3,363,320.00	
84	KDA 893P	Isuzu Dmax	2021	3,363,320.00	
85	KDA 894P	Isuzu Dmax	2021	3,363,320.00	
86	KDA 895P	Isuzu Dmax	2021	3,363,320.00	
87	KDA 896P	Isuzu Dmax	2021	3,363,320.00	
88	KDA 897P	Isuzu Dmax	2021	3,363,320.00	
89	KDA 664P	Isuzu Dmax	2021	3,956,210.00	

90	KDA 665P	Isuzu Dmax	2021	3,956,210.00	
91	KDA 666P	Isuzu Dmax	2021	3,956,210.00	
92	KDA 667P	Isuzu Dmax	2021	3,956,210.00	
93	KDA 668P	Isuzu Dmax	2021	3,956,210.00	
94	KDA 669P	Isuzu Dmax	2021	3,956,210.00	
95	KDA 670P	Isuzu Dmax	2021	3,956,210.00	
96	GKB 860V	ISUZU FVZ34T	2020	9,976,875.00	
97	GKB 861V	ISUZU FSR33H	2020	6,576,450.00	
98	GKB 862V	ISUZU FSR33H	2020	6,576,450.00	
99	GKB 863V	ISUZU FVZ34T	2020	9,976,875.00	
100	GKB 865V	ISUZU FVZ34T	2020	9,976,875.00	
101	GKB 866V	ISUZU FVZ34T	2020	9,976,875.00	
102	GKB 867V	ISUZU FVZ34T	2020	9,976,875.00	
103	GKB 868V	ISUZU FVZ34T	2020	9,976,875.00	
104	GKB 869V	ISUZU FVZ34T	2020	9,976,875.00	
105	GKB 870V	ISUZU FVZ34T	2020	9,976,875.00	
106	GKB 871V	ISUZU FSR33H	2020	6,576,875.00	
107	GKB 872V	ISUZU FSR33H	2020	6,576,875.00	
108	GKB 874V	ISUZU FVR23MR	2020	7,548,000.00	
109	GKB 875V	ISUZU FVZ34T	2020	9,976,875.00	
110	GKB 877V	ISUZU FVZ34T	2020	9,976,875.00	
111	GKB 879V	ISUZU FVR23MR	2020	7,548,000.00	
112	GKB 881V	ISUZU FVR23MR	2020	7,548,000.00	
113	GKB 882V	ISUZU FVR23MR	2020	7,548,000.00	
114	GKB 883V	ISUZU FVR23MR	2020	7,548,000.00	
115	KDG 750C	ISUZU DMAX	2022	3,365,400.00	
116	KDG 323C	IVECO TRAKKER	2022	24,103,584.00	
117	KDG 331C	IVECO TRAKKER	2022	27,163,967.00	
118	KDG 330C	IVECO TRAKKER	2022	27,163,967.00	
<b>Motor Private</b>					
<b>S/No</b>	<b>Vehicle Reg.No</b>	<b>Vehicle &amp; Plant Make/type</b>	<b>YOM</b>	<b>VALUE</b>	
1	KAT 285C	Nissan Saloon	2004	450,000	

2	KAU 367J	Nissan D/Cabin	2005	540,000	
3	KBG 934C	Nissan D/Cabin	2009	992,859	
4	KBG 935C	Nissan D/Cabin	2009	992,859	
5	KBG 936C	Nissan D/Cabin	2009	992,859	
6	KBG 937C	Nissan D/Cabin	2009	992,859	
7	KBG 939C	Nissan D/Cabin	2009	992,859	
8	KBG 940C	Nissan D/Cabin	2009	992,859	
9	KBG 941C	Nissan D/Cabin	2009	992,859	
10	KBG 944C	Nissan D/Cabin	2009	992,859	
11	KBG 946C	Nissan D/Cabin	2009	992,859	
12	KBG 955C	Nissan D/Cabin	2009	992,859	
13	KBQ 051D	Nissan Patrol	2011	2,200,000	
14	KCE 489D	Nissan Navara D/C	2015	4,152,869	
15	KBP 941B	Toyota Fortuner	2014	2,551,500	
16	KBM 734H	Toyota Fortuner	2014	2,551,500	
17	KBM 240B	Toyota Prado	2009	4,670,474	
18	KCD 447G	Toyota Prado VX	2014	8,475,577	
19	KAY 309A	Toyota Hilux D/Cabin	2006	1,153,916	
20	KBQ 861P	Isuzu D/Max - D/C	2011	1,510,699	
21	KBQ 791P	Isuzu D/Max - D/C	2011	1,619,528	
22	KCD 892G	Isuzu D Max TFR54 D/C	2015	1,619,528	
23	KBM 368V	Isuzu D Max TF54 D/C	2010	1,536,125	
24	KBM 369V	Isuzu D Max TF54 D/C	2010	1,536,125	
25	KBM 370V	Isuzu D Max TF54 D/C	2010	1,536,125	
26	KBM 371V	Isuzu D Max TF54 D/C	2010	1,536,125	
27	KBM 372V	Isuzu D Max TF54 D/C	2010	1,536,125	
28	KBM 373V	Isuzu D Max TF54 D/C	2010	1,536,125	
29	KBM 374V	Isuzu D Max TF54 D/C	2010	1,536,125	
30	KBM 378V	Isuzu D Max TF54 D/C	2010	1,536,125	
31	KBM 381V	Isuzu D Max TF54 D/C	2010	1,536,125	
32	KBN 849F	Isuzu D Max TF54 D/C	2010	1,536,125	
33	KBN 850F	Isuzu D Max TF54 D/C	2010	1,536,125	

34	KBN 852F	Isuzu D Max TF54 D/C	2010	1,536,125	
35	KBN 853F	Isuzu D Max TF54 D/C	2010	1,536,125	
36	KBN 854F	Isuzu D Max TF54 D/C	2010	1,536,125	
37	KBN 855F	Isuzu D Max TF54 D/C	2010	1,536,125	
38	KBN 856F	Isuzu D Max TF54 D/C	2010	1,536,125	
39	KBN 857F	Isuzu D Max TF54 D/C	2010	1,536,125	
40	KCD 852G	Isuzu D Max TFR54 D/C	2015	1,905,482	
41	KCD 853G	Isuzu D Max TFR54 D/C	2015	1,905,482	
42	KCD 886G	Isuzu D Max TFR54 D/C	2015	1,905,482	
43	KCD 829G	Isuzu D Max TFR54 D/C	2015	2,916,000	
44	KCD 830G	Isuzu D Max TFR54 D/C	2015	2,916,000	
45	KCD 807Y	Isuzu Pickup D/Cab	2015	2,250,000	
46	KCE 687H	Isuzu Pickup D/Cab	2015	2,250,000	
47	KAU 631L	Nissan D/Cabin	2005	592,313	
48	KAW 140D	Maruti	2006	350,000	
49	KBM 375V	Isuzu D Max TF54 D/C	2010	1,536,125	
50	KCP 784K	Nissan HardBody D/Cabin	2018	3,995,959	
51	KCQ 914Z	Isuzu Dmax D/Cabin Pick up	2016	4,374,000	
52	KCR 073F	Isuzu Pickup - D/Cabin	2013	4,374,000	
53	KCT 897Y	Toyota Landcruiser - VSL	2020	13,050,000	
54	KAU 368J	Nissan D/Cabin	2005	540,000.00	
55	KDA 455P	ISUZU DMAX	2020	7,571,000.00	
56	KDA 456P	ISUZU DMAX	2020	7,571,000.00	
57	KBV 221J	TOYOTA FORTUNER	2013	1,420,000.00	
58	KBM 282H	TOYOTA PICK-UP	2010	950,000.00	
59	KDA 453P	ISUZU DMAX	2020	7,571,000.00	
60	KDA 454P	ISUZU DMAX	2020	7,571,000.00	
61	KDG 445C	Toyota Land Cruiser Prado VX-L	2022	16,270,000.00	
62	KDG 768C	ISUZU DMAX D/C PICK-UP	2022	5,144,800.00	
63	KDJ 250J	Isuzu Dmax Double Cabin Pick-up	2022	5,185,600.00	
<b>Motor Commercial (Special Type) vehicles Cover</b>					

S/No	Vehicle Reg.No	Vehicle & Plant Make/type	YOM	VALUE	
1	KAB 239Q	Tractor	1990	360,000	
2	KCTB 706P	Tractor	2014	360,000	
3	KWE 269	Forklift	N/A	402,773	
4	KAW 458D	Forklift	2006	980,000	
5	KAW 492D	Forklift	2006	980,000	
6	KAW 937B	Excavator	2006	1,715,702	
7	KAW 938 B	Excavator	2006	1,715,702	
8	KAW 941B	Excavator	2006	1,758,348	
9	KCE 378D	New Holland - Excavator/Crawler	2015	20,000,000	
10	KAX 474L	Mercedes Benz - Exhauster	2006	6,400,000	
11	KAV 197B	Mercedes Benz - Flushing Unit	2006	6,400,000	
12	KAY 722A	Mercedes Benz - Flushing Unit	2006	6,700,000	
13	KCE 377D	MANN - Flushing Unit	2015	20,000,000	
14	KBB 731A	Mercedes Benz - Mobile Workshop	2007	6,500,000	
15	KBB 732A	Mercedes Benz - Mobile Workshop	2007	6,500,000	
16	KWE 035	Isuzu TXD - Mobile W/shop	1984	1,500,000	
17	KCH 634Q	Excavator	2016	7,290,000	
18	KCH 635Q	Excavator	2016	7,290,000	
19	KCH 636Q	Excavator	2016	7,290,000	
20	KCH 632Q	Excavator	2016	7,290,000	
21	KCH 633Q	Excavator	2016	7,290,000	
22	KCE 407D	John Deer Tractor	2015	1,530,000	
23	KCE 408D	John Deer Tractor	2015	1,530,000	
24	KTCB 706P	John Deer Tractor	2015	1,530,000	
25	KAB 206Q	Excavator	1990	759,375	
26	KAS 096R	Excavator	2004	1,089,855	
27	KCH 474Q	Chase Excavator	2017	7,290,000	
28	KCH 475Q	Excavator - Backhoe	2016	7,290,000	
29	KCP 453K	Iveco Trakker Flushing Unit	2017	19,500,000	
30	KCP 454K	Iveco Trakker Flushing Unit	2017	19,500,000	

31	KCP 963K	Iveco Trakker Prime Mover with Roll Loader	2018	25,000,000	
32	KDA 758P	Isuzu FVZ Truck mounted Knucle Lifting Boom Crane with Hook and Front Recovery Winch	2021	18,924,805.00	
33	KDG 328C	IVECO TRAKKER	2022	42,594,911.00	
34	KDG 303C	IVECO TRAKKER	2022	42,594,911.00	

**List of Motor Cycles For Insurance - September 2023**

S/No	M/Cycle Reg. No	Model	Model	YOM	VALUE (KSHS)
1	KAZ 810D	Suzuki	TF125	2006	119,465
2	KBG 656C	Suzuki	TF125	2004	61,431
3	KBG 656G	Suzuki	TF125	2009	119,465
4	KBG 658C	Suzuki	TF125	2009	119,465
5	KBG 659C	Suzuki	FT125	2009	119,465
6	KBG 660C	Suzuki	TF125	2009	119,465
7	KBG 661C	Yamaha	TF125	2006	95,572
8	KBG 667C	Suzuki	TF125	2009	119,465
9	KBG 779C	Yamaha	TF125	2006	95,572
10	KCMK 939B	Yamaha	DT125	2010	119,465
11	KMCB 705U	Suzuki	TF125	2006	119,465
12	KMCB 706U	Suzuki	TF125	2006	119,465
13	KMCB 711U	Suzuki	TF125	2006	119,465
14	KMCB 712U	Suzuki	TF125	2006	119,465
15	KMCB 716U	Suzuki	TF125	2006	119,465
16	KMCB 717U	Suzuki	TF125	2006	119,465
17	KMCB 721U	Suzuki	TF125	2006	119,465
18	KMCB 728U	Suzuki	TF125	2006	119,465
19	KMCB 729H	Suzuki	TF125	2006	119,465
20	KMCB 729U	Suzuki	TF125	2006	119,465



21	KMCB 730U	Suzuki	TF125	2004	68,256
22	KMCB 731H	Suzuki	TF125	2006	119,465
23	KMCB 733U	Suzuki	TF125	2006	64,134
24	KMCB 734H	Suzuki	TF125	2006	119,465
25	KMCB 738U	Suzuki	TF125	2006	119,465
26	KMCB 739H	Suzuki	TF125	2006	119,465
27	KMCB 740H	Suzuki	TF125	2004	68,256
28	KMCB 740U	Suzuki	TF125	2006	119,465
29	KMCB 741U	Suzuki	TF125	2006	119,465
30	KMCB 742U	Suzuki	TF125	2006	119,465
31	KMCB 744H	Suzuki	TF125	2006	119,465
32	KMCB 744U	Suzuki	DT125	2006	119,465
33	KMCB 747U	Suzuki	TF125	2006	119,465
34	KMCB 748U	Suzuki	TF125	2006	119,465
35	KMCB 750U	Suzuki	TF125	2006	119,465
36	KMCB 752U	Suzuki		2006	119,465
37	KMCB 755U	Suzuki	TF125	2004	68,256
38	KMCB 756U	Suzuki	TF125	2004	68,256
39	KMCB 758U	Suzuki	FT125	2006	71,260
40	KMCB 743H	Suzuki	TF125	2004	81,000
41	KMCC 346G	Suzuki	TF125	2004	63,911
42	KMCC 351G	Yamaha	FT125	2010	56,862
43	KMCC 352G	Suzuki	TF125	2004	87,784
44	KMCC 356G	Suzuki	TF125	2004	79,005
45	KMCC 358G	Yamaha	TF125	2004	80,000
46	KMCC 544Q	Suzuki	TF125	2004	66,430
47	KMCC 706U	Suzuki	TF125	2004	80,555
48	KMCC 978L	Suzuki	TF125	2004	73,475
49	KMCC 981L	Suzuki	TF125	2004	73,811
50	KMCC 982L	Suzuki	TF125	2004	63,788

51	KMCK 571L	Yamaha	DT125	2010	119,465
52	KMCK 936B	Yamaha	DT125	2010	119,465
53	KMCK 937B	Yamaha	DT125	2010	119,465
54	KMCK 938B	Yamaha	DT125	2010	119,465
55	KMCK 945B	Yamaha	DT125	2010	119,465
56	KMCK 946B	Yamaha	DT125	2010	119,465
57	KMCK 947B	Yamaha	DT125	2010	119,465
58	KMCK 949B	Yamaha	DT125	2010	119,465
59	KMCK 567L	Yamaha	DT125	2010	119,465
60	KMCK 568L	Yamaha	DT125	2010	119,465
61	KMCK 569L	Yamaha	DT125	2010	119,465
62	KMCK 572L	Yamaha	DT125	2010	119,465
63	KMCK 575L	Yamaha	DT125	2010	119,465
64	KMCK 580L	Yamaha	DT125	2010	119,465
65	KMCK 948B	Yamaha	DT125	2010	119,465
66	KMCK 950B	Yamaha	DT125	2010	119,465
67	KMCN 505G	Yamaha	DT125	2010	119,465
68	KMCN 598G	Yamaha		2010	119,465
69	KMCN 501G	Yamaha	DT125	2010	119,465
70	KMCN 502G	Yamaha	DT125	2010	119,465
71	KMCN 503G	Yamaha	DT125	2010	119,465
72	KMCN 504G	Yamaha	DT175	2010	119,465
73	KMCN 508G	Yamaha	DT125	2010	119,465
74	KMCN 509G	Yamaha	DT125	2010	119,465
75	KMCN 511G	Yamaha	DT125	2010	119,465
76	KMCN 514G	Yamaha	DT125	2010	119,465
77	KMCN 515G	Yamaha	DT125	2010	119,465
78	KMCN 516G	Yamaha	DT125	2010	119,465
79	KMCN 517G	Yamaha	DT125	2010	119,465
80	KMCN 518G	Yamaha	DT125	2010	119,465

81	KMCN 519G	Yamaha	DT125	2010	119,465
82	KMCN 520G	Yamaha	DT125	2010	119,465
83	KMCN 521G	Yamaha	DT125	2010	119,465
84	KMCN 522G	Yamaha	DT125	2010	119,465
85	KMCN 525G	Yamaha	DT125	2010	119,465
86	KMCN 527G	Yamaha	DT125	2010	119,465
87	KMCN 528G	Yamaha	DT125	2010	119,465
88	KMCN 529G	Yamaha	DT125	2010	119,465
89	KMCN 530G	Yamaha	DT125	2010	119,465
90	KMCN 533G	Yamaha	DT125	2010	119,465
91	KMCN 535G	Yamaha	DT125	2010	119,465
92	KMCN 536G	Yamaha	DT125	2010	119,465
93	KMCN 539G	Yamaha	DT125	2010	119,465
94	KMCN 540G	Yamaha	DT125	2010	119,465
95	KMCN 541G	Yamaha	DT125	2010	119,465
96	KMCN 542G	Yamaha	DT125	2010	119,465
97	KMCN 543G	Yamaha	DT125	2010	119,465
98	KMCN 544G	Yamaha	DT125	2010	119,465
99	KMCN 545G	Yamaha	DT125	2010	119,465
100	KMCN 546G	Yamaha	DT125	2010	119,465
101	KMCN 547G	Yamaha	DT125	2010	119,465
102	KMCN 548G	Yamaha	DT125	2010	119,465
103	KMCN 549G	Yamaha	DT125	2010	119,465
104	KMCN 550G	Yamaha	DT125	2010	119,465
105	KMCN 551G	Yamaha	DT125	2010	119,465
106	KMCN 553G	Yamaha	DT125	2010	119,465
107	KMCN 555G	Yamaha	DT125	2010	119,465
108	KMCN 556G	Yamaha	DT125	2010	119,465
109	KMCN 559G	Yamaha	DT125	2010	119,465
110	KMCN 560G	Yamaha	DT125	2010	119,465

111	KMCN 561G	Yamaha	DT125	2010	119,465
112	KMCN 563G	Yamaha	DT125	2010	119,465
113	KMCN 564G	Yamaha	DT125	2010	119,465
114	KMCN 565G	Yamaha	DT125	2010	119,465
115	KMCN 566G	Yamaha	DT125	2010	119,465
116	KMCN 567G	Yamaha	DT125	2010	119,465
117	KMCN 568G	Yamaha	DT125	2010	119,465
118	KMCN 570G	Yamaha	DT125	2010	119,465
119	KMCN 571G	Yamaha	DT125	2010	119,465
120	KMCN 572G	Yamaha	DT125	2010	119,465
121	KMCN 573G	Yamaha	DT125	2010	119,465
122	KMCN 574G	Yamaha	DT125	2010	119,465
123	KMCN 576G	Yamaha	DT125	2010	119,465
124	KMCN 577G	Yamaha	DT125	2010	119,465
125	KMCN 579G	Yamaha	DT125	2010	119,465
126	KMCN 581G	Yamaha	DT125	2010	119,465
127	KMCN 582G	Yamaha	DT125	2010	119,465
128	KMCN 583G	Yamaha	DT125	2010	119,465
129	KMCN 585G	Yamaha	DT125	2010	119,465
130	KMCN 589G	Yamaha	DT125	2010	119,465
131	KMCN 590G	Yamaha	DT125	2010	119,465
132	KMCN 592G	Yamaha	DT125	2010	119,465
133	KMCN 594G	Yamaha	DT125	2010	119,465
134	KMCN 597G	Yamaha	DT125	2010	119,465
135	KMCN 600G	Yamaha	DT125	2010	119,465
136	KMCN 601G	Yamaha	DT125	2010	119,465
137	KMCN 602G	Yamaha	DT125	2010	119,465
138	KMCN 603G	Yamaha	DT125	2010	119,465
139	KMCN 604G	Yamaha	DT125	2010	119,465
140	KMCN 605G	Yamaha	DT125	2010	119,465



3	KMCB 704U	Suzuki	2006	78,030.00	
4	KMCB 715U	Suzuki	2006	72,665.44	
5	KMCB 723U	Suzuki	2006	70,714.69	
6	KMCB 724U	Suzuki	2006	68,276.25	
7	KMCB 725U	Suzuki	2006	69,738.93	
8	KMCB 726U	Suzuki	2006	67,300.88	
9	KMCB 728H	Suzuki	2006	76,079.25	
10	KMCB 729U	Suzuki	2007	78,030.00	
11	KMCB 732H	Suzuki	2006	67,300.88	
12	KMCB 735U	Suzuki	2006	72,665.44	
13	KMCB 736U	Suzuki	2006	64,546.88	
14	KMCB 737U	Suzuki	2006	69,738.93	
15	KMCB 738U	Suzuki	2006	67,300.88	
16	KMCB 739U	Suzuki	2006	73,153.13	
18	KMCB 743U	Suzuki	2006	75,103.88	
19	KMCB 751U	Suzuki	2006	67,128.75	
20	KMCB 753U	Suzuki	2006	71,690.06	
21	KMCC 204Q	Suzuki	2004	71,604.00	
22	KMCC 344G	Suzuki	2004	76,079.25	
23	KMCC 347G	Yamaha	2010	60,243.75	
24	KMCC 349G	Suzuki	2004	58,952.43	
25	KMCC 354G	Suzuki	2004	76,079.25	
26	KMCC 359G	Suzuki	2004	65,837.81	
27	KMCC 554Q	Suzuki	2004	76,079.25	
28	KMCC 571N	Yamaha	2004	77,972.63	
29	KMCC 574N	Yamaha	2004	48,960.00	
30	KMCK 565L	Yamaha	2010	117,990.00	
31	KMCK 566L	Yamaha	2010	117,990.00	
32	KMCK 570L	Yamaha	2010	117,990.00	
33	KMCK 573L	Yamaha	2010	117,990.00	

34	KMCK 577L	Yamaha	2010	117,990.00	
35	KMCK 578L	Yamaha	2010	117,990.00	
36	KMCN 524G	Yamaha	2010	117,990.00	
37	KMCN 554G	Yamaha	2010	117,990.00	
38	KMCN 557G	Yamaha	2010	117,990.00	
39	KMCN 587G	Yamaha	2010	117,990.00	
40	KMCN 591G	Yamaha	2010	117,990.00	
41	KMCN 593G	Yamaha	2010	117,990.00	
42	KMCN 595G	Yamaha	2010	117,990.00	
43	KMCN 596G	Yamaha	2010	117,990.00	
44	KMCN 599G	Yamaha	2010	117,990.00	
45	KMCN 606G	Yamaha	2010	117,990.00	
46	KBJ 305U	Suzuki	2009	119,465	
47	KMCB 707U	Suzuki	2006	119,465	
48	KMCB 714U	Suzuki	2006	119,465	
49	KMCB 718U	Suzuki	2006	119,465	
50	KMCB 719U	Suzuki	2004	68,256	
51	KMCB 720U	Suzuki	2004	68,256	
52	KMCB 722U	Suzuki	2004	68,256	
53	KMCB 726U	Suzuki	2006	119,465	
54	KMCB 727H	Suzuki	2006	119,465	
55	KMCB 736U	Suzuki	2004	68,256	
56	KMCB 745U	Suzuki	2006	119,465	
57	KMCC 204Q	Suzuki	2004	71,649	
58	KMCC 348G	Suzuki	2004	66,430	
59	KMCC 354U	Suzuki	2004	68,256	
60	KMCC 575N	Yamaha	2004	63,180	
61	KMCC 983L	Suzuki	2004	68,256	
62	KMCC 998N	Yamaha	2004	63,788	
63	KMCK 574L	Yamaha	2010	119,465	

64	KMCK 579L	Yamaha	2010	119,465	
65	KMCK 940B	Yamaha	2010	119,465	
66	KMCK 942B	Yamaha	2010	119,465	
67	KMCK 943B	Yamaha	2010	119,465	
68	KMCK 944B	Yamaha	2010	119,465	
69	KMCN 510G	Yamaha	2010	119,465	
70	KMCN 523G	Yamaha	2010	119,465	
71	KMCN 526G	Yamaha	2010	119,465	
72	KMCN 534G	Yamaha	2010	119,465	
73	KMCN 537G	Yamaha	2010	119,465	
74	KMCN 538G	Yamaha	2010	119,465	
75	KMCN 578G	Yamaha	2010	119,465	
76	KMCN 588G	Yamaha	2010	119,465	
77	KMCN 598G	Yamaha	2010	119,465	
78	KMCN 611G	Yamaha	2010	119,465	
79	KMCN 612G	Yamaha	2010	119,465	
80	KMCN 613G	Yamaha	2010	119,465	
81	KMCN 513G	Yamaha	2010	119,520	



**ANNEX II: CLIENT REFERENCE FORM**

Name of Insurance Brokers:

Name and Address of Insured  
Insurance Policies handled

Class of Insurance	Period of Cover	Gross Premiums Paid

Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the insurance broker as per their responsiveness to the following:	Excellent	Good	Average	Poor
1.Claims Handling				
2.Underwriting responsiveness				
3.General customer care				
4. List additional services offered				

Declaration

**We confirm that the above insurance brokerage firm offered the above services in the period indicated above.**

Name of authorized signatory.....

Title.....

Signature.....

Date.....

Official stamp of the Insured.....

Telephone contacts.....

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## **PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

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## SECTION VI - GENERAL CONDITIONS OF CONTRACT

### A. General Provisions

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Schedule of Requirements" is the priced and completed list of items of Services to be performed by the Insurance Provider forming part of his Tender;
- b) "Completion Date" means the date of completion of the Services by the Insurance Provider as certified by the Procuring Entity
- c) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- e) "Procuring Entity" means the Procuring Entity or party who employs the Insurance Provider
- f) "Foreign Currency" means any currency other than the currency of Kenya;
- g) "GCC" means these General Conditions of Contract;
- h) "Government" means the Government of Kenya;
- i) "Local Currency" means Kenya shilling;
- j) "Party" means the Procuring Entity or the Insurance Provider, as the case may be, and "Parties" means both of them;
- k) "Personnel" means persons hired by the Insurance Provider;
- l) "Insurance Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- m) "Insurance Provider's Tender" means the completed Tendering Document submitted by the Insurance Provider to the Procuring Entity
- n) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- o) "Services" means the work to be performed by the Insurance Provider pursuant to this Contract, as described in Schedule of Requirements included in the Insurance Provider's Tender.
- p) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.

#### 1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

#### 1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

#### 1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

#### 1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

## 1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Insurance Provider may be taken or executed by the officials **specified in the SCC.**

## 1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2e. of Attachment1 to the General Conditions, the Insurance Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/ or persons appointed by PPRA to inspect the Site and/ or the accounts and records relating to the procurement process, selection and/ or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Insurance Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

## 1.8 Taxes and Duties, e t c

The Insurance Provider shall pay such taxes, duties, fees, levies and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## 2 Commencement, Completion, Modification, and Termination of Contract

### 2.1 Effectiveness of Contract

This Contract shall come in to effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC.**

2.2 Duration and Commencement of Services the Commencement date and duration of the insurance cover shall be **specified in the SCC.**

### 2.3. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### 2.4 Force Majeure

#### 2.4.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

#### 2.4.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### 2.4.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

## **2.4.4 Payments**

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Insurance Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.5. Termination**

### **2.5.1 By the Procuring Entity**

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Insurance Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through of this Sub-Clause 2.5.1:

- a) If the Insurance Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) If the Insurance Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Insurance Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract

### **2.5.2 By the Insurance Provider**

The Insurance Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.5.2:

- a) If the Procuring Entity fails to pay any monies due to the Insurance Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Insurance Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.5.3 Payment upon Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.5.1 or 2.5.2, the Procuring Entity shall make the following payments to the Insurance Provider:

- a) remuneration pursuant to Clause 5 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.5.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
- c) The Insurance provider shall pay or refund to the Procuring Entity any moneys paid but for which no consume rate services were provided.

## **3. Obligations of the Insurance Provider**

### **3.1 General**

The Insurance Provider shall perform the Services in accordance with the terms of the signed Insurance Policy and the Schedule of Requirements, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser

to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Insurance Provider Not to Benefit from Commissions and Discounts.**

The remuneration of the Insurance Provider pursuant to Clause 6 shall constitute the Insurance Provider's sole remuneration in connection with this Contract or the Services, and the Insurance Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Insurance Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

#### **3.2.2 Insurance Provider and Affiliates Not to be Otherwise Interested in Services other than the insurance Services**

The Insurance Provider agree that, during the term of this Contract and after its termination, the Insurance Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the insurance Services and any continuation thereof) for any contingency resulting from or closely related to the Services.

#### **3.2.3 Prohibition of Conflicting Activities**

Neither the Insurance Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities as signed to them under this Contract;
- b) during the term of this Contract, neither the Insurance Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

### **3.3 Confidentiality**

The Insurance Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

### **3.4 Reporting Obligations**

The Insurance Provider shall submit to the Procuring Entity their reports and documents specified in Appendix B in the form, in the numbers, and within the periods set for them in the said Appendix.

### **3.5 Documents Prepared by the Insurance Provider to Be the Property of the Procuring Entity.**

All reports, and other documents and software submitted by the Insurance Provider in accordance with Sub-Clause 3.4 shall become and remain the property of the Procuring Entity, and the Insurance Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Insurance Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

### **3.6 Liquidated Damages**

#### **3.6.1 Payments of Liquidated Damages**

The Insurance Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Insurance Provider fails to pay the agreed compensation costs beyond or later the

agreed date when such compensation should be made. The date by when the compensation costs should be made is specified in **the SCC**. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Insurance Provider. Payment of liquidated damages shall not affect the Insurance Provider's liabilities.

### 3.6.2 Correction for Over-payment

The Procuring Entity shall correct any overpayment of liquidated damages by the Insurance Provider by adjusting the next payment premium or certificate. The Insurance Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

## 3.7 Performance Security

The Insurance Provider shall not be required to provide any Performance Security to the Procuring Entity.

## 3.8 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Insurance Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

## 4 Insurance Provider's Personnel

The Contract shall not obligate the Insurance Provider to provide any specific personnel for carrying out of the Services.

## 5 Obligations of the Procuring Entity

### 5.1 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Insurance Provider, then the remuneration and reimbursable expenses otherwise payable to the Insurance Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

## 6 Payments to the Insurance Provider

### 6.1 Lump-Sum Remuneration

The Insurance Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Sub-Clause 5.1, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.3 and 6.3.

### 6.2 Contract Price

The price payable is **set forth in the SCC**.

### 6.3 Terms and Conditions of Payment

Payments will be made to the Insurance Provider according to the payment schedule **stated in the SCC**.

### 6.4 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Insurance Provider for each day of delay at the rate stated in **the SCC**.

## **7. Quality Control**

The contract shall not have any quality control modalities as this is not envisaged in the industry

## **8. Settlement of Disputes**

### **8.1 Amicable Settlement**

Any party with dispute against the other party shall give notice to the other party, requesting the party to make Good the matters of the dispute. The Parties shall attempt to settle the dispute amicably. If the dispute cannot be settled amicably, the complaining party should move to commence arbitration after thirty days from the day on which a notice was given, even if no attempt at an amicable settlement has been made.

### **8.2 Arbitration if the Insurance Provider is a Kenyan firm**

8.2.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.1 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

8.2.2 The arbitrators shall have full power to open up, review all matters relevant to the dispute. Nothing shall disqualify representatives of the Parties from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.

8.2.3 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the services.

8.2.4 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.

8.2.5 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following institutions the:

- i) Law Society of Kenya, or
- ii) Chartered Institute of Arbitrators (Kenya Branch), or
- iii) Insurance Institute of Kenya, or
- iv) The Actuarial Society of Kenya.

8.2.6 The institution written to first by the aggrieved party shall take precedence over all other institutions.

8.2.7 The award of such Arbitrator shall be final and binding upon the parties.

### **8.3 Failure to Comply with Arbitrator's Decision**

8.3.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other right it may have, refer the matter to a competent Court of law.

### **8.4 Arbitration if the Insurance Provider is a foreign firm**

8.4.1 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the **SCC**.



## SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	<p><b>The Parties to the Contract are:</b></p> <p>The Procuring Entity is Nairobi City water and Sewerage Company</p> <p>The contract name is Provision of Insurance Brokerage Services (General) for one year.</p>
1.4	<p>For <b>notices</b>, the Procuring Entity's address shall be:</p> <p>Nairobi City Water &amp; Sewerage Company Ltd            Kampala Road, off Enterprise Road            P O Box 30656-00100-00100            Tel. 254 703 080403            Nairobi, Kenya            E-mail:tenders@nairobiwater.co.ke            Website: <a href="http://www.nairobiwater.co.ke">www.nairobiwater.co.ke</a></p>
1.6	<p>The Authorized Representatives are:</p> <p>Managing Director.</p> <p>Nairobi City Water &amp; Sewerage Company Ltd            Kampala Road, off Enterprise Road            P O Box 30656-00100-00100            Tel. 254 703 080403            Nairobi, Kenya            E-mail:tenders@nairobiwater.co.ke            Website: <a href="http://www.nairobiwater.co.ke">www.nairobiwater.co.ke</a></p>
2.1	<p>The date on which this Contract shall come into effect is <b>1<sup>st</sup> November, 2023</b></p>
2.2	<p>The Commencement date and duration of the insurance cover shall be:</p> <p>Commencement date <b>1<sup>st</sup> November, 2023</b></p> <p>Completion or Expiry Date</p> <p>Duration of the coverage One year.</p>
3.2.3 (c )	<p>N/A</p>
3.6.1	<p>N/A</p>
8.4.1	<p>The rules of procedure for arbitration proceedings <b>with a foreign Insurance Provider</b> shall be as follows:</p> <p>[For contracts entered into with foreign sellers, International commercial arbitration may have practical advantages over other dispute settlement methods].</p> <p><b>(i) If the Procuring Entity chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</b></p> <p>Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>(ii) <b>If the Procuring Entity chooses the Rules of ICC, the following sample clause should be inserted:</b></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of <b>the International Chamber of Commerce</b> by one or more arbitrators appointed in accordance with said Rules.</p> <p>(iii) <b>If the Procuring Entity chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:</b></p> <p>Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.</p> <p>(iv) <b>If the Procuring Entity chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:</b></p> <p>Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.</p>

## **APPENDIX TO THE CONTRACT**

The Appendix to the contract shall be an **Insurance Policy** that shall provide a description of the Services, compensation procedure and all the contingencies that shall lead to the compensation claim. The Policy is an industry form (the norm) but would be negotiated before signature to ensure all parties concerns are taken into account. No provision or Clause in the Insurance Policy shall negate any Condition of Contract.

## BENEFICIAL OWNERSHIP DISCLOSURE FORM

**INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM**

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: \_\_\_\_\_ [insert identification

no] Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the

assignment] to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

l) We here by provide the following beneficial ownership information.

### Details of beneficial ownership

	Details of all Beneficial Owners	% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name	Directly----- ----- % of shares	Directly..... .....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held	1. Exercises significant influence or control over the Company body of the Company (tenderer) (Yes / No) Yes -----No--
	National identity card number or Passport number				
	Personal Identification Number (where applicable)	Indirectly---- ----- % of shares	Indirectly----- % of voting rights		
	Nationality				

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
	Date of birth [dd/mm/yyyy]				directly or indirectly?:	--
	Postal address				Direct.....	2. Is this influence or control exercised directly or indirectly?
	Residential address				.....	
	Telephone number				Indirect.....	
	Email address				.....	Direct.....
	Occupation or profession					.....
						Indirect.....
						.....
<b>2.</b>	Full Name		Directly----- ----- % of shares	Directly..... .....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes ----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes ----No----
	National identity card number or Passport number				2. Is this right held directly or indirectly?:	2. Is this influence or control exercised directly or indirectly?
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- % of voting rights	Direct.....	
	Nationality(ies)				.....	
	Date of birth [dd/mm/yyyy]				Indirect.....	
	Postal address				.....	Direct.....
	Residential address					.....
	Telephone number					
	Email address					
	Occupation or profession					

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
						Indirect..... .....
<b>3. e.t .c</b>						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020. (Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of

*person duly authorized to sign the Tender]*

*Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp