

# **COUNTY GOVERNMENT OF KIAMBU**



**IFMIS TENDER NEGOTION NO: 834412**

**THE PROVISION OF MEDICAL INSURANCE, GROUP PERSONAL ACCIDENT AND WORK INJURY BENEFIT.**

**CLOSING DATE: 17th DECEMBER, 2020 AT 12 .00 PM**

**DOCUMENTS SHOULD BE SUBMITTED STRICTLY ON THE IFMIS E-PROCUREMENT MODULE IN PDF FORMAT.**

## TABLE OF CONTENTS

	<b>Page</b>
INTRODUCTION.....	2
Section I INVITATION TO TENDERS.....	3
Section II INSTRUCTION TO TENDERERS.....	5
Appendix to instructions to tenderers .....	15
Section III GENERAL CONDITIONS OF CONTRACT.....	22
Section IV SPECIAL CONDITIONS OF CONTRACT .....	27
Section V SCHEDULE OF REQUIREMENTS.....	30
Section VI STANDARD FORMS .....	40
1. FORM OF TENDER .....	41
2. CONTRACT FORM.....	42
3. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM.....	43
4. TENDER SECURITY FORM.....	45
5. PERFORMANCE SECURITY FORM .....	46
6. LETTER OF NOTIFICATION OF AWARD .....	47

## INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Asset Disposal Act 2015.
- 1.2 The following general directions should be observed when using the document;
  - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of the contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - (b) The instructions to tenderers and the General Conditions of the contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
  - (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
  - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.
- 1.4 The cover of the tender document should be modified to include:
  - i. Tender number.
  - ii. Tender name.
  - iii. Name of procuring entity.

**SECTION I**

**INVITATION TO TENDER**

**DATE:17th DECEMBER 2020.**

**IFMIS TENDER NO:** .....

**TENDER NAME: THE PROVISION OF MEDICAL INSURANCE, GROUP PERSONAL ACCIDENT AND WORK INJURY BENEFIT.**

The **County Government of Kiambu** invites sealed tenders from eligible candidates for **the provision of medical insurance, group personal accident and work injury benefit.**

- 1.1 Interested eligible candidates may obtain further information from the head of Supply-Chain Management Office, located at Thika Sub County (former Municipal of Thika offices) during normal working hours (8.00AM-5:00PM).
- 1.2 A complete set of tender documents may be obtained by interested candidates by downloading from our website: [www.kiambu.go.ke](http://www.kiambu.go.ke) , [supplier portal and tender portal](#) Free of Charge.
- 1.3 Prices quoted should be net inclusive of all taxes, and delivery costs must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.4 Completed tender documents **MUST** be scanned and submitted through the **G.O.K IFMIS** supplier portal; [www.treasury.supplier.go.ke](http://www.treasury.supplier.go.ke) on or before **THURSDAY 17th DECEMBER 2020 AT 12.00PM**
- 1.5 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend the opening at County Government of Kiambu in Thika sub county offices chamber on **THURSDAY 17th DECEMBER 2020** at 12.00PM.

## SECTION II - INSTRUCTION TO TENDERERS

### Table of Clauses

	Page
2.1 Eligible Tenderers .....	5
2.2 Cost of Tendering .....	5
2.3 Contents of Tender document .....	6
2.4 Clarification of Tender document .....	6
2.5 Amendments of Tender document .....	7
2.6 Language of Tenders .....	7
2.7 Documents Comprising the Tender .....	7
2.8 Tender Form .....	7
2.9 Tender Prices .....	7
2.10 Tender Currencies .....	8
2.11 Tenderers Eligibility and Qualifications .....	8
2.12 Tender Security .....	8
2.13 Validity of Tenders .....	9
2.14 Format and Signing of Tenders .....	9
2.15 Sealing and Marking of Tenders .....	9
2.16 Deadline for Submission of Tenders .....	10
2.17 Modification and Withdrawal of Tenders .....	10
2.18 Opening of Tenders .....	10
2.19 Clarification of Tenders .....	11
2.20 Preliminary Examination .....	11
2.21 Conversion to Single Currency .....	11
2.22 Evaluation and Comparison of Tenders .....	11
2.23 Contacting the Procuring Entity .....	12
2.24 Post-Qualification .....	12
2.25 Award Criteria .....	13
2.26 Procuring Entity's Right to Vary Quantities .....	13
2.27 Procuring Entity's Right to Accept or Reject any or all Tenders .....	13
2.28 Notification of Award .....	13
2.29 Signing of Contract .....	14
2.30 Performance Security .....	14
2.31 Corrupt or Fraudulent Practices .....	14

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents..
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process.
- 2.2.2 The tender document can be downloaded from our County Government of Kiambu Website [www.kiambu.go.ke](http://www.kiambu.go.ke). [Supplier portal/tender portal](#) The firms that have downloaded the tender documents are advised to register their details in this email [info@kiambu.go.ke](mailto:info@kiambu.go.ke). This will be important for any clarifications and or queries that may arise.
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.3 Contents of Tender Document**

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

## **2.4 Clarification of Tender Documents**

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%.

## **2.5 Amendment of Tender Documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing and addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tenders**

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7. Documents Comprising the Tender**

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
  - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
  - (d) Declaration Form.

## **2.8. Form of Tender**

- 2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

## **2.9. Tender Prices**

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.



- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10. Tender Currencies**

- 2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Tenderers Eligibility and Qualifications**

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 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 has the financial and technical capability necessary to perform the contract.

## **2.12. Tender Security**

- 2.12.1 The tenderer shall furnish, as part of its tender, tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

**2.12.2** The tender security shall not exceed **2% (percent)** of the tender price from a Bank or insurance company approved by **PPDA**.

- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. And 2.12.3 Shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

- 2.12.6 Unsuccessful Tenderers tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Tenderers tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity.
  - (b) in the case of a successful tenderer, if the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 2.29 or
    - (ii) to furnish performance security in accordance with paragraph
  - (c) If the tenderer rejects the correction of an arithmetic error in the tender.

### **2.13. Validity of Tenders**

- 2.13.1 Tenders shall remain valid for **120** days after the date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

### **2.14. Format and Signing of Tenders**

- 2.14.1 The tenderer shall prepare an original tender, Scan and submit it through **G.O.K IFMIS** Supplier portal [www.treasury.supplier.go.ke](http://www.treasury.supplier.go.ke) on or before **THURSDAY 17th December 2020.at 12PM**
- 2.14.2 The all attached copies of the tender shall be in PDF FORMAT typed or written.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## 2.15 Sealing and Marking of Tenders.

- 2.15.1 The tenderer shall upload the original tender in GOK IFMIS [www.treasury.supplier.go.ke](http://www.treasury.supplier.go.ke) system, serialize all the pages and upload it as PDF.
- 2.15.2 The tenderer shall prepare an original tender document, scan and submit it through the G.O.K IFMIS supplier portal [www.treasury.supplier.go.ke](http://www.treasury.supplier.go.ke) on or before THURSDAY 17th December ,2020 at 12.00PM

## 2.16 Deadline for submission of Tenders

- 2.161** Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **THURSDAY 17th DECEMBER 2020 at 12.00PM.**
- 2.162 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring Entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

## 2.17. Modification and Withdrawal of Tenders

- 2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.
- 2.17.2 The tenderers modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## 2.18. Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **THURSDAY 17th DECEMBER, 2020 at 12.00PM AT THIKA SUB COUNTY CHAMBERS FORMER THIKA MUNICIPAL.** In the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.183 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

2.19.1 To assist in the examination, evaluation, and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21. Conversion to a single currency**

2.21.1 All the quoted should be in Kenya shillings.

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

2.22.1 The Procuring entity will evaluate and compare the tenders which have been Determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) The operational plan proposed in the tender;

(b) deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2. The following evaluation methods will be applied.

(a) Operational Plan

(i) The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer Than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in the payment schedule

(i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such an alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

## **2.23. Contacting the Procuring entity**

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

## **2.24 Post-qualification**

- 2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer financial and technical Capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

## **2.25 Award Criteria**

- 2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.25.2 To qualify for contract awards, the tenderer shall have the following:-
- (a) Necessary qualifications, capability, experience, services, equipment and facilities to provide what is being procured.
  - (b) Legal capacity to enter into a contract for the procurement
  - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
  - (d) Shall not be debarred from participating in public procurement.

## **2.26. Procuring entity's Right to accept or Reject any or all Tenders**

- 2.26.1 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 thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.
- 2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about is a qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderers furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

## **2.28 Signing of Contract**

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen **7** days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within **7** days from the date of notification of contract award unless there is an administrative review request.

## **2.29 Performance Security**

**2.29.1 The successful tenderer shall furnish the performance security of 5% of the contract sum before signing of the contract.**

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

### **Appendix to Instructions to Tenderers**



## Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to the corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the procuring of the procurement, and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated.
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix to instructions to tenders.
5. Any clause to be included in the appendix to instructions to tenderers must be consistent with the applicable public procurement law and regulations.

### Appendix to instructions to Tenderers

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	This is a National Open Tender
2.1.2	Restriction to enter into a contract is as provided in Section 59 of the PPAD Act, 2015
2.1.3	Declaration of No Conflict of Interest is provided for in the Confidential Business Questionnaire.
2.2.2	Tender document is available Free of charge from <b>County Government of Kiambu</b> website ; <a href="http://www.kiambu.go.ke/supplier_portal/tender_portal">www.kiambu.go.ke/supplier portal/tender portal</a> .
2.3.1	Other documents that will form contract include “Appendix to Instruction to Tenderers”

2.9.3	Price quoted will remain fixed for the period of contract and will not be varied.
2.12.2	The tender security shall not exceed <b>2% (percent)</b> of the tender price from a Bank or insurance company approved by <b>PPDA</b> .
2.13.1	Validity of tender is 120 days from the closing date
2.15.2	The tenderer shall prepare an original tender document, scan and submit it through the G.O.K IFMIS supplier portal <a href="http://www.treasury.supplier.go.ke">www.treasury.supplier.go.ke</a> on or before <b>THURSDAY 17th December ,2020 at 12.00PM</b>
2.18.2	The bid will be opened. The name of bidders, amount of bid security, issuer of bid security and modification/discount received before the deadline (Where applicable) will be announced.
2.20 and 2.22	Evaluation of tender is as listed in the table below
2.24	Evaluation committee will conduct due diligence to confirm that all document submitted are true including asking Referee for a confidential report about would be successful bidder and writing to named hospital to establish whether they have service agreement with would be successful bidder
2.25	The lowest evaluated Bidder Will Be Awarded
2.27.2	As provided in section 87 of the PPAD Act, 2015
2.28	Contract will be created after 7 days from date of Notification but not later than 30 days after opening
2.29	The successful tenderer shall furnish the performance security of 5% of the contract sum before signing of the contract..

**EVALUATION CRITERIA.  
(THREE STAGE EVALUATION)**

**A. PRELIMINARY STAGE**

This is to determine responsiveness of the bid. Any tenderer **must meet all the mandatory requirements** for his bid to proceed to Technical Stage.

**MANDATORY REQUIREMENTS:**

	<b>MANDATORY REQUIREMENTS INSURERS</b>	YES/NO
1	Certified copy of certificate of registration or incorporation	
2	Duly filled, signed and stamped form of tender with the quote clearly indicating the charge per every section and confirm the form of tender is valid for the require period.	
3	Duly signed and stamped Confidential Business questionnaire - CR 12 attached	
4	Copy of a Valid tax compliance certificate from KRA	
5	All document uploaded/submitted must be in <b>pdf format</b> .	
6	Duly signed and stamped Anti-corruption declaration form and certified by commissioner of oath.	
8	Submit a self – Declaration that the tenderer will not engage in any corrupt or fraudulent practice	
9	Submit a copy of valid Single Business Permit .	
10	Submit a certified copy of registration with Insurance Regulatory Authority for the current year (2020) as a <b>Medical Insurance Provider</b> . Attach copy certified by IRA.	
11	Must submit Professional Indemnity Insurance Cover of at least Kenya Shillings hundred (100) million Attach a valid copy	
12	Documents should be submitted strictly on the IFMIS E-procurement module in PDF Format.	
13	Submitted documents in PDF format must be serialized and paginated	
14	Submit recommendation Letters from at least Five (5) corporate clients who have premiums of Kes 50 Million and above served in a similar assignment in the last three (3) years	

15	Submit prove that the firm have done annual gross premiums in the previous year of Kes.1 Billion for the last 2 consecutive years	
16	Must have Paid up Capital of Kshs 600M	
17	Submit Copies of Identification documents (IDs or valid passport) of the owners/Directors of the firms and Certified copy of the latest CR 12 issued by the Registrar of Companies. In case of Partnerships names of the partners	

**NB:**

- 1. Mandatory conditions must be fulfilled FAILURE to which the bid will not qualify for the next Evaluation stage**
- 2. Documents should be submitted strictly on the IFMIS E-procurement module in PDF Format.**

## B. TECHNICAL EVALUATION

The minimum technical score will be **80%**. A bidder **MUST** score **80%** and above for his/her bid to proceed to **financial evaluation stage**.

S. No	Technical Criteria	Score		
1.	List of (5) current Corporate Clients of Similar Nature indicating annual premium of 30 million for the last five years. Attach copy of LSO/ Contract document <b>(2 marks for each)</b>	10		
2.	Recommendation letters from five (5) Public Institutions in client letter head (other County Government, Ministries, Parastatals or SAGAs) <b>(3 marks each)</b> .	15		
3.	Financial capability for the last two years:2018 & 2019 Solvency ratio Min;1;1 each year <b>(3 marks)</b>	6		
	Submit copies of audited accounts for the latest three (3) financial years (2017, 2018 & 2019) each year submitted <b>(4 marks)</b>	12		
	Submit credit worthiness rating from respective bankers or reputable organization/ or Credit Reference Bureau which is regulated by Central Bank of Kenya <b>(3 marks)</b>	3		
4.	Benefit cover for chronic illnesses, all pre-existing conditions and HIV Aids- <b>4 marks</b>	4		
5.	List of Health providers indicating their locations, contact person and telephone. <b>(4 marks</b> for 20- 40 hospitals, <b>6 marks</b> for 41 - 60 hospitals and maximum <b>8 marks</b> for more than 61 hospitals),	12		
	List of specialist doctors/consultant/ pharmacists providers <b>(1 mark each max 4 marks)</b>			
6.	General spread of indicated Health Providers Presence in majority of counties (clustered in the former 8 provinces) – <b>(1 marks for each Region)</b>	8		
7.	Professional qualifications and experience of the	ACII/AIHK certification	7.5	15
		Diploma in insurance	7.5	

	Managers – <b>at least 3</b>	Relevant experience –1 point for each manager with a minimum of 6 years’ experience	<b>3</b>	
		Attach CV- <b>1 point</b> for each CV	<b>3</b>	
<b>8.</b>	Professional qualifications and experience of two other technical personnel – <b>at least three technical staff</b>	ACII/AIHK certification – <b>1 point</b> for each Technical Staff with certification	<b>3</b>	<b>15</b>
		Diploma in insurance (or relevant) – <b>1 point</b> for each Technical Staff with relevant degree/its equivalent.	<b>3</b>	
		Relevant experience – 2 points for each manager with a minimum of 4 years’ experience.	<b>6</b>	
		Attach CV- <b>1 point</b> for each CV	<b>3</b>	
	<b>AGGREGATE SCORE</b>			<b>100</b>

## **FINANCIAL STAGE**

- a. Financial evaluation will involve ranking of quoted tender sum.
- b. To the bidder who has been ranked lowest; it is at the discretion of evaluation committee to conduct **DUE DILIGENCE**.
- c. Make recommendation of award; Award Criteria: Lowest evaluated bidder.

## SECTION III - GENERAL CONDITIONS OF CONTRACT

### Table of Clauses

	Page
3.1 Definitions.....	22
3.2 Application.....	22
3.3 Standards.....	22
3.4 Use of Contract Documents and Information.....	23
3.5 Patent Rights.....	23
3.6 Performance Security.....	23
3.7 Delivery of Services and Documents.....	24
3.8 Payment.....	24
3.9 Prices.....	24
3.10 Assignment.....	24
3.11 Termination for Default.....	25
3.12 Termination for Insolvency.....	25
3.13 Termination for Convenience.....	25
3.14 Resolution of Disputes.....	26
3.15 Governing Language.....	26
3.16 Applicable law.....	26
3.17 Force Majeure.....	26
3.18 Notices.....	27



## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1. Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

## **3.2. Application**

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

## **3.3. Standards**

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

## **3.4. Use of Contract Documents and Information**

3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring Entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring Entity.

## **3.5. Patent Rights**

3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

## **3.6 Performance Security**

3.6.1 Within thirty (30) days of receipt of the notification of contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC.

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring Entity and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.

d) Letter of credit.

- 3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

### **3.7. Delivery of Services and Documents**

- 3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

### **3.8. Payment**

381. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
382. Payment shall be made promptly by the Procuring Entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

### **3.9. Prices**

- 3.9.1 Prices charges by the contractor for Services performed under the contract shall not, with the exception of any price adjustments

Authorized in SCC vary from the prices quoted by the tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

- 3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

- 3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.10. Assignment**

- 3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

### **3.11. Termination for Default**

- 3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract

In whole or in part:-

- (a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

### **3.12. Termination for Insolvency**

3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or Remedy, which has accrued or will accrue thereafter to the procuring entity.

### **3.13. Termination for Convenience**

3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

### **3.14 Resolution of Disputes**

3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms

Specified in the SCC.

### **3.15. Governing Language**

3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in the same language.

### **3.16. Applicable Law**

3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

### **3.17 Force Majeure**

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.18 Notices**

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

1. The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract.
2. The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the insurance cover required. In preparing Section IV, the following aspects should be taken into consideration.
  - (a) Information that complements provisions of Section III must be incorporated;  
and
  - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.
4. This tender shall include all existing medical conditions of the intended beneficiaries without prejudice.
5. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.



4.2 Special Conditions of Contract as relates to the General Conditions of Contract

<b>Reference of general conditions of Contract</b>	<b>Special condition of contract</b>
3.6 Performance security	2% of the total Quoted (applicable)
3.7 Delivery of Services	Provision of Medical Insurance Cover for Employees of the COUNTY GOVERNMENT of Kiambu
3.8 Payment	As agreed by the successful bidder and the County Government of Kiambu
3.9 Price adjustment	Not applicable
3.16 Applicable law	The Republic of Kenya laws
3.18 Notices	THE COUNTY SECRETARY COUNTY GOVERNMENT OF KIAMBU P.O. Box 2344-00900 Kiambu



## SECTION V - SCHEDULE OF REQUIREMENTS (TERMS OF REFERENCE)

The Medical Scheme is expected to cover the following:-

### 1. In-patient cover:

The In-patient cover benefit shall cater for illnesses requiring hospitalization and will be fully enhanced with pre-existing illnesses, chronic and hiv/aids conditions will cater for the following benefits:-

- Accidental and illness hospitalization (accommodation, doctor(s)' fees, operating theatre, ICU charges, physiotherapy, prescribed drugs, dressings surgical appliances, X-rays)
- In-patient and daycare surgery
- Admission bed (ward bed, private or semi-private)
- First non-elective and emergency caesarean
- Hospitalization due to dental and optical cases
- Gynecological illnesses
- Post hospitalization benefits
- Ambulance rescue/evacuation (both road and air)
- treatment while in hospital; and
- Discharge from hospital and the cost of treatment thereof
- renal cases.
- Lodger Fee

Referrals locally or abroad, it's being understood that where the Referral is out of the Work Station of the affected Staff including abroad, in addition to medicals services costs and related charges, the Beneficiary and an accompanying adult will be eligible for transport and maintenance costs during the period of the Referral;

### 2. Out-patient cover:

The Outpatient scheme shall deal with cases of illness not requiring admission into a hospital and will include examinations, diagnosis and speedy treatment at health clinics and/or hospitals with the aim of preventing any ailment or illness from deteriorating into cases that require hospitalization. The outpatient cover shall encompass the following benefits:

- Routine outpatient consultation;
- Diagnostic Laboratory and Radiology services;
- Prescribed Physiotherapy;
- Prescribed drugs and dressings;
- HIV/AIDS related conditions and prescribed ARVs;
- Routine Immunization (KEPI) / baby friendlies.
- Routine Antenatal checkups (including U/S exam);
- postnatal care up to six weeks post-delivery;
- Chronic and recurring conditions;
- Outpatient Emergency Ambulance Services;
- Dental services;
- Optical services;
- Immunizations;

- Counseling services;
- Specialist opinion
- Health Education and wellness programmes
- renal treatment;
- Any additional benefits should be specified by the bidder.

### 3. Particulars/Requirements of Medical Scheme Cover:

The bidder is expected to provide the following:-

- Full details of what the cover provides
- Eligible expenses included in the in-patient cover
- Eligible expenses included in the out-patient cover
- Full details of cover exclusions i.e. give specific details of each excluded condition
- Dependents eligibility
- Last expense (member and dependents)

#### **ADD-ONS TO THE COVER**

- Local emergency road and air evacuation for transportation of a sick Member for treatment from an area where facilities for adequate care do not exist to the next available hospital or licensed medical facility will be covered within the annual inpatient limit
- Claims related to expenses arising whilst the Member is temporarily abroad and requiring emergency treatment for an illness or injury that occurs during the period of travel.
- Treatment costs arising from a condition that warrants treatment overseas because the treatment is not available in East African Region (Kenya Uganda Tanzania & Burundi) to be covered.
- Health talks will be arranged on a regular basis to provide any other add-ons to the medical cover.
- Additions/Deletions
- New members 'premium shall be paid on pro rata basis.
- Reimbursement: cases of reimbursement should be honored when they arise.
- The bidder should clearly indicate if there are any other terms like co-pay, waiting period etc.

### 4. Network Coverage:

The bidder should have extensive and reputable network of Hospitals, Clinics, Pharmacies and Laboratories within easy reach of the members and their dependents. The bidder is required to provide the following:-

- (i) Full details of towns where the insurance company is represented.
- (ii) The appointed hospitals, clinics and doctors all over the country that can be accessed by employees and their dependents.
- (iii) Full details of the medical cover outside Kenya and all exclusions that are applicable.

NB: All staff of County government of Kiambu are resident in Kiambu. However, their family members (dependents) may not necessarily stay with them but stay upcountry as distributed in all counties.

Once in a while, staff may be required to perform their duties out of station or travel within the country or overseas to attend training, seminars or workshops. The bidder should therefore make provision for such cases in the proposal.

The bidder should be able to:

Meet/reimburse the cost of treatment of staff and their dependents the staff treatment and/or Liaise with the local medical institutions and private doctors to offer the needed service. Such a scenario may be in cases of emergency and being in a region where the Health Insurance Provider does not have a network.

## **5. Case Management:**

The bidder is expected to provide details on the following:-

- (i) A detailed description on how the cover is going to be administered.
- (ii) An analysis on how the service provider intends to address the following issues/procedures:-
  - (a) Admission of members into the cover
  - (b) Admission of members with pre-existing conditions into the cover
  - (c) Admission of HIV/AIDS related cases to the cover
  - (d) Procedure to be followed for overseas cover
  - (e) Procedure to be followed to procure last expense (if any in your package)
  - (f) Any other requiring emphasis

## **6. Claims Settlement Turnaround Time:**

The bidder is expected to demonstrate and give details of the claims settlement turnaround time.

NB: The time indicated will be used to review the performance of the underwriter for any future renewal of contract.

## **7. Financial stability:**

The bidder should provide documentary proof that they are financially sound and is fully licensed and registered as a medical insurance cover provider.

## **8. Special medical treatment:**

There are cases, which may require special treatment owing to medical history of a member of staff and/or dependent.

The bidder is required to propose on how such a case is dealt with in case it occurs.

## **9. Exclusions and Requirements:**

The bidder must state clearly requirements, special conditions and/or exclusions applicable to the schemes.

## **10. References and Key Personnel:**

The bidder must demonstrate its ability, knowledge and experience in the provision of medical insurance services and give details of key personnel charged with management the medical scheme.

## **11. Medical Utilization Reports**

Utilization of cover for both in and outpatient should be 100% and provision of utilization reports for member and **County Government of Kiambu** in general to be submitted on quarterly basis.

The proposed scheme will be for one (1) year and the bidder is expected to tender based on information provided above. However, any bidder may seek clarity by contacting **County Government of Kiambu** officials. The quote should be on the premium paid on yearly basis.

**SCOPE OF COVER**

**INSURANCE COVERS:**

1	A Medical Cover And a twenty four hour cover for Kiambu County State officers. Loss as a result of accidental death, injury to the insured persons	Group Medical Covers  Insured Persons 1) Governor	Inpatient Ksh. 6 M. Outpatient Ksh.300,000 Maternity Ksh.150,000 Dental KSh.75,000 Optical Ksh.75,000
2	A Medical Cover And a twenty four hour cover for Kiambu County State officers. Loss as a result of accidental death, injury to the insured persons	2) Deputy Governor	Inpatient Ksh. 4M. Outpatient Ksh.150,000 Maternity Ksh.50,000 Dental Ksh.25,000 Optical Ksh.25,000
3	A Medical Cover And a twenty four hour cover for Kiambu County State officers. Loss as a result of accidental death, injury to the insured persons	3) County Executive Officers members (10) County secretary(1) County Attorney(1) Chief of Staff(1)	Inpatient KSh 1M Outpatient Ksh 100,000 Maternity KSh.50,000 Dental Ksh.20,000 Optical KSh.20,000
4	A Medical Cover and a twenty-four-hour cover for Kiambu Chief officers. Loss as a result of accidental death, injury to the insured persons	4) Chief officers (19)	Inpatient KSh 1M Outpatient Ksh 100,000 Maternity KSh.50,000 Dental Ksh.20,000 Optical KSh.20,000
5	Group Personal Accident & Work injury Benefit ( 24hrs) Cover For Staff Members	Number of Staff 6108	As Per attached List

**A) DATA OF THE EXECUTIVE MEMBERS.**

**DATA FOR THE EXECUTIVE MEMBERS. SECTION 1**

<b>NO</b>	<b>FAMILY SIZE</b>	<b>SUMMARY</b>	<b>FAMILY SIZE</b>	<b>LIVES</b>
1.	M+1	M+1 =2	15	57
2.	M+1	M+1 =2		
3.	M+4	M+4= 5		
4.	M+4	M+4= 5		
5.	M+ 2	M+2=3		
6.	M+4	M+4=5		
7.	M+3	M+3=4		
8.	M	M= 1		
9.	M+3	M+3=4		
10.	M+4	M+4=5		
11.	M+3	M+3=4		
12.	M+4	M+4=5		
13.	M+2	M+2=3		
14.	M+4	M+4=5		
15.	M+3	M+3=4		

**DATA FOR THE CHIEF OFFICERS SECTION 2**

<b>NO</b>	<b>FAMILY SIZE</b>	<b>SUMMARY</b>	<b>FAMILY SIZE</b>	<b>LIVES</b>
1.	M	M=1	19	63
2.	M+3	M+3=4		
3.	M+4	M+4= 5		
4.	M+5	M+5= 6		
5.	M+ 4	M+4=5		
6.	M+2	M+2=3		
7.	M	M=1		
8.	M+2	M+2= 3		
9.	M+3	M+3=4		
10.	M+1	M+1=2		
11.	M+4	M+4=5		
12.	M+4	M+4=5		
13.	M	M=1		
14.	M+2	M+2=3		
15.	M+3	M+3=4		
16.	M+1	M+1=2		
17.	M+3	M+3=4		
18.	M+4	M+4=5		
19.	M+1	M+1=2		

### DATA OF OTHER EMPLOYEES – SECTION 3

No	JOB GROUP	No. OF EMPLOYEES	TOTAL GROSS PAY PER MONTH
1	5	1	924,000
2	6	1	621,250
3	7	1	300,000
4	8	14	3,813,586
5	9	1	221,767
6	A	1395	21,769,388
7	B	562	5,613,450
8	C	224	10,027,150
9	D	287	8,217,250
11	E	198	7,560,433
12	F	214	7,172,695
13	G	238	11,435,497
14	H	573	35,333,360
15	J	515	32,866,354
16	K	189	11,217,643
17	L	761	81,836,735
18	M	530	77,788,371
19	N	223	31,936,290
20	P	76	17,147,594
21	Q	46	10,884,389
22	R	46	9,695,260
23	S	11	4,767,133
24	T	1	229,000
		<b>6108</b>	<b>391,378,595</b>

**NO OF STAFF  
GROSS PAY PER MONTH**

**6108  
391,378,595**

**NOTE: THE QUOTE SHOULD BE DONE AS PER SECTION (1,2,3)**

Notes

1. M refers to the principal member and the categories indicate the number of employees and their dependents accordingly.
2. The Salaries and Remuneration Commission provides the following benefits accordingly for each family.

### **STAFF AGE LIMITS FOR COVER**

- (i) Members actively in service between the ages of **18 years** and **60 years** will be eligible for cover.
- (ii) Dependent children will be eligible for cover from **0 month** of age up till the age of **21 years** or to the age of **25 years** if residing with their parents and enrolled full-time in a recognized post-secondary institution.
- (iii) The waiting period before cover commences for a new employee will be Zero (0) days (**No waiting period subject to written notification**)





## SECTION VI - STANDARD FORMS

### Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be Completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must Similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the Tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be Completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included Hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form Should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the Form provided herein or in another form acceptable to the procuring entity.

**FORM OF TENDER**

To: Date Name and address of procuring entity

\_\_\_\_\_  
Tender No.

Tender Name

Gentlemen and/or Ladies:-

1. Having examined and read the Tender documents including any Addenda, the receipt of which is hereby duly acknowledged, we the Undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of

.....

..... [Total Tender amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of ..... [number] days from the Date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

## CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ between  
[names of the Procurement entity] of [country of Procurement entity]  
(Hereinafter called “the Procuring entity”) of the one part and  
[Name of the tenderer] of [city and country of tenderer] (hereinafter  
called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for the GPA cover and has accepted a  
tender by the tenderer for the supply of the services in the sum of \_\_\_\_\_  
\_\_\_\_\_ [Contract price in words in  
figures] (Hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements
  - (c) the Details of cover
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer) in the presence of \_\_\_\_\_  
\_\_\_\_\_

## CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business. You are advised that it is a serious offence to give false information on this Form.

### Part 1 General:

Business Name .....

Location of business premises .....

Plot No..... Street/Road .....

Postal Address ..... Tel. No. ....Fax ..... Email.....

Nature of business.....

Registration Certificate No. ....

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

Name of your bankers ..... Branch .....

### Part 2(a) – Sole Proprietor:

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

Nationality ..... Country of origin.....Citizenship

Details.....

### Party 2(b) – Partnership

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2. ....			
3. ....			
4. ....			
5. ....			
.....			

### Part 2(c) – Registered Company:

Private or public.....

State the nominal and issued capital of the company –

Nominal Kshs... Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			
Date.....	Signature of Tenderer .....		

If a citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

## TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s).

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above-stated date.

[Authorized Signatories and official stamp of the Bank]

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE SECURITY FORM**

To: .....  
*[Name of procuring entity]*

WHEREAS ..... *[Name of tenderer]*  
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract  
No. \_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_\_  
20 \_\_\_\_\_ To supply .....  
*[Description of insurance services]* (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of ..... *[Amount of Guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signature and seal of the Guarantors

\_\_\_\_\_  
*[Name of bank of financial institution]*

\_\_\_\_\_  
*[Address]*

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

*(Amend accordingly if provided by Insurance Company)*



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

**FORM RB 1**

**REPUBLIC OF KENYA  
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...

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of  
Address: Physical address..... Fax  
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