



# **NAROK COUNTY ASSEMBLY (NCA)**

**TENDER DOCUMENT**

**FOR**

**PROVISION OF MEDICAL INSURANCE  
(UNDERWRITERS ONLY)**

**TENDER NO. NCA/OT/001/2024/2025**

**CLOSING DATE: FRIDAY 27<sup>TH</sup> DECEMBER 2024: TIME:  
11.00 AM**

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## INTRODUCTION

### SECTION I : TENDER NOTICE

**TENDER REF. NO: NCA/T/001/2024/2025**

**TENDER NAME: PROVISION OF MEDICAL INSURANCE**

Narok County Assembly, situated along Narok Nakuru Road, in Narok invites interested and eligible firms for Provision of the under-listed service:

S/NO	TENDER NO	TENDER DESCRIPTION	CLOSING DATE
1.	NCA/T/001/2024/2025	PROVISION OF MEDICAL INSURANCE SERVICES (UNDERWRITERS)	FRIDAY 27 <sup>TH</sup> DECEMBER 2024

Tender documents with detailed specifications may be obtained from the **Procurement Office**, Narok County Assembly, during normal working hours from **Monday to Friday between 8.00am to 5.00pm** or downloaded for free of charge from Narok County Government website [www.narok.go.ke](http://www.narok.go.ke). and public procurement information portal [www.tenders.go.ke](http://www.tenders.go.ke). Those who download the documents and intend to submit tenders are required to submit their particulars to Procurement office for purposes of receiving further clarifications / or addendum.

Duly completed Tender Documents in plain sealed envelope with Tender Reference No. and clearly marked with Tender Name and Number and bearing no identification of the bidder's details should be sent to:

**The Clerk,  
Narok County Assembly,  
P.O Box 19-20500,  
Narok.**

**So as to be received on or before Friday, 27<sup>th</sup> December 2024 at 11.00 AM.**

All bids must be accompanied by a **bid security of 2% of the total bid price** in the form of banker's cheque or bank guarantee from a reputable Commercial Bank or Insurance Firm approved by PPRA. Bid security must remain valid for 120 days after bid submission deadline.

The completed tender document **MUST** be placed inside the tender box in the administration block on or before **Friday, 27<sup>th</sup> December 2024 at 11.00 AM**. Opening will be done immediately thereafter at COMMITTEE ROOM 2 in the presence of tenderers or their representatives who choose to attend. Late submissions will be rejected and returned unopened immediately at the tenderer's cost.

*The County Assembly reserves the right to reject any tender application in whole or part.*

**Narok County Assembly**

*Canvassing will lead to automatic disqualification.*

**SECTION II: INSTRUCTIONS TO TENDERERS**

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## **SECTION II: INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to Underwriters only. Successful tenderers shall provide the services for the stipulated duration from the 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 66 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) are 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 the 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 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 specifications 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 an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendments 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 any other 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 2.1.1 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 :
- (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. Tenderer Eligibility and Qualifications**

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderer eligibility to tender and its qualifications to perform the contract if its tender is accepted.

2.11.2 The documentary evidence of the tender'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, a tender security for the amount and form specified in the Appendix to Instructions to Tenderer.
- 2.12.2 The tender security shall not exceed 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tender'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 any of the following form:
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit from a reputable bank.
- 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 Tenderer's 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 Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.28, and furnishing the performance security, pursuant to paragraph 2.29.
- 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 2.28 or
    - (ii) To furnish performance security in accordance with paragraph 2.29.

## **2.13. Validity of Tenders**

- 2.13.1 Tenders shall remain valid for 120 days after 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 and a copy of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 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 seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL TENDER” and “COPY OF TENDER”. The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender.
  - (b) Bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **Friday, 27<sup>th</sup> December 2024 at 11.00 AM.**
- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

- 2.16.1** Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **Friday, 27<sup>th</sup> December 2024 at 11.00 AM**
- 2.16.2 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 subjected to the deadline will thereafter be subjected 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 tenderer's 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 **Friday, 27<sup>th</sup> December 2024 at 11.00 AM** and 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.
- 2.18.3 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 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.
- 2.20.3 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.
- 2.20.4 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 single currency**

- 2.21.1 Where other currencies are used, the Procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **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) 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.

### **Operational Plan:**

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.

**Deviation in payment schedule:**

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 alternative payment schedule. The Procuring entity may consider the 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 2.27 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:-

- (c) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (d) Legal capacity to enter into a contract for procurement
- (e) 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.
- (f) 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 its 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 2.28. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's 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 (14) 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 30 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 in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.28 or paragraph 2.29.1 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

The following information for the procurement of Medical 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.

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1 Eligible tenderers	Eligible bidders are Insurance Underwriters
2.12.2 Tender Security	2% of the quoted annual premiums
2.13.1 Tender Validity	<b>120 days.</b>
2.15.2 Tender Marking	The envelopes shall be clearly marked: i) Tender name: Procurement of Medical Insurance Service ii) Do not open before <b>Friday, 27<sup>th</sup> December 2024 at 11.00 AM.</b> Tenders must be placed in the Tender Box and addressed to: <b>The Clerk,            Narok County Assembly,            P.O Box 19-20500,            Narok.</b>
2.15.2 State day, date and time of closing	Tenders must be received on or before <b>Friday, 27<sup>th</sup> December 2024 at 11.00 AM</b>
2.18 Opening of tenders	Tenders will be opened at the time stated in the presence of tenderers or their representative who choose to attend.

**SECTION III: GENERAL CONDITIONS OF CONTRACT**

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## **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” mean 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 superceded 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 twenty eight (28) 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 from a reputable bank.

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**

- 3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC.
- 3.82. 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 charged 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.

### **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

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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Performance Security – 10% of contract price in form of a bank guarantee
3.7 Delivery of Services	As specified in the tender document
3.8 Payment	As specified in the tender document
3.9 Price adjustment	As specified in the tender document
3.16 Applicable law	As specified in the tender document
3.18 Notices	Clerk. Narok County Assembly P.O Box 19-20500 NAROK

**SECTION IV – SPECIAL CONDITIONS OF CONTRACT**

**4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY**

- 4.1.1 Must be registered with the Insurance Regulatory Authority for the current year and a copy of the current certificate be submitted.
- 4.1.2 Must have done annual gross premiums in previous year of Kshs.100, 000,000. (Attach Evidence).
- 4.1.3 Must have paid up capital of at least Kshs. 50,000,000.(Attach Evidence)
- 4.1.4 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year (Attach a copy of reference certificate)
- 4.1.5 Must submit a copy of the audited accounts for the last two previous years
- 4.1.6 Must have total number of management staff of at least 5 personnel.
- 4.1.7 Must be a member of the Association of Kenya Insurance (AKI)-Attach copy
- 4.1.8 Must submit Ratio(s) of three (3) most recent claims paid.
- 4.1.9 Provide evidence that the company has been registered and in operation for at least the last five (3) years.
- 4.1.10 Must attach CVs of key management and technical staff
- 4.1.11 Must also submit copies of the following documents:-
  - i. Certificate of Registration/Incorporation
  - ii. PIN Certificates
  - iii. Tax Compliance Certificate
- 4.1.12 The Bidder must fill in detailed tender Form

**MANDATORY REQUIREMENTS (MR) .**

Preliminary Evaluation will be conducted in accordance with Section 79(1) of Public Procurement and Asset Disposal Act, 2015. For Mandatory Requirements (MR), firms **MUST Attach Evidence** to prove compliance.

	<b>Requirements</b>	<b>YES</b>	<b>NO</b>
MR 1	Attach a Copy of IRA license		
MR 2	Attach proof of Gross written premium of 100,000,000 Million in medical line of business in 2023.		
MR 3	Attach proof of Share capital/ paid – up of Kshs.50,000,000		
MR 4	Attach proof of 5 reputable clients for same magnitude of this tender in medical line in 2023/2024		
MR 5	Attach audited accounts for last 2 years 2023/2024		

MR 6	Attach proof of 5 Nos. of professional staff. Attach their CVs		
MR 7	Attach a Copy of AKI certificate		
MR 8	Attach 3 most recent copies of claim		
MR 9	Attach evidence of No of years in medical business and physical address(At least 3 years)		
MR 10	Attach a Copy of Certificate of registration		
MR 11	Attach a Copy of Valid Tax Compliance certificate		
MR 12	Filled form of tender in the format provided		
MR 13	Tender Security of 2% of quoted annual premiums valid for 120 days		
MR 14	Fill the Confidential Business Questionnaire in format provided		
MR 15	Attach recommendation letters of similar service from at least 5 hospitals		
MR 16	Attach a Copy of Single business permit for 2023		
MR 17	Proof of Geographical coverage/ provider list		
MR 18	Attach Company profile		
MR 19	Evidence of cover for members while on duty outside Kenya and exclusion that are applicable.		

**SECTION V - SCHEDULE OF REQUIREMENTS**

**ITEM 1: MEDICAL INSURANCE SCHEME**

**MEDICAL INSURANCE SCHEME  
PROPOSED SPECIFICATIONS OF INPATIENT AND OUTPATIENT MEDICAL INSURANCE  
SCHEME**

	<b>CATEGORY A</b>	<b>CATEGORY B</b>	<b>CATEGORY C</b>	<b>CATEGORY D</b>
Inpatient per family	2,000,000	1,500,000	100000	750,000
Outpatient per family	250,000	200,000	150,000	100,000
Maternity per family	100,000	100,000	75000	50,000
1 <sup>st</sup> Ever Emergency Caesarian	150,000	150,000	150,000	150,000
Dental per family	30,000	30,000	30,000	30,000
Optical per family	30,000	30,000	15000	15,000
Congenital & Prematurity Cover	100,000	100,000	100,000	100,000
Pre-existing, Chronic	800,000(Within Inpatient Limits)	500,000(Within Inpatient Limits)	400,000(Within Inpatient Limits)	400,000(Within Inpatient Limits)
Last Expense	75,000	50,000	50,000	50,000
Room Entitlement	Standard private room up to Kshs. 10,000/=	General Ward Bed	General Ward Bed	General Ward Bed
Post Hospitalization	40,000	30,000	25,000	25,000
Inpatient accidental dental cover	Up to full limit	Up to full limit	Up to full limit	Up to full limit
Inpatient accidental optical cover	Up to full limit	Up to full limit	Up to full limit	Up to full limit
Inpatient non- accidental dental	100,000	100,000	100,000	100,000



cover				
Inpatient non-accidental optical cover	100,000	100,000	100,000	100,000
Psychiatric conditions	200,000	150,000	100,000	100,000
Wellbeing clinic	Within Outpatient limit	Within Outpatient limit	Within Outpatient limit	Within Outpatient limit
Vaccinations	Within Outpatient limit	Within Outpatient limit	Within Outpatient limit	Within Outpatient limit
Cover outside Kenya	Up to 12 weeks outside Kenya	Up to 12 weeks outside Kenya	Up to 12 weeks outside Kenya	Up to 12 weeks outside Kenya
Overseas Cover	Available	Available	Available	Available
Waiting period for new members.	14-21 days	14-21 days	14-21 days	14-21 days
Dependant Age(Children)	19 years (Those above 19 years who are still dependants and are undergoing an approved course or full time training shall be covered up to the age of 25 years)	19 years (Those above 19 years who are still dependants and are undergoing an approved course or full time training shall be covered up to the age of 25 years)	19 years (Those above 19 years who are still dependants and are undergoing an approved course or full time training shall be covered up to the age of 25 years)	19 years (Those above 19 years who are still dependants and are undergoing an approved course or full time training shall be covered up to the age of 25 years)
Lodger Fees	Yes	Yes	Yes	Yes
Emergency Air evacuation subject to pre-authorization(Pre-authorization required)	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit
International emergency medical cover – upto the first 45 consecutive days of absence from the territory in any one	-	-	-	-

visit (Pre-authorization required)				
Emergency local road ambulance services leading to admission	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit	Covered within the inpatient limit/sublimit
Reimbursement option	Yes	Yes	Yes	Yes

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	
<b>CATEGORY A</b>		
M+0	0	0
M+1	0	0
M+2	1	3
M+3	0	0
M+4	1	5
M+5	1	6
<b>TOTAL</b>	<b>3</b>	<b>14</b>
<b>CATEGORY B</b>		
M+0	3	3
M+1	5	10
M+2	10	30
M+3	10	40
M+4	22	110
M+5	29	174
M+6	1	7
<b>TOTAL</b>	<b>80</b>	<b>374</b>
<b>CATEGORY C</b>		

M+0	3	3
M+1	2	4
M+2	3	9
M+3	19	76
M+4	24	120
M+5	14	84
<b>TOTAL</b>	<b>64</b>	<b>290</b>
<b>CATEGORY D</b>		
M+0	1	1
M+1	3	6
M+2	7	21
M+3	4	16
M+4	13	65
M+5	7	42
<b>TOTAL</b>	<b>35</b>	<b>151</b>
<b>GRAND TOTAL</b>	<b>183</b>	<b>835</b>

**KEY:**

- M - Member
- M+1 - Member plus one dependant
- M+2 - Member plus two dependants
- M+3 - Member plus three dependants
- M+4 - Member plus four dependants
- M+5 - Member plus five dependants
- M+6 - Member plus six dependants

## TECHNICAL EVALUATION

Technical Evaluation (TE) will be carried out as per the table below. Bidders must score 75% and above in order to be considered for financial evaluation.

	<b>Evaluation Attribute</b>	<b>Allocated points</b>	<b>Points scored</b>
TE1	Facilitate Health Talks every quarter	3	
TE 2	Must Cover the following conditions in both Inpatient and Out-patient: (i) Chronic (ii) Congenital (iii) Pre-existing (iv) HIV/AIDS (v) Ambulance and air evacuation (vi) Maternity (vii) Dental (viii) Optical	32	
TE3	Medical check for Principal members	2	
TE4	Service provision, handling of underwriting and claims services Points	5	
TE5	Evidence of Value Addition Services	5	
(i) TE6	Other concessions/Wider Coverage, e.g. better Extensions	5	
(ii)	Provide details on scope of cover	3	
(iii)	Indicate in detail how the cover will be administered	5	
(iv)	Full details of what the cover excludes	3	
(v)	Dependents eligibility	2	
(vi)	Outpatient Cover content as per table provided	3	
(vii)	Inpatient cover content as per table provided	2	
(viii)	Critical Illness cover limits to match inpatient cover (100%)	2	
(ix)	Dental Outpatient cover limits (Kshs 35,000)	2	

(x)	Dental inpatient cover limits (please indicate)	2	
(xi)	Optical Outpatient cover limits(Kshs 35,000)	2	
(xii)	Optical inpatient cover limits(please indicate)	2	
(xiii)	Maternity Cover Limits	3	
(xiv)	All costs including administrative costs	2	
(xv)	Full details of medical cover for members while on duty outside Kenya and exclusions that are applicable	3	
(xvi)	Admission of new Members	2	
(xvii)	Exit of members into the cover	2	
(xviii)	All limits of liability must be clearly indicated	5	
	Must strictly adhere to Insurance particulars provided	3	
	<b>Total</b>	<b>100 points</b>	

### **FINANCIAL COMPARISION**

Financial comparison will be undertaken for the firms that will score 75% and above in technical evaluation. The lowest evaluated in financial will score 100% and the rest will be weighted.

## SECTION VII: 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 the Tender documents including Addenda No. (Insert numbers) ..... 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 \_\_\_\_\_ 2024

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

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

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



**Price Schedule Form**

**SCHEDULE OF PREMIUMS**

**INPATIENT**

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	<b>RATE</b>	<b>KSHS</b>	<b>TOTAL</b>	<b>KSHS</b>
<b><u>CATEGORY A</u></b>					
M+0	0				
M+1	0				
M+2	1				
M+3	0				
M+4	1				
M+5	1				
<b><u>CATEGORY B</u></b>					
M+0	3				
M+1	6				
M+2	10				
M+3	12				
M+4	21				
M+5	27				
M+6	1				
<b><u>CATEGORY C</u></b>					
M+0	3				
M+1	2				



M+2	4		
M+3	19		
M+4	25		
M+5	12		
<b><u>CATEGORY D</u></b>			
M+0	1		
M+1	5		
M+2	7		
M+3	5		
M+4	12		
M+5	7		
<b>TOTAL</b>	<b>185</b>	<b>TOTAL PREMIUMS FOR INPATIENT</b>	

**OUTPATIENT**

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	<b>RATE</b>	<b>KSHS</b>	<b>TOTAL</b>	<b>KSHS</b>
<b><u>CATEGORY A</u></b>					
M+0	0				
M+1	0				
M+2	1				
M+3	0				
M+4	1				

M+5	1		
<b><u>CATEGORY B</u></b>			
M+0	3		
M+1	6		
M+2	10		
M+3	12		
M+4	21		
M+5	27		
M+6	1		
<b><u>CATEGORY C</u></b>			
M+0	3		
M+1	2		
M+2	4		
M+3	19		
M+4	25		
M+5	12		
<b><u>CATEGORY D</u></b>			
M+0	1		
M+1	5		
M+2	7		
M+3	5		
M+4	12		
M+5	7		

TOTAL	185	<b>TOTAL PREMIUMS FOR OUTPATIENT</b>	
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**DENTAL**

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	<b>RATE</b>	<b>KSHS</b>	<b>TOTAL</b>	<b>KSHS</b>
<b><u>CATEGORY A</u></b>					
M+0	0				
M+1	0				
M+2	1				
M+3	0				
M+4	1				
M+5	1				
<b><u>CATEGORY B</u></b>					
M+0	3				
M+1	6				
M+2	10				
M+3	12				
M+4	21				
M+5	27				
M+6	1				
<b><u>CATEGORY C</u></b>					
M+0	3				
M+1	2				
M+2	4				
M+3	19				

M+4	25		
M+5	12		
<b><u>CATEGORY D</u></b>			
M+0	1		
M+1	5		
M+2	7		
M+3	5		
M+4	12		
M+5	7		
<b>TOTAL</b>	<b>185</b>	<b>TOTAL PREMIUMS FOR DENTAL</b>	

**OPTICAL**

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	<b>RATE</b>	<b>KSHS</b>	<b>TOTAL</b>	<b>KSHS</b>
<b><u>CATEGORY A</u></b>					
M+0	0				
M+1	0				
M+2	1				
M+3	0				
M+4	1				
M+5	1				
<b><u>CATEGORY B</u></b>					

M+0	3		
M+1	6		
M+2	10		
M+3	12		
M+4	21		
M+5	27		
M+6	1		
<b><u>CATEGORY C</u></b>			
M+0	3		
M+1	2		
M+2	4		
M+3	19		
M+4	25		
M+5	12		
<b><u>CATEGORY D</u></b>			
M+0	1		
M+1	5		
M+2	7		
M+3	5		
M+4	12		
M+5	7		
<b>TOTAL</b>	<b>185</b>	<b>TOTAL PREMIUMS FOR OPTICAL</b>	

**MARTERNITY**

<b>FAMILY SIZES</b>	<b>No. of Families/Units</b>	<b>RATE KSHS</b>	<b>TOTAL KSHS</b>
<b><u>CATEGORY A</u></b>			
M+0	0		
<b><u>CATEGORY B</u></b>			
M+0	68		
<b><u>CATEGORY C</u></b>			
M+0	52		
<b><u>CATEGORY D</u></b>			
M+0	52		
	172	<b>TOTAL PREMIUMS FOR MARTERNITY</b>	
<b>TOTAL PREMIUMS</b>		<b>GRAND TOTAL</b>	

**Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between \_\_\_\_\_ of [KENYA] (hereinafter called “the Procuring entity”) of the one part and [name of 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 advised that it is a serious offence to give false information on this Form.

**1. COMPANY DETAILS**

a) Business Name.....

b) Location of business premises

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

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

Contact Person and Telephone No.....

**(Please attach Company Profile)**

c) Nature of business.....

d) Registration Certificate No. .... (Please attach copy)

e) Current Trade Licence No..... (Please attach copy)

f) PIN No..... (Please attach copy)

g) Tax Compliance Certificate No..... (Please attach copy)

h) VAT No.....

i) Year Established.....

j) Number of staff employed.....

k) Payment terms.....Days

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

**2(a). SOLE PROPRIETOR:**

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

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

**2(b) – Partnership**

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
.....	.....	.....	.....



.....  
.....  
.....

(If a Kenyan Citizen, indicate under Citizen Details whether by Birth, Naturalization or Registration)

**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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

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]

**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]  
\_\_\_\_\_

**BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[Name of procuring entity]  
[Name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [Name and address of tenderer](hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [Amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [Amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [Date].

Yours truly,

Signature and seal of the Guarantors.

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

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

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



**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.

etc

SIGNED ..... (Applicant)

Dated on.....day of ...../...20...

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of  
.....20.....

SIGNED  
Board Secretary.

**Narok County Assembly**