



**TENDER FOR PROVISION OF GENERAL INSURANCE  
SERVICES FOR YEAR 2018**

**TENDER NO.CBKL/02/10/2017**

**DATE OF ISSUE: FRIDAY 3<sup>RD</sup> NOVEMBER 2017**

**DATE OF CLOSING: MONDAY 20<sup>TH</sup> NOVEMBER 2017 AT 12 NOON**

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**SECTION I - INVITATION FOR TENDER**  
**Date:3<sup>RD</sup> NOVEMBER 2017**

**TENDER REF. NO. CBKL/02/10/2017**

**TENDER NAME: Provision of General Insurance Services**

- 1.1 The Consolidated Bank of Kenya Ltd invites sealed tenders from eligible candidates for provision of general insurance services for the period 1<sup>st</sup> January 2018 to 31<sup>st</sup> January 2018.
- 1.2 **Please note that the Bank has appointed Consolidated Insurance Agency to be the intermediary for the various covers tendered and therefore only eligible underwriters are invited to tender directly.**
- 1.3 Interested eligible candidates may obtain further information from and inspect the tender documents at **Consolidated Bank of Kenya Ltd, Koinange Street ,6<sup>th</sup> Floor Procurement Office.** during normal office working hours.
- 1.4 A complete set of tender documents may be downloaded from the bank's website by interested candidates for free using the link <http://www.consolidated-bank.com/>
- 1.5 Bidders who download the tender documents from the website must forward their particulars immediately via email to [procurement@consolidated-bank.com](mailto:procurement@consolidated-bank.com) This is for records purposes and issuance of any further tender clarifications and addendum where necessary. The particulars should include: Name of Firm, Postal Address, Telephone Number, Contact Person, Email Address, Tender Number and Tender Name.
- 1.6 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.
- 1.7 Completed tender documents are to be enclosed in a plain sealed envelope, marked with the tender number and name and be deposited in the **Tender Box located at the Reception of Consolidated Bank House – 6<sup>th</sup> floor, 23 Koinange Street on or before 20<sup>th</sup> November 2017 at 12 noon and be addressed to: -**

**The Chief Executive Officer,  
Consolidated Bank of Kenya Limited,  
Consolidated Bank House,6<sup>th</sup> Floor,23 Koinange Street,  
P.O. Box 51133 – 00200,  
Nairobi, Kenya.**

so as to be received on or before **20<sup>th</sup> November 2017 , at 12 noon.**

- 1.8 Tenders will be opened *immediately* thereafter in the presence of the candidates representatives who choose to attend at the **meeting room located on 6<sup>th</sup> Floor of Consolidated Bank House.**

## SECTION II - INSTRUCTION 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 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 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 document may be downloaded free of charge from Consolidated Bank of Kenya Ltd website [www.consolidated-bank.com](http://www.consolidated-bank.com).
- 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

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 [procurement@consolidated-bank.com](mailto:procurement@consolidated-bank.com). 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 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, a 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 per cent of the tender price.

- 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 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 2.29, 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 2.30.

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

- 2.13.1 Tenders shall **remain valid for 90 days from 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. Sequential pagination/serialization of all pages in the tender document.**

- 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.

- 2.15.3 bear tender number and name in the invitation to tender and the words, **“DO NOT OPEN BEFORE Monday 20<sup>th</sup> November 2017 at 12 noon.** 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 **and not later than Monday 20<sup>th</sup> November 2017 at 12.00 Noon.**

- 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 subject to the deadline will thereafter be subject to the deadline as extended.

- 2.16.3 Bulky tenders which will not fit in the tender box shall be received by the procuring entity as provided for in the appendix to instructions to tenderers.

## **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 Monday 20<sup>th</sup> November 2017 at 12.00 noon** and in the location specified in the invitation for tenders. The tenderers' representatives who will be 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 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 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.

- (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 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 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 2.29 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 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 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 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 2.29 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

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.

<b>INSTRUCTIONS TO TENDERERS REFERENCE</b>	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
2.1.1	This Invitation for Tenders is open to all competent underwriters who meet the requirements specified in the bid document.
2.13	The validity period of the tender shall <b>be 90 days</b> after the date of opening of the tender
2.12	Tender Security of <b>Kshs 100,000(One Hundred Thousand Shillings Only)</b>
2.14.1	The Tenderer shall prepare two (2) copies of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER”.
2.16.1,2.18.1	<b>Tender Closing date: Monday 20<sup>th</sup> November 2017 at 12.00 Noon</b>
2.16.3	Bulk tenders which shall not fit in the tender box shall be received in the <b>Procurement Office located on 6<sup>th</sup> Floor</b> , before closure of the tender. The bidder and the representative of the Procuring entity shall append their signatures on the outer envelope and indicate the date and time of receipt of the tender. A register of such tenders shall be maintained.
2.20.2	No correction of errors. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity
2.22.1	Bid Security of Kshs 100,000 valid for 120 days from date of opening of tender
Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1.1	The tender is open to all eligible underwriters who meet the requirements specified in the tender
2.15.2 (b)	State day, date and time of tender closing
2.16.1	As 2.15.2 (b) above
2.18.1	As 2.15.2 (b) above

**CRITERIA OF EVALUATION**

The method of evaluation will be Merit Point System

The evaluation criteria will be applied as indicated here below: -

### 1. Mandatory Evaluation

No	Mandatory Requirements Points	Yes/No
1.	Copy of Certificate of Incorporation/ Registration.	
2.	Valid business permit	
3.	Duly filled and signed Confidential Business Questionnaire	
4.	Attach current tax compliance certificate from KRA	
5.	Tender validity period of 90 days after the date of opening of the tender	
6.	Bid Security of Kshs 100,000 valid for 120 days from date of opening of tender	
7.	Must be registered with Insurance Regulatory Authority for the current year and a copy of the current license be submitted	
8.	Duly completed price schedules	
9.	Duly completed, signed and stamped tender form	
10.	Must be a current member of the Association of Kenya Insurance (AKI) with attached evidence	
11.	Properly bound, good presented document (one Original and one copy). The tender document shall be paginated/serial numbered all pages.	

Bidders must meet all the mandatory requirements in order to qualify for technical evaluation. Bidders who fail to submit any of the above requirements will be disqualified at this stage.

### 2. Technical Evaluation

No	Parameter	Max.Score
1.	Compliance with CBKL Requirements:	
	a) Reputation of the recommended underwriter, the financial strength of the underwriter. History of claim Settlement, Gross premium, paid up capital (4 Marks for each)	20
	b) The bidder recommended underwriter must have a Reinsurance policy in place from a well-known and registered Insurance/Reinsurance Company. State or provide the name(s) of the Reinsurance Company (ies) and attach evidence in the form of reinsurance slip (s) or cover notes.	10
	c) Indicate maximum value of risk the underwiter is able to handle.	10



2.	List of Corporate Clients and recommendation letters (Previous years experience) (Attach Evidence)  <u><b>Recommendation Letter, Contracts or LPOs</b></u> 1 Corporate Client (2 Mark) 2 Corporate Clients (4 Marks) 3 Corporate Clients (6 Marks) 4 Corporate Clients (8 Marks) 5 Corporate Clients and above (10 Marks)  <u><b>Experience</b></u> 1 Year experience (2 Mark) 2 Years' experience (4 Marks) 3 Years' experience (6 Marks) 4 Years' experience 8 Marks) 5 Years' experience and above (10 Marks)	20
3.	Provide methodology/workplan of implementing the assignment	11
4.	List at least four (4) key professional staff and their portfolio/tasks. One professional staff and portfolio/tasks specified (5 Marks) Two professional staffs and portfolio tasks/specified (10 Marks) Three professional staffs and portfolio tasks/specified (15 Marks) Four professional staffs and portfolio tasks/specified (20 Marks)	20
5.	Submit a copy of certified audited accounts for the last three (3) years (2016,2015 & 2014). Profitability and Turnover. Audited Accounts for 1 year (3 Marks) Audited Accounts for 2 Years (6 Marks) Audited Accounts for 3 Years (9 Marks)	9
	<b>Total Marks</b>	<b>100</b>

The pass mark to financial evaluation shall be 70%.

### 3. Financial Evaluation

Financial Score

The formula for calculating the financial scores is:  $Sf = 100 * Fm / F$  Where: Sf is the total financial score of the proposal. Fm is the highest financial proposal score. F is the total financial score of the proposal under consideration.

**Note: - Further to the instructions specified on the Appendix to Instructions to Bidders, making reference to clause 2.20.2 there will be no correction of errors. The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.**

**Combined Technical and Financial Score**

The formula for calculating the total combined scores is  $S = St * T\% + Sf * P\%$ . Where: S is the combined technical and financial score; St is the technical score; T is the weight of the technical score (70); Sf is the financial score; and P is the weight of the financial score (30). Recommendation to tender award shall be to the vendor with the highest total combined scores of both technical and financial scores.

The financial scores will be evaluated per each class of insurance cover.

**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” 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 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.

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 the Special Conditions of Contract 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 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

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

Reference of General Conditions of Contract	Special Conditions of Contract
3.6 Performance Security	10% of the Contract Sum
3.7 Delivery of Services	Consolidated Bank of Kenya Ltd, Head Office Nairobi.
3.8 Payment	30 Days after submission of invoice
3.9 Price adjustment	No price adjustment /variation is allowed
3.16 Applicable law	Laws of Kenya to apply
3.18 Notices	The Chief Executive Officer Consolidated Bank of Kenya Ltd, P.o. Box 51133-00200, Nairobi. Email: <a href="mailto:procurement@consolidated-bank.com">procurement@consolidated-bank.com</a>



## **SECTION V - SCHEDULE OF REQUIREMENTS**

### **1. DETAILS OF INSURANCE COVERS**

**TO BE INSURED:** Consolidated Bank of Kenya Limited and / or Subsidiaries and / or Associated Companies and / or for whom they may have instructions/reasons to insure

**ADDRESS:** P. O. Box 51133-00200, Nairobi

**TELEPHONE:** 340551/836

**BUSINESS:** Provision of Banking & Financial Services and All activities of the Insured permitted by their Memoranda and Articles of Association and Activities associated with the provision business and for the benefit of the employees, customers, insurers, associates and partners of the Insured.

**PERIOD:** 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018

**COVER SUMMARY**

**CLASS OF INSURANCE:** 1) Fire and Full Special Perils

**SUMMARY OF COVER:** Loss of or Damage to Insured Property from All Types of Fires, Lightning, Full Explosion, Earthquake (Fire, Shock and Volcanic Eruption), Bush Fire, Spontaneous Combustion, Subterranean Fire, All Types of Impact (Aerial, Land, etc.), Riot, Strike, Malicious Damage, All Types of Water Damage and Special Perils A to H - Occasioned by an Insured Peril.

**PERIOD:** 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018

**INTEREST AND SUM INSURED:**

<b><u>RISK COVERED</u></b>	<b><u>SUM INSURED (KSHS)</u></b>
a) Loss of or damage to the following buildings: <ul style="list-style-type: none"><li>• Consolidated Bank Hqts</li><li>• Murang'a Building</li><li>• Embu Building</li><li>• Mombasa Building</li><li>• Isiolo Building</li><li>• Maua Building</li></ul>	460,000,000 17,000,000 55,000,000 40,000,000 22,000,000 17,000,000
<b>Total sum</b>	<b>611,000,000</b>
b) Office equipment, furniture, fixtures and fittings	<b>248,900,244</b>
c) Loss of Rent(12 months)	<b>71,000,000</b>
<b>Total sum insured</b>	<b><u>930,900,244</u></b>

**EXTENSIVE CLAUSES:**

- 72 hours clause
- 85% average condition
- accidental sprinkler leakage
- adjoining building
- all other contents
- alterations clause
- appraisement clause
- architects, quantity surveyors and consulting engineer's clause

- automatic reinstatement of loss clause
- breach of conditions clause
- cancellation (30 days) clause
- capital additional clause - 10%
- claims preparation clause
- computer system records clause
- contract works
- cost of demolition, site clearance and
- erection of hoarding
- cost of re-erection clause
- debris removal costs clause
- electrical clause
- including escalation
- designation of property clause
- expediting expenses clause
- fire brigade charges
- general interest clause
- goods in the open
- goods in trust and / or on  
commission
- hold up risks
- landlord's fixtures and fittings
- loss reduction clause
- mis description clause
- mortgagee's clause
- municipal plans and scrutiny fees
- other insurances clause
- parking of vehicles
- payment on account clause
- public authorities' clause
- public utilities clause
- reinstatement clause / replacement
- rent payable clause
- rent receivable clause
- rental value
- riot, strike and civil commotion
- spontaneous combustion
- subrogation waiver clause
- temporary removal clause
- tenant's clause either with the client as  
a tenant or the client as the owner
- theft following fire

- vehicle loads clause
- un-occupancy

**CLASS OF INSURANCE: 2) Burglary**

**SUMMARY OF COVER:** Loss or damage to property arising from forcible or violent entry and / or exit from premises.

**INTEREST AND SUM INSURED:**

<b><u>RISK COVERED: -</u></b>	<b><u>SUM INSURED (KSHS.)</u></b>
On all contents including equipment, furniture, fixtures and fittings whilst in the under noted branches:	
CBKL-Head Office	91,178,729
Koinange Branch	11,231,846
Harambee Avenue	16,537,079
Thika Branch	11,267,687
Embu Branch	13,616,318
Muranga Branch	7,767,168
Nyeri Branch	12,296,971
Meru Branch	14,948,065
Maua Branch	14,144,157
Isiolo Branch	1,134,848
Mombasa Branch	8,898,414
Laare Branch	6,668,714
Umoja	6,802,602
River Rd	6,552,585
Eldoret	6,353,723
Nakuru	7,275,205
Kitengela	4,709,535
Embakasi	7,516,597
<b>Total sum insured</b>	<b>248,900,244</b>
<b>First Loss Sum Insured</b>	<b>8,000,000</b>

**SPECIAL CLAUSES:**

1. All other contents - Shs. 20,000
2. Reinstatement value applicable
3. cancellation (30 days) clause
4. damage to buildings
5. goods held in trust or on commission
6. goods in the open
7. hold up risks

8. internal removal
9. larceny
10. other tenants
11. reinstatement of loss
12. reinstatement value
13. riot, strike and civil commotion
14. designation of property
15. temporary removal

**CLASS OF INSURANCE: 3) Motor Vehicles**

**SCOPE OF COVER: Comprehensive Insurance Cover in respect of the Motor Vehicles**

**INSURED:**

No	Reg.No	Type	Value
1.	KBU 342L	Commercial-Van	2,450,000
2.	KBH 523C	Private	1,070,000
3.	KBL 318D	Private	2,700,000
4.	KCG 258 L	Private	10,000,000
5.	Totals		<b>16,220,000</b>

**SCOPE OF COVER:** Insurance against damage, theft, third party liability. Financial loss in event of accident, fire or theft of the vehicle.

**CLASS OF INSURANCE: 4) Group Personal Accident (9 Directors)**

**SCOPE OF COVER:** Cash Benefit in respect of accidental death and / or injury in accordance with the Benefits specified and for the Persons covered.

**INSURED PERSONS:** Nine Directors of the Bank

**BENEFITS:**

Limits of Liability	Benefits
Death	Kshs. 5,000,000
PTD	Kshs. 5,000,000
TTD	Kshs. 20,000 per week upto a maximum of 104 weeks
Medical Expenses	Kshs. 500,000

**SPECIAL CLAUSES:**

- 72 hours evacuation
- Accumulation limit Kshs. 60,000,000
- age limit - 18 to 70 years
- airfares for treatment Kshs. 100,000

- disappearance clause
- drugs exclusion not to apply where drugs are administered by a medical practitioner
- exposure clause
- hi-jack clause
- mountaineering (excluding use of ropes and guides) payment on account
- riot, strike and civil commotion
- double benefit – temporary total disablement payable in addition to capital benefits
- trustees clause
- use of motorcycles - up to 250 c.c.

**CLASS OF INSURANCE: 5) Engineering (Machine Breakdown) Insurance**

**SUMMARY OF COVER:**

Sudden and unforeseen damage to machinery.  
Damage to machinery whilst working, at rest or dismantling, erection for inspection or repair.

**INTEREST AND SUM INSURED:**

<b><u>RISK COVERED</u></b>	<b><u>SUM INSURED - KSHS.</u></b>
<b>a) 19 ATM Machines:</b>	
Nairobi - Koinange Street (2)	4,000,000 +2,800,000
Nairobi - Harambee Ave (1)	3,900,000
Thika (1)	4,000,000
Mombasa (1)	4,300,000
Embu (1)	3,600,000
Meru (1)	4,300,000
Nyeri (1)	5,800,000
Embakasi-Even Business (1)	5,800,000
Maua (1)	3,500,000
Isiolo (1)	3,800,000
Muranga (1)	3,800,000
Laare (1)	2,300,000
Umoja (1)	2,800,000
River Rd (1)	3,200,000
Eldoret (1)	3,200,000
Nakuru (1)	3,200,000
Kitengela (1)	3,800,000
Embakasi-Taj Malli (1)	3,500,000
<b>Total Sum Insured</b>	<b>71,000,000</b>
<b>b) Lifts</b>	
Passenger Lifts (2)	7,655,450

Passenger Lift (1)	6,750,000
Goods Lift (1)	6,750,000
<b>Total Sum Insured</b>	<b>21,155,450</b>
<b>c) 20 Generators</b>	
CBKL-H /Office - 200KVA (1)	11,200,000
Harambee Br. - 60KVA (1)	3,700,000
Thika Branch - 22KVA (1)	1,200,000
Embu Branch - 60KVA (1)	2,000,000
Muranga Branch - 20KVA (1)	1,000,000
Nyeri Branch - 20KVA (2)	800,000
Meru Branch - 22KVA (1)	1,000,000
Maua Branch - 60KVA (1)	1,200,000
Isiolo Branch - 50KVA (1)	860,000
Laare Branch - 20KVA (1)	800,000
Mombasa Branch - 22KVA (1)	1,000,000
Umoja Branch - 40KVA (1)	1,000,000
River Rd - 60KVA (1)	2,000,000
Eldoret – 27KVA (1)	1,000,000
Nakuru – 27KVA (1)	1,000,000
Kitengela – 30KVA (1)	1,000,000
<b>Total Sum Insured</b>	<b>30,760,000</b>
<b>Total</b>	<b>122,915,450</b>

**CLASS OF INSURANCE: 6) Public Liability**

**SUMMARY OF COVER:**

Indemnity against legal liability to third parties in respect of accidental death, bodily injury and / or illness and / or loss of or damage to property incurred by the Insured in the course of the Insured's business.

**LIMITS OF LIABILITY:**

	<b>Any one Claim (Kshs)</b>	<b>Any one Period (Kshs)</b>
General Liability	10,000,000	Unlimited
Food & Drink	10,000,000	10,000,000

**SPECIAL CLAUSES:**

1. cancellation (30 days) clause
2. car park
3. cross liability clause
4. customers property
5. defective sanitation

6. employees / guests effects
7. exhibitions and signboards
8. fire, lightning, and explosion
9. first aid
10. flood, fumes and pollution
11. food and drink
12. goods held in trust
13. individual liability of directors
14. leased premises
15. liability for sub-contractors & their workmen
16. lifts and hoists
17. loading and unloading
18. machinery and plant
19. motor contingent & pedal cycles
20. property owners and managers
21. sports / social activities
22. subsidence / collapse
23. temporary visits worldwide
24. unlicensed vehicles
25. work away

**CLASS OF INSURANCE: 7) Workmen Injury Benefit Plus (WIBA +)**

**SUMMARY OF COVER:**

Indemnity in respect of death or injury to employees arising out of and in the course of their employment within Common Law

**INTEREST:**

All employees of the Insured

Category of Employees	Estimated Annual Earnings (Kshs)
Unionisable Staff	144,472,956
Management Staff	229,008,360
<b>Total</b>	<b>373,481,316</b>

**LIMITS OF LIABILITY:**

- (i) Any one Person Kshs. 100,000,000
- (ii) Any one Occurrence Kshs. 200,000,000
- (iii) Any one Period of Insurance Kshs. 300,000,000
- (iv) Death -96 Months
- (v) PTB -WIBA Act



- (vi) TPD -104 Weeks
- (vii) Medical-100,000
- (viii) Funeral-50,000

**CLAUSES:**

1. Cancellation notice - 30 days'
2. Riot, strike and civil commotion
3. Subject to annual declaration and premium adjustment
4. Travel to and from work / social, etc. / sporting activities

**CLASS OF INSURANCE:** 8) Group Personal Accident - Diamond Account Holders

**SCOPE OF COVER:** Cash Benefit in respect of accidental death and / or injury in accordance with the Benefits specified and for the Persons covered.

**INSURED PERSONS:** Diamond Account Holders

**ACCOUNT BALANCES:**

<b>ACCOUNT BALANCES (KSHS.)</b>	<b>ESTIMATED NUMBER OF PERSONS</b>
100,000 to 250,000	90
250,000 to 500,000	18
500,000 to 1,000,000	12
Above 1,000,000	22

**BENEFITS:**

**Current Scope Cover:**

- Personal accident Cover (PA)
- Death – 2,000,000
- Permanent Total Disability (PTD) – 2,000,000
- Last Expense-100,000

**SPECIAL CLAUSES:**

- 72 hours evacuation
- age limit - 18 to 70 years
- disappearance clause
- drugs exclusion not to apply where drugs are administered by a medical practitioner
- exposure clause
- hi-jack clause
- mountaineering (excluding use of ropes and guides) payment on account

- riot, strike and civil commotion
- trustees clause
- use of motorcycles - up to 250 c.c.

**CLASS OF INSURANCE: 9) Plate Glass**

**SUMMARY OF COVER:** Accidental damage to Plate Glass, Cabinets, and Display Units as declared.

**INTEREST& SUM INSURED:**

<b>RISK COVERED</b>	<b>SUM INSURED (KSHS.)</b>
Consolidated Bank House	400,000
Nkrumah Road	200,000
Harambee Avenue	350,000
Maua & Isiolo Premises	300,000
Embu building	200,000
Murang'a Building	400,000
Nyeri	200,000
Meru Premises	300,000
Thika Premises	300,000
Umoja	300,000
River Rd	300,000
Eldoret	600,000
Nakuru	600,000
Embakasi	600,000
Kitengela	600,000
<b>Total sum Insured</b>	<b>5,650,000</b>

**SPECIAL CLAUSES**

1. cancellation (30 days) clause
2. excluding contents of windows/cabinets
3. Including frames and fittings
4. reinstatement of loss clause
5. reinstatement value clause
6. riot, strike and civil commotion
7. excluding loss by fire, explosion, earthquake
8. including lettering

**CLASS OF INSURANCE: 10) All Risks Cover**

**SUMMARY OF COVER:** Sudden and unforeseen physical loss of or damage to the computer laptops, software

programmes, plus re-compiling of data lost or damaged similarly, and increased cost of working occasioned by loss of or damage to the equipment insured.

Sudden and unforeseen physical loss of or Damage to the mobile telephone handsets.

**INTEREST AND SUMS INSURED:**

<b><u>RISK COVERED:</u></b>	<b><u>SUM INSURED (KSHS)</u></b>
<b>Various Locations within Kenya</b>	
a) Computers/Electronic Equipment's	144,361,141
b) Laptops	3,087,355
c) Digital cameras	454,330
d) Ipads	1,063,488
<b>Total sum insured</b>	<b>148,966,314</b>

**SPECIAL CLAUSES**

1. Reinstatement value applicable
2. Automatic additions / deletions (10% of sum insured)
2. Expediting expenses
3. Fire, lightning, explosion and all special and natural perils
4. Notice of cancellation - 30 days
6. Riot, strike and civil commotion
7. Theft
8. Transit within and without the premises
9. Power outage

**CLASS OF INSURANCE: 11) Employers Liability**

**SUMMARY OF COVER:** Compensation against liability from death, bodily injury and disease to employees in the course of employment. To offer protection to the Bank for liability (under Common Law), for damages and claimant's costs and expenses of lawsuits filed by an employee. The Liability to arise if an employee in the insured's immediate service dies or is injured out of or in the course of their work, through any perceived negligence on the employer's part. The policy to also reimburses the insured the expenses they may incur in the course of defending any such action/lawsuit.

**INTEREST:** All employees of the Insured

<b>Category of Employees</b>	<b>Estimated Annual Earnings (Kshs)</b>
Unionisable Staff	144,472,956
Management Staff	229,008,360
<b>Total</b>	<b>373,481,316</b>

**LIMITS OF LIABILITY:**

- (i). Any one Person Kshs. 4,000,000
- (ii). Any one Occurrence Kshs. 25,000,000
- (iii). Any one Period of Insurance -Unlimited

**CLASS OF INSURANCE: 12) Group Life - Staff**

**SUMMARY OF COVER:**

Indemnity in respect of death or injury to employees (including directors as well as temporary and casual employees) arising out of and in the course of their employment within Common Law

**INTEREST:**

All employees of the Insured

**BENEFITS:**

- a) Death benefits three times annual salary
- b) PTD- 3 Years Salary
- c) Annual Salaries 446,604,756
- d) Years Salaries 1,339,814,269

**CLASS OF INSURANCE: 13) Bankers Blanket Bond, Electronic Computer Crime & Professional Liability**

**SUMMARY OF COVER:**

**A. Bankers Blanket Bond**

Loss of money based on:

- a) Infidelity of employees
- b) Loss in premises
- c) Loss in transit
- d) Forgery or alternation
- e) Securities
- f) Counterfeit currency
- g) Damage to offices and contents

h) Legal fees

### **B. Electronic Computer Crime**

Loss of money as a result of:

- a) Computer systems
- b) Electronic computer instructions
- c) Electronic data and media
- d) Electronic communication
- e) Assured services bureau operations
- f) Electronic transmissions
- g) Customer voice initiated transfers
- h) Computer virus
- i) Electronic securities
- j) Forged tele facsimile

### **C. Professional Liability**

#### **INTEREST:**

<b>Limits of Liability</b>	<b>Kshs 350,000,000</b>
----------------------------	-------------------------

#### **BENEFITS:**

Limit of liability per occurrence and in the aggregate

#### **ENDORSEMENTS:**

- War, hijacking and related perils exclusion
- a) Economic sanctions
- b) Premium payment warranty 3- days of binding instructions
- c) Mpesa/Mobile money exclusion
- d) Absolute plastic cards exclusion
- e) Failure to deactivate password
- f) Tax collection services exclusion

#### **CLASS OF INSURANCE: 14) Money**

#### **SUMMARY OF COVER:**

Loss of money and damage to safes as declared.  
Money deemed to include cash, currency notes, postage, revenue, NHIF Stamps, postal and money orders, uncrossed and bear cheques. Policy extends to include riot and strike, personal accident (assault) to employees handling cash.

#### **INTEREST:**

	<b>Limit</b>	<b>Kshs.</b>
1	Cash & wages in transit to & from bank	17,500,000
2	Cash in premises during business hours	17,500,000

3	Cash in premises out of business hours in locked safe/strongroom	17,500,000
4	Cash in custody of authorized employees	17,500,000
5.	Loss/damage to offices/safe/strongroom	17,500,000
	<b>Estimated Annual Carry</b>	<b>150,000,000</b>

**BENEFITS:** Riot Strike and civil commotion  
 Fraud/dishonesty of employees - 3 days limit (Kshs. 500,000)  
 Damage to employees clothing and/or effects due to assault Kshs. 100,000  
 Cancellation notice- 30 days  
 Policy subject to declaration condition  
 Duplicate key clause  
 Cover for Money in custody of authorised employees extended for Worldwide.  
 Personal accident assault cover

**CLASS OF INSURANCE: 15) Fidelity Guarantee**

**SUMMARY OF COVER:** Indemnity against loss of money and/or stock and/or stores caused by fraud or dishonesty of the insured employees.

**INSURED PERSONS  
 AND LIMIT OF  
 GUARANTEED:**

All employees of the insured handling cash or stock  
 Any one employee Kshs 2,000,000  
 Collusion Kshs 5,000,000  
 Annual Aggregate Kshs. 17,500,000

**COVER EXTENSIONS:** Reinstatement of Loss.  
 Discovery Period - 12 months after termination of employment or lapse of the policy  
 Collusion clause  
 Claims preparation costs - Kshs. 1,000,000 per claim  
 Reference clause

**Note:**

- All property covers to include riot, strike and civil commotion extension.

-Consolidated Bank Insurance Agency Ltd will be the intermediary for the various covers tendered above.

-The covers are to run for one (1) year from 1<sup>st</sup> January 2018 to 31<sup>st</sup> December 2018.

**Price Schedule Form**

<b>ITEM NO.</b>	<b>DESCRIPTION OF INSURANCE COVER</b>	<b>TOTAL PREMIUM (KES)</b>
1.	Fire and Full Special Perils	
2.	Burglary	
3.	Motor Vehicles	
4.	Group Personal Accident (9 Directors)	
5.	Engineering Machine Breakdown	
6.	Public Liability	
7.	WIBA +	
8.	Group Personal Accident – Diamond Account Holders	
9.	Plate Glass	
10.	All Risk Covers	
11.	Employers Liability	
12.	Group Life	
13.	Bankers Blanket Bond	
14.	Money	
15.	Fidelity Guarantee	
	<b>16% VAT</b>	
	<b>Grand Total</b>	

**Note: In accordance with Clause 82 of the Public Procurement and Asset Disposal Act 2015. “The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.**

## 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. In addition, it must be signed by the duly authorized representatives of the tenderer.
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 on 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 \_\_\_\_\_ 2017

[Signature]	[In the capacity of]

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

**Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 2017 between  
[name of Procurement entity] of [country of Procurement entity]  
(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**

(Must be filled by all applicants or Tenderers' who choose to participate in this tender)

Name of Applicant(s).....

You are requested to give the particulars in Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business. Part 2 (d) to part 2 (i / j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.

**Part 1 – General Business Name:**.....

Certificate of Incorporation / Registration No. ....

Location of Business Premises: Country.....

Physical Address .....

Town..... Building.....

Floor.....Plot No. ....

Street /Road .....Postal Address .....

Postal / Country Code.....Telephone No's.....

Fax No's. .... E-mail Address: .....

Website .....

Contact Person (Full Names) .....

Direct / Mobile No's..... Title .....

Power of Attorney (Yes / No) If yes, attach written document.

Local Authority Trading License No. .... Expiry Date .....

Value Added Tax No.....

Value of the largest single assignment you have undertaken to date (USD/KShs) .....

Was this successfully undertaken? Yes / No.

(If Yes, attach reference) Name (s) of your banker (s).....

Branches .....Tel. No's. ....

**Part 2 (a) – Sole Proprietor (if applicable)**

Full Names:.....

Nationality..... Country of Origin.....

Company Profile ..... (Attach brochures or annual reports in case of public company)

**Part 2 (b) – Partnerships (if applicable)** Give details of partners as follows:

Full Names Nationality Citizenship Details Shares

1.....

2.....

Company Profile ..... (Attach brochures)

**Part 2 (c) – Registered Company** (if applicable - as per the CR12 form)

Private or public .....  
Company Profile ..... (Attach brochures or annual reports in case of public companies)  
State the nominal and issued capital of the Company Nominal KShs .....  
Issued KShs .....  
List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows: -

Full Names	Nationality	Citizenship	Details	Shares
1.....				
2.....				

**Part 2 (d) – Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by Consolidated Bank of Kenya Ltd and any other public or private institutions.

Full Names .....  
Signature..... Dated this.....day of .....2017.

In the Capacity of.....Duly authorized to sign Tender for and on behalf of .....

**Part 2 (e) – Bankruptcy / Insolvency / Receivership**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names .....Signature .....  
Dated this .....day of .....2017.

In the capacity of .....Duly authorized to sign Tender for and on behalf of .....

**Part 2 (f) – Criminal Offence**

I/We, (Name (s) of Director (s)):-

- a) .....
- b) .....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed .....For and on behalf of M/s .....  
In the capacity of ..... Dated this .....day of .....2017.  
Suppliers’ / Company’s Official Rubber Stamp .....

**Part 2 (g) – Conflict of Interest**

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a) .....
- b) .....

For and on behalf of M/s ..... In the capacity of .....

Dated this .....day of .....2017 Suppliers' Company's Official Rubber Stamp .....

Part 2 (h) – Interest in the Firm: Is there any person/persons in Consolidated Bank of Kenya Ltd or any other public institution who has interest in the Firm? Yes/No Institution .....

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

**Part 2(i or j) – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give Consolidated Bank of Kenya Ltd authority to seek any other references concerning my / our company from whatever sources deemed relevant, e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....For and on behalf of M/s .....

In the capacity of.....

Dated this .....day of .....2017.

Suppliers' / Company's Official Rubber Stamp

.....

## 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