



**KENYA FILM CLASSIFICATION BOARD**

**15<sup>TH</sup> FLOOR, UCHUMI HOUSE.**

**P.O BOX 44226-00100, NAIROBI, KENYA.**

**TENDER DOCUMENT**

**FOR**

**PROVISION OF COMPREHENSIVE MOTOR  
VEHICLE INSURANCE COVERS**

**TENDER NO: KFCB /03/2019-2020**

**CLOSING DATE: WEDNESDAY 15<sup>TH</sup> JANUARY, 2020 AT 11.00 A.M.**

## **TABLE OF CONTENTS**

	<b>Page</b>
<b>SECTION I INVITATION TO TENDER.....</b>	<b>3</b>
<b>SECTION II INSTRUCTIONS TO TENDERERS.....</b>	<b>4</b>
<b>APPENDIX TO INSTITUTIONS TO TENDER .....</b>	<b>15</b>
<b>SECTION III GENERAL CONDITIONS OF CONTRACT.....</b>	<b>17</b>
<b>SECTION IV SPECIAL COND1TIONS OF CONTRACT.....</b>	<b>23</b>
<b>SECTION V SCHEDULE OF REQUIREMENTS.....</b>	<b>25</b>
<b>SECTION VI STANDARD FORMS.....</b>	<b>30</b>

## **SECTION I – INVITATION TO TENDER**

**31<sup>st</sup>December 2019**

### **TENDER NO. KFCB/03/2019-2020 FOR PROVISION OF COMPREHENSIVE MOTOR VEHICLE INSURANCE COVERS**

The Kenya Film Classification Board (KFCB) also referred to as Procuring Entity invites sealed tenders from eligible candidates for the Provision of Comprehensive Motor Vehicle Insurance Cover for a period of one year.

Interested eligible candidates may obtain further information from and inspect the tender documents at the Supply Chain Management Office, Uchumi House 15<sup>th</sup> floor during normal working hours.

A complete tender document may be obtained by interested candidates upon payment of a non -refundable tender fee of Kshs. **1,000.00** or downloading the document from the KFCB website [www.kfcb.co.ke](http://www.kfcb.co.ke) free of charge. Bidders who download the tender document must forward their particulars immediately to [info@kfcb.co.ke](mailto:info@kfcb.co.ke) for records and for the purposes of receiving any further tender clarifications and/or addendums.

Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and should remain valid for 90 days.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at The Kenya Film Classification Board's offices, **15<sup>th</sup> floor, Uchumi House, Aga Khan Walk, Nairobi** addressed to:

**The Chief Executive Officer  
Kenya Film Classification Board,  
P. O. Box 44226 - 00100  
NAIROBI**

To be received on or before **Wednesday 15<sup>th</sup> January, 2020 at 11:00. A.M**

Tenders must be accompanied by a **Tender Security of Kshs. 50,000** in form of a guarantee from a reputable bank or an insurance company approved by PPRA payable to the Chief Executive Officer, Kenya Film Classification Board.

Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the **14<sup>th</sup> floor Board Room, Uchumi House, Aga Khan Walk, Nairobi.**

**CHIEF EXECUTIVE OFFICER  
KENYA FILM CLASSIFICATION BOARD**

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

### **2.1 Eligible tenderers**

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the 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.
- 2.1.3. Tenderers shall provide the qualification information statement that the tenderer (including all members, of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 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 documents**

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders
  - i) Instructions to tenderers
  - ii) General Conditions of Contract
  - iii) Special Conditions of Contract
  - iv) Schedule of Requirements
  - v) Details of service
  - vi) Form of tender
  - vii) Price schedules
  - viii) Contract form

- ix) Confidential business questionnaire form
- x) Performance security 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 Documents**

2.4.1. A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post, fax or email at the 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 no later than seven (7) days prior to the deadline for the submission of 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 prospective tenderers 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

## **2.5 Amendment of 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 tender**

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**

The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 9, 10 and 11 below.
- (b) Documentary evidence established in accordance with Clause 2.11 that the tenderer is eligible to Tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12
- (d) Confidential business questionnaire

## **2.8 Form of Tender**

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

## **2.9 Tender Prices**

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices 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 2.22.

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

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

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

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

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

2.11.1 Pursuant to Clause 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 its tender is accepted.

2.11.2 The documentary evidence of the tenderers 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 Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

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

2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

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

2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20

2.12.6 Unsuccessful tenderers 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 prescribed by the procuring entity.

2.12.7 The successful tenderers tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.37.

2.12.8 The tender security may be forfeited:

(a) If a tenderer withdraws its tender during the period of tender validity specified by the procuring Entity on the Tender Form; or

(b) In the case of a successful tenderer, if the tenderer fails:

(i) To sign the contract in accordance with paragraph 2.26.

or

(ii) To furnish performance security in accordance with paragraph 2.27.

(c) If the tenderer rejects, correction of an error in the tender.

## **2.13 Validity of Tenders**

2.13.1 Tenders shall remain valid for 90 days or as specified in the invitation to tender after date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as nonresponsive.

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 may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14 Format and Signing of Tender**

2.14.1 The tenderer shall prepare one copy of the tender, clearly marked "ORIGINAL TENDER" as appropriate.

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 of the tender in an envelope, duly marking the envelope as “ORIGINAL” The envelope 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 **Wednesday 15<sup>th</sup> January 2020 at 11.00 am.**”

2.15.2 The envelope shall indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.3 If the envelope is not sealed and marked as required by paragraph 2.15.1, 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 in the appendix to instructions to tenderers no later than **Wednesday 15<sup>th</sup> January 2020 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 5, 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.

## **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 tender’s is received by the procuring entity prior to the deadline prescribed for the 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 cable, but followed by a signed confirmation copy, post marked 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 specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.8.
- 2.17.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 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.

## **2.18 Opening of Tenders**

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **Wednesday 15<sup>th</sup> January 2020 at 11.00 am** and in the location specified in the invitation to tender. 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 the 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 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 securities 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 may be 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 nonconformity 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 2.22, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

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

2.21.1 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 comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 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 2.22.4 and in the technical specifications:

(a) Operational plan proposed in the tender;

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

2.22.4 Pursuant to paragraph 22.3 the following evaluation methods will be applied:

(a) 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.

(b) Deviation in payment schedule.

Tenderers shall state their tender price for the payment on a 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.

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

2.22.6 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.

## **2.23. 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 Award of Contract**

### a) Post qualification

2.24.1 In the absence of pre-qualification, the Procuring entity will 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's 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 2.1.2, 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.

### b) Award Criteria

2.24.4 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.

2.24.5 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 tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

2.24.6 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.

## **2.25 Notification of award**

- 2.25.1 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.
- 2.25.2 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 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 27, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.26 Signing of Contract**

- 2.26.1 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.
- 2.26.2 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.
- 2.26.3 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.

## **2.27 Performance Security**

- 2.27.1 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.
- 2.27.2 Failure of 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 or call for new tenders.

## **2.28 Corrupt or Fraudulent Practices**

- 2.28.1 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.

2.28.2 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;

2.28.3 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.

Instructions to tenderers'	Particulars of appendix to instructions to renderers'
2.1	Particulars of eligible tenders': <b>Insurance Companies both who are Licensed by the Insurance Regulatory Authority to transact business in Kenya</b>
2.10	Particulars of other currencies allowed. <b>None</b>
	Copies of Tender Documents to be Submitted: <b>Two (2) copies, original and a Copy.</b>
2.11	Particulars of eligibility and qualifications documents of evidence required. <b>Please see Mandatory requirements below</b>
2.12.2	Particulars of tender security if applicable. <b>Kshs. 50,000 valid for an additional thirty (30) days after the expiry of the tender validity period (total validity period be 120 days from date of opening).</b>
2.12.4	Form of Tender Security: <b>The Tender Security shall be in the form of a Guarantee from a reputable bank or an insurance company approved by PPRA.</b>
2.13	Validity of Tenders: <b>Tenders Shall remain valid for 90 days after date of tender opening</b>
2.16.3	Bulky tenders which do not fit in the tender box <b>to the Supply Chain Management office at 15th Floor Uchumi House Aga Khan Walk Nairobi.</b>

2.20.1	<p>Tenderers' are required to submit copies of the following <b>MANDATORY DOCUMENTS</b> which will be used during Preliminary Examination to determine responsiveness:</p> <ol style="list-style-type: none"> <li>1) Copy of certificate of Registration/Incorporation.</li> <li>2) Copy of Valid Tax Compliance certificate from Kenya Revenue Authority</li> <li>3) Must Fill the Price Schedule in the format provided</li> <li>4) Must Fill the Form of Tender in the format provided</li> <li>5) Must Submit a Tender Security of <b>Kshs. 50,000</b> valid for an additional thirty (30) days after the expiry of the tender validity period (i.e. total validity period to be 120 days after date of tender opening).</li> <li>6) Must submit a duly filled Confidential Business Questionnaire in format provided</li> <li>7) Must be registered with the Insurance Regulatory Authority (attach a copy).</li> <li>8) Must be a current member of the Association of Kenya Insurers (AKI). Please provide copy.</li> <li>9) Must paginate the tender document completely with the attachments.</li> </ol> <p><b>At this stage, the tenderer's submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.</b></p>
2.22	<p>Evaluation and Comparison of Tenders The tenders will be technically evaluated and marks awarded as stipulated in Section 5.4 Technical Evaluation. <b>The minimum technical score to proceed to financial evaluation is 70% and only tenderers that secure the minimum technical score will be financially evaluated.</b></p>
2.24 (a)	Particulars of post – qualification if applicable.
2.27	Particulars of performance security if applicable. As stated in the Notification for Award.
	<p><b>FINANCIAL EVALUATION</b></p> <ol style="list-style-type: none"> <li>1. The financial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, Exclusion Clauses, and other pertinent terms and conditions of tender.</li> <li>2. The evaluation committee will determine whether the financial proposals are complete. The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price of the financial proposal as submitted shall prevail.</li> </ol>



## SECTION III - GENERAL CONDITIONS OF CONTRACT

### Table of Clauses

	Page
3.1 Definitions.....	18
3.2 Application.....	18
3.3 Standards.....	18
3.4 Use of Contract Documents and Information.....	19
3.5 Patent Rights.....	19
3.6 Performance Security.....	19
3.7 Delivery of Services and Documents.....	20
3.8 Payment.....	20
3.9 Prices.....	20
3.10 Assignment.....	20
3.11 Termination for Default.....	20
3.12 Termination for Insolvency.....	21
3.13 Termination for Convenience.....	21
3.14 Resolution of Disputes.....	21
3.15 Governing Language.....	22
3.16 Applicable law.....	22
3.17 Force Majeure.....	22
3.18 Notices.....	22

## **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**

3.8.1. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.8.2. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

### **3.9. Prices**

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

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

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

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

### **3.10. Assignment**

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

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

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

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

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

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

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

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

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

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

### **3.14 Resolution of Disputes**

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15. Governing Language**

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

### **3.16. Applicable Law**

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

### **3.17 Force Majeure**

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

### **3.18 Notices**

- 3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.
- 3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

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

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

1. The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
2. The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the insurance cover required. In preparing Section IV, the following aspects should be taken into consideration.
  - (a) Information that complement provisions of Section III must be incorporated; and
  - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.
4. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

## SECTION IV – SPECIAL CONDITIONS OF CONTRACT

Reference of general conditions of contract	Special condition of contract
3.6	Performance security: <b>5% of Contract Price</b>
3.8	Payment: <b>Payments shall be done on issuance of invoice upon signing of the contract.</b>
3.9	Price adjustment: <b>Not allowed</b>
3.16	Resolution of disputes: <b>Disputes to be settled as per the Arbitration Laws of Kenya</b>
3.18	<p>Notices: Indicate full address of the procuring entity. Client:</p> <p style="text-align: center;"><b>Kenya Film Classification Board, Uchumi House, 15th Floor, Aga Khan Walk, P.O. Box 44226-00100 Nairobi.</b></p>



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

### **5.1 INTRODUCTION**

Kenya Film Classification Board (KFCB) is a State Corporation established under the Films and Stage Plays Act, Cap 222, Laws of Kenya with the mandate to regulate the creation, broadcasting, possession, distribution and exhibition of film and broadcast content with a view to safeguard national morality and culture.

#### **VISION**

A world class film and Broadcast content regulator.

#### **MISSION**

To safeguard the national values and norms through efficient, effective and professional film regulatory services.

### **5.2 CORE VALUES**

- Professionalism
- Fairness and impartiality
- Quality Services
- Integrity
- Stewardship
- Team work
- Continuous improvement and innovativeness

### **5.3 INSURANCE COVER FOR BOARD'S MOTOR VEHICLES**

#### **5.3.2 PURPOSE**

The purpose of the insurance cover is to ensure that the motor vehicles of the Board are secured by way of insurance and by so doing mitigate the unforeseen risks.

#### **5.3.3 SPECIFIC TASKS TO BE UNDERTAKEN BY THE INSURER**

The insurance firm shall be expected to:

- i) Undertake a comprehensive valuation of the motor vehicles for cover
- ii) Provide insurance cover to the specific motor vehicles as indicated under scope here below.

### 5.3.4 SCOPE AND DELIVERABLES

The service provider will be expected to provide Comprehensive Insurance Covers for the following vehicles;

No.	VEHICLE REGISTRATION NUMBER	MAKE OF MOTOR VEHICLE	STATION	ESTIMATED PRESENT VALUE
1.	KBU 264T	TOYOTA HIACE	NAIROBI	Kshs 1,280,000/=
2.	KBU 265T	MITSUBISHI PAJERO	NAIROBI	Kshs 1,600,000/=
3.	KBU 266T	TOYOTA PRADO	NAIROBI	Kshs 1,450,000/=
4.	KBT 659N	SUZUKI MARUTI	ISIOLO	Kshs 840,000/=
5.	KBT 660N	SUZUKI MARUTI	NAKURU	Kshs 850,000/=
6.	KBW 619V	MITSUBISHI PAJERO	NAIROBI	Kshs 2,780,000/=
7.	KBW 031V	CHERRY TIGGO	ELDORET	Kshs 1,650,000/=
8.	KBW 032V	CHERRY TIGGO	NYERI	Kshs 1,650,000/=
9.	KCE 603D	CHERRY TIGGO	KAKAMEGA	Kshs 1,850,000/=
10.	KCE 604D	CHERRY TIGGO	EMBU	Kshs 1,650,000/=
11.	KCE 605D	CHERRY TIGGO	NAIROBI	Kshs 1,700,000/=
12.	KCH 498Q	ISUZU D-MAX	MOMBASA	Kshs 3,800,000/=
13.	KCH 499Q	ISUZU D-MAX	KISUMU	Kshs 3,700,000/=
14.	KCH 512Q	TOYOTA PRADO TXL	NAIROBI	Kshs 8,000,000/=
15.	KCH 651Q	TOYOTA PRADO VXL	NAIROBI	Kshs 9,500,000/=
16.	KCP 119K	TOYOTA PRADO VXL	NAIROBI	Kshs 10,500,000/=
17.	KBT 661N	SUZUKI MARUTI	GARISSA	Kshs 840,000/=

The cover should include among others the following benefits;

1. Riot, strike and civil commotion cover.
2. Terrorism and political violence cover
3. Excess protector
4. Personal accident cover
5. Windscreen cover
6. Car TV/DVD equipment cover
7. Recovery services (Car Carrier)

❖ **The above schedule may change during the contract period to accommodate new/procured vehicles and/or any other vehicle inadvertently omitted in the above list. The winning bidder or bidders shall therefore be required to pro rate their respective premiums so as to have such vehicles insured.**

### **5.3.5 KFCB UNDERTAKINGS**

KFCB undertakes to do the following: -

- Report Motor Vehicle Theft/ accidents immediately
- Pay premiums timely according to the General Conditions of Contract

### **5.3.6 PERFORMANCE MANAGEMENT**

The service provider shall ensure its services to KFCB is not compromised due to the following:

- Service provider's Portfolio Changes
- Service provider's Human Resource Capacity
- Service provider's Financial Viability, and
- Other relevant matters that could impact the service provider

### **5.3.7 DURATION OF THE CONTRACT**

The contract will be for a period of one-year subject to Satisfactory Performance through quarterly performance reviews commencing from 26<sup>th</sup> January, 2020.

### **5.3.8 PRICING**

Pricing will be based on the insured value.

Any future premium adjustments and/or escalations must be based on a pre-determined formula which must be included in the tenderer's proposal.

### **5.3.9 QUALIFICATION REQUIREMENTS**

The prospective firm should meet the following requirements:

- Be an insurance company.
- Provided motor vehicle insurance for at least 10 years
- Proven experience of providing insurance services to public institutions (at least 5)
- Have a track record of settling claims.

## 5.4 EVALUATION CRITERIA

### 5.4.1 PRELIMINARY EXAMINATION AND DETERMINATION OF RESPONSIVENESS

Tenderers' are required to submit copies of the following **MANDATORY DOCUMENTS** which will be used during Preliminary Examination to determine responsiveness:

1. Copy of certificate of Registration/Incorporation from Registrar General.
2. Copy of Valid Tax Compliance certificate from Kenya Revenue Authority
3. Must Fill the Price Schedule in the format provided
4. Must Fill the Form of Tender in the format provided. Amount must be indicated; Properly filled, signed and stamped in the format provided. Do not provide your own Form of Tender.
5. Must Submit a Tender Security of **Kshs. 50,000** valid for an additional thirty (30) days after the expiry of the tender validity period (i.e. total validity period to be 120 days after date of tender opening).
6. Must submit a duly filled Confidential Business Questionnaire in format provided
7. Must be registered with the Insurance Regulatory Authority and a copy submitted.
8. Must be a current member of the Association of Kenya Insurers (AKI). Please provide copy.
9. Must paginate every page of the tender document including your attachments. Strictly keep the principal Tender document Intact and introduce all requisite attachments after the last page of the Principal Tender document.

### 5.4.2 TECHNICAL EVALUATION

In this section tenderers are expected to provide information to enable KFCB assess their capability to provide the covers.

Each tenderer is therefore expected to provide comprehensive responses to the requirements as shown below.

The details given are minimum requirements and bidders whose offers are less than the minimum will score Zero (0) for the particular item while those whose offers equal or exceed the minimum will score the full marks indicated for each item.

NO	CRITERIA	MARKS
1	<b>ADEQUACY OF THE COVER AND THE BENEFITS</b>	<b>40</b>
	Provide a detailed proposal that will be used to assess the adequacy of response to inherent risks as attached to this tender document	
2	<b>COMPANY'S PAST EXPERIENCE/OPERATION</b>	<b>20</b>

	<b>PERFORMANCE</b>	
	I. Must have provided motor vehicle insurance for at least 10 years. <b>(5 marks)</b>	
	II. Must have proven experience of providing insurance services to public institutions. Give a list of your 5 (five) major clients excluding KFCB for whom you have handled insurance business. Please provide details on the clients showing the premiums handled and the contact address and person, attaching any evidence like letters of engagement, Contract, award letters etc. from the said clients <b>{3 marks each or zero for none}</b> . <b>(Failure to attach documentary evidence will attract nil points)</b>	
3	<b>FINANCIAL STRENGTH</b>	<b>10</b>
	I. Must submit copies of the audited accounts for the last two years	
4	<b>PROVEN TRACK RECORD OF SETTLING CLAIMS</b>	<b>12</b>
	Attach evidence of settled claims and period taken to settle <b>N/B – KFCB reserves the right to carry out independent confirmations on turnaround time from the clients and should any bidder be found to have given false information shall have their bid rejected.</b>	
5	<b>BUSINESS SUPPORT</b>	<b>10</b>
	<b>I. Reinsurance Cover - Evidence of Re- Insurance arrangements (5 points)</b> State or provide the name(s) of the Reinsurance Company (ies) and attach evidence in the form of reinsurance slip (s) or cover notes	
	<b>II. Professional Indemnity Cover (5points)</b> Attach a copy of the current policy indicating the amount and expiry date of indemnity cover. The policy should be valid for the period of the bid validity	
6	Tenderers are also required to provide information on whether they are highly rated by a reputable rating agency like, AIBK or AKI within the last 18 months and a copy of the certificate issued by the rating agency submitted	<b>8</b>
	<b>TOTAL</b>	<b>100</b>

#### 5.4.3 FINANCIAL EVALUATION

Financial (Premium) Comparison and checking for arithmetic errors if any.

#### 5.4.4 RECOMMENDATION (S)

The insurance company that presents the best affordable offer shall be deemed to be the lowest evaluated bidder(s) and shall be recommended for award as appropriate.

## **SECTION VI - STANDARD FORMS**

### Notes on the standard Forms

1. Form of Tender- The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Price Schedule Form -The price schedule form must similarly be completed and submitted with the tender.
3. Contract Form - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. Confidential Business Questionnaire Form -This form must be completed by the tenderer and submitted with the tender documents.
5. Format of Tender Security Instrument - When required by the tender document the tenderer shall provide the tender security in the form included hereinafter.
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

Date \_\_\_\_\_

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

To: **The Chief Executive Officer**  
**Kenya Film Classification Board**  
**P.O. Box 44226-00100**  
**Nairobi.**

Sir/Madam:

1. Having examined the Tender documents including Addenda Nos. [insert addenda numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide Motor Vehicle Insurance Covers in conformity with the said Tender documents 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 deliver the Services in accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this Tender for the Tender validity period specified in Clause 2.13 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We are not participating, as Tenderers, in more than one Tender in this Tendering process.
5. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.
6. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
7. We understand that you are not bound to accept the lowest or any tender you may receive.
8. We certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tender documents

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Name) [Signature] [in the capacity of]  
Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

**PRICE SCHEDULE FORM**

**Name of Tenderer**.....

**Tender Number:** .....

Based on the information contained in the Schedule of Requirements, Tenderers should provide a breakdown of costs in the format shown below. The cost should include applicable taxes.

<b>ITEM NO.</b>	<b>DESCRIPTION OF INSURANCE COVER</b>	<b>SUM INSURED</b>	<b>Premium in Kshs inclusive of all taxes and levies</b>
1.			
2.			
3.			
4.			
5.			
6.			



## CONTRACT FORM

THIS AGREEMENT made the \_\_\_ day of \_\_\_\_ 20\_\_ 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 certain materials and spares. Viz..... [Brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of ..... [Contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH 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 Technical Specifications;
  - (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 materials and spares 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 materials and spares 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**

**S.33**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 General
----------------

Business Name ..... Location of Business Premises ..... Plot No, .....Street/Road ..... Postal address ..... Tel No. .... Fax ..... E-MAIL: ..... Nature of Business ..... Registration Certificate No. .... Maximum value of business which you can handle at any one time – Kshs. .... Name of your bankers .....Branch ..... .....
--

	<b>Part 2 (a) – Sole Proprietor</b> Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details .....																				
	<b>Part 2 (b) – Partnership</b> Given details of partners as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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	<b>Part 2 (c) – Registered Company</b> Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Given details of all directors as follows <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 40%;">Citizenship details</th> <th style="width: 20%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
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1. ....	.....	.....	.....																		
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3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		
	Date.....Signature of Candidate.....																				

**FORMAT OF TENDER SECURITY INSTRUMENT**

Whereas ..... [Name of the tenderer] (Hereinafter called “the tenderer”) has submitted its tender dated ..... [Date of submission of tender] for the ..... [Name and/or description of the tender] (Hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE ..... of ..... [Name of Insurance Company / Bank] having our registered office at ..... (Hereinafter called “the Guarantor”), are bound unto ..... [Name of Procuring Entity] (Hereinafter called “the Procuring Entity”) in the sum of ..... (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns by these presents.

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

THE CONDITIONS of this obligation are:

- 1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers, Or
- 2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
  - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
  - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

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 two conditions, specifying the occurred condition or conditions.

This 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 Guarantor not later than the said date.

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

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

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

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

**PERFORMANCE SECURITY FORM**

To.....

[Name of the 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 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 the 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 or sums 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 or financial institution]

\_\_\_\_\_

[address]

\_\_\_\_\_ [date]

(Amend accordingly if provided by Insurance Company)

**SELF-DECLARATION FORMS**  
**1. ANTI-CORRUPTION DECLARATION**

We (insert the name of the company / supplier)

.....  
Declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- a) The person shall be disqualified from entering into a contract for the procurement; or
  
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of the Procuring Entity.
  
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy that the procuring entity may have.

Officer's Name.....  
Signature.....  
Date.....  
Official Stamp/ Company Seal.....

**2. ANTI-FRAUDULENT PRACTICE DECLARATION**

We (insert the name of the company / supplier)

.....  
Declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding.

Name.....

Signature.....

Date.....

Official Stamp/ Company Seal.....

**3. NON - DEBARMENT DECLARATION**

We (insert the name of the company / supplier

.....  
Declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

Name.....

Signature.....

Date.....

Official Stamp/ Company Seal.....