



JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND TECHNOLOGY (JOOUST)

TENDER DOCUMENT FOR PROVISION OF INSURANCE COVER FOR GROUP LIFE, WIBA AND PERSONAL ACCIDENT COVER FOR MEMBERS OF STAFF

TENDER NO. JOOUST/ONT/019/2019/2020

**CLOSING DATE:
TUESDAY, 25TH FEBRUARY 2020 AT 10.00A.M**

Table of Contents

	Page
INTRODUCTION	3
Section I INVITATION FOR TENDERS.....	4
Section II INSTRUCTION TO TENDERERS	
Appendix to instructions to tenderers	5
Section III GENERAL CONDITIONS OF CONTRACT.....	20
Section IV SPECIAL CONDITIONS OF CONTRACT	28
Section V SCHEDULE OF REQUIREMENTS	28
Section VI STANDARD FORMS	46
1. FORM OF TENDER	47
2. PRICE SCHEDULES.....	48
3. CONTRACT FORM.....	49
4. TENDER SECURITY FORM	52
5. PERFORMANCE SECURITY FORM.....	53

INTRODUCTION

SECTION I - TENDER NOTICE

TENDER REF. NO.: JOOUST/ONT/019/2019/2020

TENDER NAME: PROVISION OF INSURANCE COVER FOR GROUP LIFE, WIBA AND PERSONAL ACCIDENT COVER FOR MEMBERS OF STAFF

Jaramogi Oginga Odinga University of Science and Technology, situated along Bondo Usenge road, in Bondo invites interested and eligible firms for the provision of the under listed service and Works:

S/NO	TENDER NO.	TENDER DESCRIPTION	CLOSING DATE
1.	JOOUST/ONT/019/2018/2019	Provision of Insurance Covers for Group Life , WIBA ,and personal accident cover for members of staff.	Tuesday 25 th February 2020 at 10.00 am

Tender documents with detailed specifications may be obtained from the **Procurement Office**, Jaramogi Oginga Odinga University of Science and Technology, during normal working hours from Monday to Friday between 8.00am to 5.00pm upon payment of a non-refundable fee of Kshs. 1,000.00/= (One thousand shillings) only, deposited in the JOOUST Account No. 1113046066 Kenya Commercial Bank – Bondo Branch or downloaded for free from the University website www.jooust.ac.ke. Those who download the documents and intend to submit tenders are required to submit their particulars to Procurement office at proc@jooust.ac.ke for purposes of receiving further clarifications / or addendums.

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

**Vice Chancellor,
Jaramogi Oginga Odinga University of Science and Technology,
P.o Box 210-40601,
Bondo.**

So as to be received on or before Tuesday 25th February 2020 at 10.00 am.

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

The completed tender document **MUST** be placed inside the tender box in the administration block on or before **Tuesday 25th February 2020 at 10.00 am**. Opening will be done immediately thereafter at EACII in the presence of tenderers or their representatives who choose to attend. Late submissions will be rejected and returned unopened immediately at the tenderer's cost.

*The University reserves the right to reject any tender application in whole or part.
Canvassing will lead to automatic disqualification.*

VICE CHANCELLOR

SECTION II - INSTRUCTION TO TENDERERS

Table of Clauses

	Page
2.1 Eligible Tenderers.....	6
2.2 Cost of Tendering.....	6
2.3 Contents of Tender document.....	6
2.4 Clarification of Tender document.....	7
2.5 Amendments of Tender document.....	7
2.6 Language of Tenders.....	8
2.7 Documents Comprising the Tender.....	8
2.8 Tender Form.....	8
2.9 Tender Prices.....	8
2.10 Tender Currencies.....	9
2.11 Tenderers Eligibility and Qualifications.....	9
2.12 Tender Security.....	9
2.13 Validity of Tenders.....	10
2.14 Format and Signing of Tenders.....	11
2.15 Sealing and Marking of Tenders.....	11
2.16 Deadline for Submission of Tenders.....	12
2.17 Modification and Withdrawal of Tenders.....	12
2.18 Opening of Tenders.....	13
2.19 Clarification of Tenders.....	13
2.20 Preliminary Examination.....	13
2.21 Conversion to Single Currency.....	14
2.22 Evaluation and Comparison of Tenders.....	14
2.23 Contacting the Procuring Entity.....	15
2.24 Post-Qualification.....	16
2.25 Award Criteria.....	16
2.26 Procuring Entity's Right to Vary Quantities	16
2.27 Procuring Entity's Right to Accept or Reject any or all Tenders.....	17
2.28 Signing of Contract.....	17
2.29 Performance Security.....	17
2.30 Corrupt or Fraudulent Practices.....	18

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 (spouses and children) are not eligible to participate in the tender.
- 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 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) Tender security Form
 - (x) Performance security Form
 - (xi) Insurance Company's Authorization Form
 - (xii) Declaration Form
 - (xiii) Request for Review Form
- 2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender

documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

- 2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.
- 2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.
- 2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%.

2.5 Amendment of Tender Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing 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;
 - (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 its 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 be **2 % (percent)** 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) Banker's cheque
 - d) Insurance Firm recognized by PPRA
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5.

- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity.
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.28, and furnishing the performance security, pursuant to paragraph 2.29.
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity.
 - (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.28 or
 - (ii) to furnish performance security in accordance with paragraph 2.29.

2.13. Validity of Tenders

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

2.14. Format and Signing of Tenders

- 2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER**," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

- 2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL TENDER**" and "**COPY OF TENDER**". The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender.

- (b) Bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **Tuesday 25th February 2020 at 10.00 am.**”

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

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **Tuesday 25th February 2020 at 10.00 am**

2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit 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 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 **Tuesday 25th February 2020 at 10.00 am** and in the location specified in the invitation for tenders. The tenderers’ representatives who are present shall sign a register evidencing their attendance.

2.18.2 The tenderers’ names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the

Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

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

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be not rectified on the following basis. The total tender sum will be declared at the opening stage and shall remain final. If the candidate does not accept this, 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 2.22, 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 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 2.24 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 its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

- 2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.28. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12.

2.28 Signing of Contract

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

- 2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.
- 2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.28 or paragraph 2.29.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

- 2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question
- 2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

Appendix to Instructions to Tenderers

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

INSTRUCTION TO TENDER REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
2.1	Indicate eligible tenderers: Insurance firms/Brokers Licensed to transact General Insurance Business
2.1.3	Qualification Information statement: This shall not be required
2.2.2	Price to be charged for tender documents. Kshs. 1,000 for hard copies. Bidders may also download the tender documents from the JOOUST) website: www.jooust.ac.ke
2.1.1	As per the evaluation criteria
2.12.1	Tender security: Required An original bid bond of 2% of the tender price from commercial bank in Kenya or approved insurance by P P R A and must be valid for 120 days from the date of tender opening.
2.12.4	Form of Tender Security. Bank guarantee, cash or bankers cheque.
2.13	Validity of Tenders: Tenders shall remain valid for 90 days after date of Tender Opening
2.15.2 (b)	Day, date and time of tender closing: Tuesday 25th February, 2020 AT 10.00 AM.
2.16.3	Bulky tenders that will not fit in the tender box shall be delivered to: The Procurement Department Office/Main Bondo Campus and will be signed for if required.
2.18.1	Opening of Tenders:) Tuesday 25th February, 2020 AT 10.00 AM.
	Award of Contract: "Shall be awarded as per the lowest evaluated bidder.
2.29	Particulars of performance security if applicable. Applicable: 10% of the contract price.

SECTION III - GENERAL CONDITIONS OF CONTRACT

Table of Clauses

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

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

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

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

3.2. Application

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

3.3. Standards

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

3.4. Use of Contract Documents and Information

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

- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

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

3.6 Performance Security

- 3.6.1 Within 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. Duration and Delivery of services

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

3.8. Payment

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

3.9. Prices

- 3.9.1 Prices 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

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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	The successful bidder will furnish the procuring entity with a performance security equivalent to 10% within 28 days from the date of notification of award
3.7 Duration of Cover	One year from the date of contract
3.8 Payment	Within 60 days after submission of an invoice for the cover
3.9 Price adjustment	As specified in the tender document
3.16 Applicable law	As specified in the tender document
3.18 Notices	The Vice Chancellor, Jaramogi Oginga Odinga University of Science and Technology P.O. Box 210-40601 BONDO.

SECTION V - SCHEDULE OF REQUIREMENTS

ITEM 1: GROUP LIFE INSURANCE

This policy is meant to cover all members of staff (482) in case of death and injury causing permanent and/or temporary disability or critical illness while in service from any cause. The value of the expected premium will be based on their 5 years basic salary.

PERIOD OF INSURANCE: 1 (ONE) YEAR

SPECIAL CONDITIONS IF ANY: GROUP LIFE, WIBA AND PERSONAL ACCIDENT COVER

DETAILS OF COVER

Jaramogi Oginga Odinga University of Science and Technology intends to procure a Group Life Insurance Cover for its employee's. The policy will indemnify demise of an employee as a result of any cause of death, and injury causing permanent and/or temporary disability or critical illness

Population: The cover will be for 482 employees of JOOUST. The list and their basic salary is listed below.

Death Benefit: Multiple of the annual salary for 5 years under WIBA or 5 years under GPA

Permanent total Disablement: Multiple of the annual salary for 5 years under WIBA or 5 years under GPA.

Critical Illness: 30% of the death benefit up to a maximum of 3 million.

Last Expense: An inbuilt last expense rider of Kshs 200,000 for a member and Kshs 50,000.00 for spouse's last expense shall be included alongside Group Life Cover. The last expense amount shall be paid within 48 hours of notification of demise of a covered member.

Permanent Disability (Accidental): Multiple of the annual salary for 5 years under WIBA or 5 years under GPA.

Temporary Disability (Accidental): Weekly earnings up to a maximum of 104 weeks

Medical Reimbursement: Kshs 500,000.00 for any accidental and occupational injuries that require medical treatment.

EMPLOYEES DATA

S/N	ID NO	PFNO	D.O.B	BASIC SALARY	ANNUAL BASIC SALARY	REPORTING DATE
1	1502032	0001	01/01/1960	744,078.00	8,928,936.00	11/7/2013
2	8513895	0003	01/01/1965	221,700.00	2,660,400.00	4/5/2010
3	10154529	0006	19/04/1970	85,349.00	1,024,188.00	27/9/2010
4	14583823	0007	06/04/1977	23,698.00	284,376.00	19/2/2010
5	13191407	0008	01/01/1974	35,330.00	423,960.00	1/4/2010
6	13070380	0009	23/11/1975	31,366.00	376,392.00	15/3/2010
7	10250486	0011	16/09/1966	24,469.00	293,628.00	15/3/2010
8	9644414	0012	01/01/1968	43,931.00	527,172.00	1/4/2010
9	14642704	0014	10/05/1976	64,521.00	774,252.00	2/4/2010
10	13060211	0015(A)	19/05/1945	248,898.00	2,986,776.00	19/05/2015
11	11558678	0018	20/07/1973	39,350.00	472,200.00	7/6/2010
12	22234224	0019	30/08/1979	35,330.00	423,960.00	7/6/2010
13	5884300	0020	01/02/1961	35,330.00	423,960.00	7/6/2010
14	3290072	0021	01/01/1963	25,237.00	302,844.00	7/6/2010
15	14719564	0022	01/01/1977	23,698.00	284,376.00	7/6/2010
16	13514527	0023	01/01/1974	20,370.00	244,440.00	7/6/2010
17	11670567	0024	01/01/1961	20,370.00	244,440.00	7/6/2010
18	85538061	0026	16/05/1965	20,370.00	244,440.00	7/6/2010
19	20901309	0027	01/02/1978	20,370.00	244,440.00	7/6/2010
20	89174481	0028	08/11/1964	20,370.00	244,440.00	7/6/2010
21	87757411	0029	21/12/1966	21,384.00	256,608.00	7/6/2010
22	14643678	0030	01/01/1977	20,370.00	244,440.00	14/6/2010
23	11437780	0031	01/01/1972	21,384.00	256,608.00	14/6/2010
24	10004435	0032	18/09/1968	131,736.00	1,580,832.00	15/6/2010
25	1921447	0034	12/12/1963	230,759.00	2,769,108.00	1/7/2010
26	4831360	0035	01/01/1955	203,605.00	2,443,260.00	2/7/2010
27	8772885	0036	26/11/1966	165,200.00	1,982,400.00	1/7/2010
28	*0477713	0038	31/05/1952	248,898.00	2,986,776.00	5/7/2010
29	*0518543	0040	15/08/1956	187,135.00	2,245,620.00	12/7/2010
30	*0401179	0043	20/10/1959	203,605.00	2,443,260.00	2/8/2010
31	10026208	0045	20/01/1969	145,441.00	1,745,292.00	2/8/2010
32	*0636468	0047(A)	21/04/1945	198,113.00	2,377,356.00	1/5/2015
33	*0308346	0049	14/02/1950	248,898.00	2,986,776.00	10/8/2010
34	9799136	0050	23/12/1968	48,500.00	582,000.00	1/8/2010
35	11300281	0051	20/02/1972	31,366.00	376,392.00	3/8/2010
36	8628509	0053	01/01/1968	20,370.00	244,440.00	3/8/2010
37	13517471	0054	24/09/1974	20,370.00	244,440.00	3/8/2010
38	20986741	0055	28/12/1977	20,370.00	244,440.00	3/8/2010
39	13761244	0056	08/08/1974	20,370.00	244,440.00	3/8/2010
40	1683594	0057	05/09/1963	20,370.00	244,440.00	3/8/2010
41	20020395	0058	17/02/1977	20,370.00	244,440.00	3/8/2010
42	9951426	0059	01/01/1969	20,370.00	244,440.00	3/8/2010
43	20888396	0060	08/10/1970	17,361.00	208,332.00	3/8/2010
44	8254826	0061	25/12/1964	20,370.00	244,440.00	3/8/2010
45	11130752	0063	01/07/1970	20,370.00	244,440.00	3/8/2010
46	8239062	0064	28/12/1964	20,877.00	250,524.00	3/8/2010
47	1052633	0065	23/09/1960	18,335.00	220,020.00	03/08/2010
48	21400249	0066	08/08/1980	20,877.00	250,524.00	11/11/2013
49	1464238	0067	12/12/1977	20,370.00	244,440.00	3/8/2010
50	3967370	0068	01/01/1965	22,928.00	275,136.00	3/8/2010
51	6188311	0069	01/01/1962	24,469.00	293,628.00	3/8/2010
52	22283580	0071	19/06/1981	127,283.00	1,527,396.00	15/10/2010
53	*0571838	0074	09/09/1960	198,113.00	2,377,356.00	1/9/2010
54	13598157	0075	16/01/1974	159,720.00	1,916,640.00	1/9/2010
55	11670921	0076	30/11/1973	112,038.00	1,344,456.00	1/9/2010

56	9941130	0079	12/12/1969	140,683.00	1,688,196.00	1/9/2010
57	7494067	0080	14/07/1957	203,605.00	2,443,260.00	1/9/2010
58	10793706	0081	24/07/1965	176,164.00	2,113,968.00	1/9/2010
59	22973985	0085	02/10/1982	30,449.00	365,388.00	9/9/2010
60	22081367	0086	08/07/1977	100,338.00	1,204,056.00	8/9/2010
61	21787768	0088	15/11/1978	31,366.00	376,392.00	2/9/2010
62	11664935	0092	21/07/1974	58,526.00	702,312.00	10/9/2010
63	1506095	0093	01/01/1963	187,135.00	2,245,620.00	1/10/2010
64	10558062	0094	20/08/1968	159,720.00	1,916,640.00	1/10/2010
65	14614249	0096	04/09/1977	165,200.00	1,982,400.00	1/10/2010
66	21999346	0098	01/01/1981	40,878.00	490,536.00	5/10/2010
67	7133066	0099	17/12/1962	28,613.00	343,356.00	24/10/2010
68	4926708	0100	15/12/1960	118,348.00	1,420,176.00	1/11/2010
69	143527	0102	27/07/1957	115,193.00	1,382,316.00	1/11/2010
70	6345542	0103	30/12/1961	115,193.00	1,382,316.00	1/11/2010
71	10843018	0108	16/11/1969	149,940.00	1,799,280.00	1/2/2011
72	23793629	0111	05/10/1981	20,877.00	250,524.00	1/2/2011
73	24665888	0112	21/11/1986	18,845.00	226,140.00	1/2/2011
74	13236216	0113	14/04/1974	20,877.00	250,524.00	1/2/2011
75	22315417	0114	15/11/1980	20,877.00	250,524.00	1/2/2011
76	22205611	0115	22/01/1978	20,877.00	250,524.00	17/2/2011
77	27501367	0117	06/03/1989	36,670.00	440,040.00	1/2/2011
78	10792943	0121	17/09/1970	33,349.00	400,188.00	1/2/2011
79	24336094	0122	27/04/1984	40,878.00	490,536.00	1/2/2011
80	27202234	0123	24/06/1989	17,361.00	208,332.00	1/2/2011
81	9645411	0125	25/12/1968	20,370.00	244,440.00	1/2/2011
82	23374508	0126	06/11/1981	15,963.00	191,556.00	1/2/2011
83	24746861	0128	24/01/1987	18,845.00	226,140.00	1/2/2011
84	25103523	0129	20/11/1984	19,354.00	232,248.00	21/2/2011
85	22217575	0132	10/09/1980	60,525.00	726,300.00	1/3/2011
86	1450369	0135	14/04/1963	112,038.00	1,344,456.00	14/3/2011
87	25094326	0137	16/02/1987	23,698.00	284,376.00	29/3/2011
88	22428759	0138	27/02/1979	26,005.00	312,060.00	1/4/2011
89	27430518	0139	26/01/1988	23,698.00	284,376.00	1/4/2011
90	21799512	0140	01/01/1979	112,038.00	1,344,456.00	5/4/2011
91	10930189	0141	10/08/1972	25,237.00	302,844.00	5/4/2011
92	13235144	0142	25/09/1974	32,358.00	388,296.00	6/4/2011
93	9661753	0143	30/09/1966	60,525.00	726,300.00	3/5/2011
94	11197621	0145	23/12/1971	115,193.00	1,382,316.00	4/5/2011
95	20390471	0150	25/12/1975	40,878.00	490,536.00	25/05/2011
96	24933491	0151	22/08/1987	33,349.00	400,188.00	2/6/2011
97	11232529	0152	15/06/1972	68,512.00	822,144.00	2/6/2011
98	11632137	0153	01/01/1973	118,348.00	1,420,176.00	23/5/2011
99	9969699	0154	12/11/1967	131,736.00	1,580,832.00	2/6/2011
100	23772813	0155	18/08/1982	31,366.00	376,392.00	6/6/2011
101	23275984	0156	31/12/1984	54,520.00	654,240.00	6/6/2011
102	22161668	0158	28/08/1979	38,011.00	456,132.00	15/6/2011
103	13232391	0159	15/07/1974	24,469.00	293,628.00	2/6/2011
104	5789632	0160	01/01/1965	122,815.00	1,473,780.00	1/7/2011
105	20811385	0161	29/05/1977	109,319.00	1,311,828.00	1/7/2011
106	21691880	0162	08/12/1979	43,931.00	527,172.00	1/7/2011
107	20561211	0163	16/09/1976	39,350.00	472,200.00	1/7/2011
108	8861388	0165	15/06/1965	131,736.00	1,580,832.00	15/6/2011
109	25079174	0169	09/12/1986	31,366.00	376,392.00	15/7/2011
110	10730075	0170	08/07/1970	140,683.00	1,688,196.00	1/8/2011
111	21739714	0174	18/09/1979	42,405.00	508,860.00	2/8/2011
112	12505115	0175	01/12/1974	131,736.00	1,580,832.00	8/8/2011
113	13435283	0176	04/04/1975	56,524.00	678,288.00	15/08/2011
114	20330569	0177	16/10/1976	18,845.00	226,140.00	23/6/2011

115	10035244	0178	01/01/1968	115,193.00	1,382,316.00	17/8/2011
116	10887298	0179	18/08/1969	22,928.00	275,136.00	1/7/2011
117	22300895	0181	02/11/1980	54,520.00	654,240.00	1/9/2011
118	3424378	0182	01/01/1948	248,898.00	2,986,776.00	5/9/2011
119	10843364	0183	01/01/1969	112,038.00	1,344,456.00	5/9/2011
120	2552312	0187	01/01/1960	115,193.00	1,382,316.00	5/9/2011
121	11612561	0190	01/01/1973	115,193.00	1,382,316.00	5/9/2011
122	1570005	0191	26/12/1968	108,882.00	1,306,584.00	8/8/2011
123	21911747	0196	07/02/1980	31,366.00	376,392.00	7/9/2011
124	9181051	0198	13/05/1966	108,882.00	1,306,584.00	9/9/2011
125	21461957	0199	17/01/1977	45,455.00	545,460.00	12/9/2011
126	22877797	0200	08/12/1980	31,366.00	376,392.00	5/9/2011
127	12674472	0201	12/04/1974	115,193.00	1,382,316.00	12/9/2011
128	10774303	0202	05/10/1970	30,449.00	365,388.00	12/9/2011
129	11638615	0203	13/12/1972	108,882.00	1,306,584.00	9/9/2011
130	10412523	0204	02/02/1969	108,882.00	1,306,584.00	12/9/2011
131	21194435	0207	21/10/1978	32,358.00	388,296.00	14/09/2011
132	4073028	0208	29/11/1962	115,193.00	1,382,316.00	19/09/2011
133	7111433	0209	06/11/1965	127,614.00	1,531,368.00	29/09/2011
134	14719802	0211	20/11/1977	115,193.00	1,382,316.00	2/10/2011
135	10265619	0212	06/05/1970	150,201.00	1,802,412.00	3/10/2011
136	23387120	0214	22/12/1986	32,358.00	388,296.00	3/10/2011
137	13784741	0217	27/03/1976	115,193.00	1,382,316.00	4/10/2011
138	249572	0218	19/09/1949	203,605.00	2,443,260.00	3/10/2011
139	13189668	0221	24/10/1978	34,415.00	412,980.00	18/10/2011
140	10287331	0223	27/05/1970	174,853.00	2,098,236.00	1/11/2011
141	13761612	0225	07/01/1974	45,455.00	545,460.00	3/11/2011
142	25188372	0226	07/03/1987	40,878.00	490,536.00	5/11/2011
143	44217229	0227	24/11/1951	136,217.00	1,634,604.00	1/11/2011
144	10820734	0228	31/08/1971	140,683.00	1,688,196.00	7/11/2011
145	14402716	0229	07/09/1975	108,882.00	1,306,584.00	14/11/2011
146	B103993	0230	03/12/1960	150,201.00	1,802,412.00	18/11/2011
147	3490114	0231	16/03/1963	140,683.00	1,688,196.00	1/12/2011
148	21209776	0232	30/01/1979	58,526.00	702,312.00	5/12/2011
149	4077427	0234	30/11/1961	127,283.00	1,527,396.00	1/12/2011
150	1444782	0235	04/12/1961	140,683.00	1,688,196.00	12/1/2012
151	11825640	0236	01/01/1973	136,217.00	1,634,604.00	13/1/2012
152	27251698	0237	12/12/1987	27,694.00	332,328.00	20/1/2012
153	24416277	0238	01/09/1986	27,694.00	332,328.00	20/1/2012
154	13131750	0241	14/02/1974	27,694.00	332,328.00	1/2/2012
155	22039678	0242	23/07/1977	25,237.00	302,844.00	15/2/2012
156	20537754	0243	17/02/1978	25,237.00	302,844.00	1/2/2012
157	9088084	0244	26/05/1968	131,736.00	1,580,832.00	1/2/2012
158	24345677	0245	02/12/1986	25,237.00	302,844.00	15/2/2012
159	8536905	0246	04/01/1964	50,508.00	606,096.00	15/2/2012
160	10546990	0247	16/08/1969	159,720.00	1,916,640.00	1/3/2012
161	8974959	0248	07/05/1967	136,217.00	1,634,604.00	2/3/2012
162	9314732	0250	06/06/1978	118,348.00	1,420,176.00	1/3/2012
163	20076365	0251	26/08/1976	25,237.00	302,844.00	5/3/2012
164	21232631	0256	28/09/1977	136,217.00	1,634,604.00	2/4/2012
165	22093504	0257	30/05/1978	21,384.00	256,608.00	8/3/2012
166	300907	0258	20/5/1959	470,711.00	5,648,532.00	12/7/2013
167	25421725	0259	02/11/1986	108,882.00	1,306,584.00	22/4/2012
168	12517084	0262	11/02/1972	119,767.00	1,437,204.00	2/5/2012
169	13605800	0265	11/01/1975	122,815.00	1,473,780.00	16/7/2012
170	8508666	0268	02/04/1965	131,750.00	1,581,000.00	23/07/2012
171	20012181	0269	18/12/1977	60,525.00	726,300.00	21/8/12
172	8925861	0270	09/10/1946	230,759.00	2,769,108.00	21/8/12
173	1871071	0272	04/03/1955	203,605.00	2,443,260.00	27/8/12

174	2564004	0274	12/06/1958	159,720.00	1,916,640.00	30/8/2012
175	2548082	0275	27/12/1959	239,826.00	2,877,912.00	3/9/2012
176	25281694	0276	25/04/1987	27,694.00	332,328.00	3/9/2012
177	22815962	0277	16/02/1983	39,350.00	472,200.00	3/9/2012
178	8731893	0278	22/12/1965	122,815.00	1,473,780.00	14/9/2012
179	4158586	0281	30/01/1963	203,605.00	2,443,260.00	1/11/2012
180	21207301	0282	11/07/1978	35,330.00	423,960.00	26/11/2012
181	2771504	0283	11/02/1959	248,898.00	2,986,776.00	30/11/2012
182	1680971	0285	22/01/1953	470,771.00	5,649,252.00	28/08/2013
183	22132022	0286	01/01/1981	112,038.00	1,344,456.00	11/3/2013
184	22258845	0287	01/01/1980	108,882.00	1,306,584.00	11/3/2013
185	25205068	0289	05/01/1987	50,508.00	606,096.00	20/5/2013
186	25069229	0290	01/01/1987	46,978.00	563,736.00	20/5/2013
187	23724244	0291	01/01/1983	46,978.00	563,736.00	22/5/13
188	22016220	0292	01/01/1980	50,508.00	606,096.00	3/6/2013
189	25221788	0293	01/01/1987	50,508.00	606,096.00	3/6/2013
190	24962963	0294	01/01/1985	46,978.00	563,736.00	3/6/2013
191	23008864	0295	01/01/1983	43,931.00	527,172.00	3/6/2013
192	9346164	0296	01/01/1969	68,512.00	822,144.00	3/6/2013
193	21702215	0297	01/01/1979	46,978.00	563,736.00	3/6/2013
194	23550225	0298	01/01/1984	43,931.00	527,172.00	4/6/2013
195	22292502	0300	01/01/1981	50,508.00	606,096.00	17/6/2013
196	22396715	0301	06/07/1981	46,978.00	563,736.00	17/6/2013
197	10801669	0304	01/05/1970	85,349.00	1,024,188.00	1/7/2013
198	4853192	0305	12/09/1963	131,736.00	1,580,832.00	1/7/2013
199	10468539	0307	15/05/1972	66,517.00	798,204.00	12/7/2013
200	22190527	0308	03/02/1980	118,348.00	1,420,176.00	19/08/2013
201	25181432	0309	01/01/1986	28,613.00	343,356.00	19/08/2013
202	23641615	0310	01/09/1983	29,531.00	354,372.00	19/08/2013
203	13858302	0312	04/10/1976	118,348.00	1,420,176.00	26/08/2013
204	675027	0313	08/04/1959	136,217.00	1,634,604.00	21/08/2013
205	9970057	0314	01/01/1969	118,348.00	1,420,176.00	23/08/2013
206	23176437	0315	26/09/1982	102,569.00	1,230,828.00	27/08/2013
207	27844290	0316	05/11/1989	36,670.00	440,040.00	1/8/2013
208	20130270	0317	16/04/1977	108,882.00	1,306,584.00	29/08/2013
209	24954026	0318	16/05/1987	102,569.00	1,230,828.00	26/08/2013
210	22287877	0320	17/07/1978	42,405.00	508,860.00	14/08/2013
211	11063276	0321	01/01/1972	159,720.00	1,916,640.00	1/11/2013
212	2828397	0323	18/03/1963	115,193.00	1,382,316.00	18/09/2013
213	21345325	0324	01/03/1976	102,569.00	1,230,828.00	3/9/2013
214	6420745	0325	05/05/1955	187,135.00	2,245,620.00	4/11/2013
215	14530487	0327	01/01/1976	108,882.00	1,306,584.00	2/9/2013
216	6034476	0328	15/05/1954	140,683.00	1,688,196.00	28/08/2013
217	13858375	0330	10/02/1976	136,217.00	1,634,604.00	9/12/2013
218	10783723	0331	01/08/1970	127,283.00	1,527,396.00	4/9/2013
219	10432243	0332	04/02/1969	140,683.00	1,688,196.00	5/9/2013
220	10926181	0333	14/12/1970	43,931.00	527,172.00	6/9/2013
221	10784158	0334	19/08/1970	118,348.00	1,420,176.00	9/9/2013
222	23623087	0335	10/02/1983	79,527.50	954,330.00	10/9/2013
223	5245065	0336	25/12/1949	136,217.00	1,634,604.00	10/9/2013
224	22202392	0338	07/07/1979	36,670.00	440,040.00	12/8/2013
225	252529968	0341	01/01/1987	36,670.00	440,040.00	2/10/2013
226	8226182	0342	28/06/1962	108,882.00	1,306,584.00	18/09/2013
227	21998002	0343	01/01/1979	136,217.00	1,634,604.00	10/10/2013
228	2742615	0344	01/01/1962	140,683.00	1,688,196.00	5/9/2013
229	11007938	0346	01/01/1969	112,038.00	1,344,456.00	26/6/2013
230	315205	0347	20/10/1954	108,882.00	1,306,584.00	1/10/2013
231	2824782	0348	25/12/1962	159,720.00	1,916,640.00	22/10/2013
232	22818606	0349	10/10/1979	108,882.00	1,306,584.00	1/11/2013

233	20350382	0351	18/03/1978	118,348.00	1,420,176.00	1/11/2013
234	207975522	0352	08/03/1977	102,569.00	1,230,828.00	4/11/2013
235	22148486	0355	27/05/1980	36,670.00	440,040.00	11/11/2013
236	22606119	0356	01/01/1983	179,838.00	2,158,056.00	15/11/2013
237	26874383	0360	19/03/1968	136,217.00	1,634,604.00	6/1/2014
238	22332465	0362	09/06/1981	74,471.20	893,654.40	21/01/2014
239	3463234	0365	06/09/1955	170,681.00	2,048,172.00	20/4/2014
240	10843884	0366	21/02/1970	123,492.00	1,481,904.00	17/06/2014
241	11048938	0367	30/10/1970	109,319.00	1,311,828.00	4/8/2014
242	5959255	0369	17/11/1966	115,193.00	1,382,316.00	15/08/2014
243	22700421	0370	12/08/1981	150,201.00	1,802,412.00	10/9/2014
244	12424148	0371	21/08/1973	144,960.00	1,739,520.00	19/9/2014
245	9560356	0373	23/06/1969	60,525.00	726,300.00	8/10/2014
246	249663	0375	01/01/1959	150,201.00	1,802,412.00	1/12/2014
247	24062110	0376	14/05/1981	48,500.00	582,000.00	2/3/2015
248	13465557	0377	30/04/1975	18,845.00	226,140.00	13/04/2015
249	21705115	0378	09/09/1978	18,845.00	226,140.00	27/04/2015
250	11443322	0379	04/07/1972	18,845.00	226,140.00	27/04/2015
251	9098901	0380	30/08/1968	131,750.00	1,581,000.00	4/5/2015
252	11302080	0381	12/11/1972	159,720.00	1,916,640.00	20/04/2015
253	10919312	0382	20/11/1971	115,193.00	1,382,316.00	2/6/2015
254	4412559	0384	25/12/1964	66,517.00	798,204.00	2/6/2015
255	24090855	0385	07/06/1984	40,878.00	490,536.00	2/6/2015
256	10540083	0386	07/01/1969	68,512.00	822,144.00	2/6/2015
257	22082614	0387	27/11/1978	35,330.00	423,960.00	2/6/2015
258	22327756	0388	22/06/1981	159,720.00	1,916,640.00	22/6/2015
259	10885287	0389	01/08/1969	50,508.00	606,096.00	2/6/2015
260	22225654	0390	21/01/1980	46,978.00	563,736.00	1/7/2015
261	10163424	0393	22/11/1969	60,525.00	726,300.00	2/7/2015
262	24190079	0394	22/10/1984	34,415.00	412,980.00	1/8/2015
263	24117935	0395	31/05/1985	18,845.00	226,140.00	1/8/2015
264	27596424	0396	01/12/1987	18,845.00	226,140.00	1/8/2015
265	29160570	0398	10/05/1992	15,497.00	185,964.00	1/8/2015
266	10706820	0399	09/01/1971	22,157.00	265,884.00	1/8/2015
267	26360084	0400	10/03/1989	15,497.00	185,964.00	1/8/2015
268	23749521	0401	09/04/1971	13,259.00	159,108.00	1/8/2015
269	11048619	0402	01/01/1971	15,497.00	185,964.00	1/8/2015
270	23954417	0403	23/04/1983	15,497.00	185,964.00	1/8/2015
271	10009341	0404	15/12/1969	15,497.00	185,964.00	1/8/2015
272	25896606	0405	01/01/1988	15,497.00	185,964.00	1/8/2015
273	21982358	0406	29/12/1979	15,963.00	191,556.00	1/8/2015
274	24734256	0407	10/04/1986	18,336.00	220,032.00	1/8/2015
275	20816443	0409	06/03/1975	15,497.00	185,964.00	1/8/2015
276	27755667	0410	20/12/1989	18,845.00	226,140.00	1/8/2015
277	20107877	0411	11/06/1975	18,336.00	220,032.00	1/8/2015
278	22743164	0412	03/01/1980	18,336.00	220,032.00	1/8/2015
279	24546692	0414	20/07/1986	15,497.00	185,964.00	1/8/2015
280	11300801	0415	28/10/1972	15,497.00	185,964.00	1/8/2015
281	16081115	0416	10/08/1962	15,497.00	185,964.00	1/8/2015
282	24226823	0417	24/08/1985	15,497.00	185,964.00	1/8/2015
283	29391061	0418	12/06/1992	15,497.00	185,964.00	1/8/2015
284	22411821	0419	22/11/1980	18,336.00	220,032.00	1/8/2015
285	25707155	0420	01/01/1986	18,336.00	220,032.00	1/8/2015
286	10009719	0421	14/04/1969	15,497.00	185,964.00	1/8/2015
287	22803359	0422	08/10/1982	18,336.00	220,032.00	1/8/2015
288	14725376	0423	12/12/1977	18,336.00	220,032.00	1/8/2015
289	26532539	0424	07/07/1986	15,497.00	185,964.00	1/8/2015
290	20677270	0426	07/05/1978	18,336.00	220,032.00	1/8/2015
291	14643714	0427	01/01/1976	15,497.00	185,964.00	1/8/2015

292	14304253	0428	04/04/1968	18,336.00	220,032.00	1/8/2015
293	24/12/1986	0429	24/12/1986	22,157.00	265,884.00	1/8/2015
294	23766774	0430	03/03/1985	22,928.00	275,136.00	1/8/2015
295	24296985	0431	16/01/1986	26,774.00	321,288.00	1/8/2015
296	26857035	0433	25/11/1987	15,497.00	185,964.00	1/8/2015
297	9806894	0434	17/12/1968	18,336.00	220,032.00	1/8/2015
298	20282988	0435	15/12/1976	15,497.00	185,964.00	1/8/2015
299	6345413	0436	17/04/1961	25,237.00	302,844.00	1/8/2015
300	14442089	0437	15/09/1974	15,497.00	185,964.00	1/8/2015
301	27648933	0438	02/02/1987	15,497.00	185,964.00	1/8/2015
302	27504728	0439	03/01/1989	15,497.00	185,964.00	1/8/2015
303	22067061	0441	15/12/1980	15,497.00	185,964.00	1/8/2015
304	10693103	0442	10/10/1971	18,336.00	220,032.00	1/8/2015
305	20516421	0443	08/05/1978	19,354.00	232,248.00	1/8/2015
306	20262281	0445	17/02/1978	34,415.00	412,980.00	1/8/2015
307	23784070	0446	17/01/1985	22,928.00	275,136.00	11/8/2015
308	23290226	0447	06/12/1983	42,405.00	508,860.00	1/10/2015
309	24079115	0448	14/04/1984	100,338.00	1,204,056.00	2/11/2015
310	25084123	0449	01/01/1986	22,928.00	275,136.00	2/11/2015
311	24227046	0450	01/01/1970	22,157.00	265,884.00	10/11/2015
312	23502231	0451	04/07/1982	56,524.00	678,288.00	8/10/2015
313	28106801	0452	02/07/1991	86,764.00	1,041,168.00	1/12/2015
314	3980574	0453	21/07/1962	170,681.00	2,048,172.00	2/12/2015
315	21642751	0455	17/08/1979	112,312.00	1,347,744.00	1/12/2015
316	11132933	0456	23/10/1972	102,569.00	1,230,828.00	20/1/2016
317	3651967	0457	01/01/1956	150,201.00	1,802,412.00	22/1/2016
318	20353772	0458	06/01/1976	112,312.00	1,347,744.00	1/2/2016
319	10842448	0459	07/11/1970	112,038.00	1,344,456.00	1/2/2016
320	23848644	0460	15/05/1984	102,569.00	1,230,828.00	19/2/2016
321	214619014	0461	28/03/1978	40,878.00	490,536.00	1/2/2016
322	21661791	0462	27/04/1978	28,613.00	343,356.00	1/3/2016
323	12506632	0463	30/04/1974	46,978.00	563,736.00	1/3/2016
324	26270350	0464	01/06/1986	46,978.00	563,736.00	7/3/2016
325	21969723	0465	23/09/1978	42,405.00	508,860.00	7/3/2016
326	24573066	0466	10/08/1986	39,350.00	472,200.00	7/3/2016
327	22180180	0467	25/12/1975	34,415.00	412,980.00	5/4/2016
328	22014817	0468	15/04/1979	26,005.00	312,060.00	4/4/2016
329	22895726	0469	04/04/1982	39,350.00	472,200.00	11/4/2016
330	27248553	0470	08/02/1989	39,350.00	472,200.00	1/4/2016
331	24666697	0471	10/12/1984	118,348.00	1,420,176.00	25/04/2016
332	24333415	0472	08/06/1986	96,250.00	1,155,000.00	26/04/2016
333	21696505	0473	13/09/1978	112,038.00	1,344,456.00	27/4/2016
334	22671242	0474	08/02/1983	22,157.00	265,884.00	27/4/2016
335	20835968	0475	18/09/1976	68,512.00	822,144.00	18/5/2016
336	26356601	0476	16/10/1988	25,237.00	302,844.00	2/6/2016
337	22527876	0477	15/11/1982	102,569.00	1,230,828.00	10/5/2016
338	13597748	0478	01/01/1970	112,038.00	1,344,456.00	10/5/2016
339	11230439	0479	26/11/1970	102,569.00	1,230,828.00	9/5/2016
340	22210296	0480	05/06/1980	112,038.00	1,344,456.00	9/5/2016
341	23668233	0481	12/04/1984	46,978.00	563,736.00	9/5/2016
342	28940291	0482	26/02/1992	39,350.00	472,200.00	3/5/2016
343	25082380	0483	12/12/1987	77,000.00	924,000.00	3/5/2016
344	24903491	0484	05/08/1986	96,250.00	1,155,000.00	9/5/2016
345	20479233	0485	31/01/1978	102,569.00	1,230,828.00	9/5/2016
346	23677408	0486	24/08/1984	25,237.00	302,844.00	10/5/2016
347	BN863864	0487	23/01/1987	39,350.00	472,200.00	4/5/2016
348	24696409	0488	02/01/1985	106,327.00	1,275,924.00	3/5/2016
349	12674023	0489	18/11/1973	96,250.00	1,155,000.00	3/5/2016
350	22478351	0490	12/09/1981	42,405.00	508,860.00	16/5/2016

351	20309160	0491	06/04/1978	112,038.00	1,344,456.00	23/5/2016
352	24379552	0492	21/01/1984	28,613.00	343,356.00	24/5/2016
353	2299663	0493	21/01/1984	27,694.00	332,328.00	18/5/2016
354	9228877	0494	29/12/1968	34,415.00	412,980.00	24/5/2016
355	25153909	0496	11/08/1985	39,350.00	472,200.00	6/6/2016
356	22479593	0497	01/09/1981	34,415.00	412,980.00	6/6/2016
357	1816867	0498	22/10/1960	96,250.00	1,155,000.00	2/6/2016
358	28284412	0499	08/09/1990	93,089.00	1,117,068.00	2/6/2016
359	20250323	0501	26/06/1977	112,038.00	1,344,456.00	24/5/2016
360	642152	0502	01/06/1960	96,250.00	1,155,000.00	2/6/2016
361	22612759	0504	15/03/1982	25,237.00	302,844.00	2/6/2016
362	20358978	0505	12/12/1977	26,774.00	321,288.00	13/6/2016
363	13185139	0506	24/10/1973	108,882.00	1,306,584.00	4/7/2016
364	2790984	0507	05/06/1962	93,089.00	1,117,068.00	4/7/2016
365	22860145	0508	10/06/1983	96,250.00	1,155,000.00	4/7/2016
366	21649312	0509	03/11/1979	74,471.00	893,652.00	10/7/2016
367	23077817	0510	11/07/1983	24,469.00	293,628.00	1/7/2016
368	10384195	0511	08/10/1969	103,333.00	1,239,996.00	13/7/2016
369	2724213	0512	30/12/1960	27,694.00	332,328.00	13/7/2016
370	13605662	0513	01/01/1974	93,089.00	1,117,068.00	1/8/2016
371	2702064	0514	20/10/1959	108,882.00	1,306,584.00	1/8/2016
372	10808828	0515	08/02/1969	159,720.00	1,916,640.00	10/8/2016
373	11136154	0516	22/07/1972	108,882.00	1,306,584.00	8/8/2016
374	11089201	0518	01/01/1970	127,283.00	1,527,396.00	24/09/2016
375	25888943	0519	20/08/1984	22,157.00	265,884.00	12/9/2016
376	11549905	0520	20/05/1972	149,940.00	1,799,280.00	3/10/2016
377	25253339	0521	10/10/1987	38,011.00	456,132.00	3/10/2016
378	27623150	0522	16/03/1988	24,469.00	293,628.00	3/10/2016
379	20322017	0524	16/05/1978	38,011.00	456,132.00	10/10/2016
380	22367447	0525	21/06/1982	38,011.00	456,132.00	1/11/2016
381	23836822	0526	24/08/1984	38,011.00	456,132.00	9/11/2016
382	24044762	0527	24/04/1985	108,882.00	1,306,584.00	14/11/2016
383	9836576	0528	15/11/1968	108,882.00	1,306,584.00	5/12/2016
384	10033268	0529	28/01/1970	108,882.00	1,306,584.00	1/12/2016
385	22013058	0530	01/08/1979	108,882.00	1,306,584.00	6/12/2016
386	8537288	0531	04/04/1965	140,683.00	1,688,196.00	7/12/2016
387	7374852	0532	24/11/1965	108,882.00	1,306,584.00	7/12/2016
388	9223901	0533	09/09/1968	108,882.00	1,306,584.00	3/1/2017
389	10431619	0534	12/12/1969	108,882.00	1,306,584.00	3/1/2017
390	10445210	0535	14/12/1969	112,038.00	1,344,456.00	10/1/2017
391	11809213	0536	26/01/1974	127,283.00	1,527,396.00	1/3/2017
392	22959491	0537	12/12/1982	38,011.00	456,132.00	8/2/2017
393	10396983	0538	27/08/1970	103,333.00	1,239,996.00	3/4/2017
394	26699264	0539	20/02/1989	38,011.00	456,132.00	3/4/2017
395	20039158	0540	10/01/1978	103,333.00	1,239,996.00	24/4/2017
396	32313239	0541	04/04/1995	25,237.00	302,844.00	8/5/2017
397	23450529	0542	01/10/1982	25,237.00	302,844.00	2/6/2017
398	12879909	0543	28/05/1975	50,508.00	606,096.00	5/6/2017
399	24400387	0544	08/09/1984	103,333.00	1,239,996.00	2/6/2017
400	25924737	0545	19/09/1988	36,670.00	440,040.00	3/7/2017
401	446848	0546	15/05/1957	192,623.00	2,311,476.00	3/7/2017
402	22961510	0547	16/01/1984	24,469.00	293,628.00	10/7/2017
403	29638969	0548	14/02/1993	36,670.00	440,040.00	18/7/2017
404	29630977	0549	01/08/1992	36,670.00	440,040.00	18/7/2017
405	28992116	0550	24/07/1992	36,670.00	440,040.00	1/8/2017
406	28964843	0551	25/02/1992	36,670.00	440,040.00	1/8/2017
407	23928004	0552	04/07/1984	85,349.00	1,024,188.00	1/9/2017
408	13208847	0553	11/11/1973	62,524.00	750,288.00	13/10/2017
409	9950188	0554	13/07/1967	105,726.00	1,268,712.00	17/11/2017

410	31869301	0556	02/03/1995	36,670.00	440,040.00	21/11/2017
411	25293875	0557	23/09/1986	36,670.00	440,040.00	1/12/2017
412	23789817	0558	18/01/1984	36,670.00	440,040.00	1/12/2017
413	12924097	0559	24/09/1973	181,649.00	2,179,788.00	1/12/2017
414	12462121	0560	14/03/1974	62,524.00	750,288.00	13/12/2017
415	27875780	0561	02/01/1990	36,670.00	440,040.00	3/1/2018
416	7017495	0562	03/09/1966	89,927.00	1,079,124.00	8/1/2018
417	9229163	0563	08/11/1968	89,927.00	1,079,124.00	9/1/2018
418	10550448	0564	08/08/1969	105,726.00	1,268,712.00	15/12/2018
419	11282409	0565	28/07/1972	105,726.00	1,268,712.00	1/2/2018
420	22130895	0566	23/09/1981	100,338.00	1,204,056.00	1/2/2018
421	28373139	0567	01/06/1991	36,670.00	440,040.00	17/1/2018
422	25228755	0568	24/11/1985	36,670.00	440,040.00	17/1/2018
423	27990616	0569	05/08/1989	36,670.00	440,040.00	17/1/2018
424	26055098	0571	19/03/1988	36,670.00	440,040.00	17/01/2018
425	22120583	0572	08/12/1978	23,698.00	284,376.00	17/01/2018
426	26093374	0573	13/10/1988	23,698.00	284,376.00	17/1/2018
427	28800805	0574	25/11/1990	23,698.00	284,376.00	17/1/2018
428	27976881	0575	14/03/1990	24,469.00	293,628.00	17/1/2018
429	22238037	0576	10/10/1980	24,469.00	293,628.00	17/01/2018
430	22190058	0577	07/07/1980	23,698.00	284,376.00	17/01/2018
431	25050792	0578	12/01/1987	21,384.00	256,608.00	17/1/2018
432	24485305	0579	19/06/1985	17,361.00	208,332.00	17/1/2018
433	7897325	0580	27/12/1967	17,361.00	208,332.00	17/1/2018
434	22500986	0581	01/12/1980	17,361.00	208,332.00	17/1/2018
435	23520023	0582	26/08/1980	14,675.00	176,100.00	17/1/2018
436	27931745	0583	29/10/1989	15,029.00	180,348.00	17/1/2018
437	22503464	0584	06/08/1980	14,675.00	176,100.00	17/1/2018
438	23483140	0585	18/03/1981	14,675.00	176,100.00	17/1/2018
439	33238134	0586	18/10/1996	14,675.00	176,100.00	17/1/2018
440	25094507	0587	31/03/1985	14,675.00	176,100.00	17/1/2018
441	13504349	0588	06/12/1975	14,675.00	176,100.00	17/1/2018
442	6774082	0589	22/10/1960	14,675.00	176,100.00	17/1/2018
443	10707666	0590	01/01/1968	12,636.00	151,632.00	17/1/2018
444	10694354	0591	21/11/1968	12,636.00	151,632.00	17/1/2018
445	27736149	0592	17/02/1988	24,469.00	293,628.00	17/1/2018
446	10731978	0594	24/07/1967	54,520.00	654,240.00	17/1/2018
447	28511860	0595	06/08/1990	36,670.00	440,040.00	17/1/2018
448	28722981	0596	22/12/1991	36,670.00	440,040.00	17/1/2018
449	24665458	0597	12/03/1983	14,675.00	176,100.00	17/1/2018
450	1506176	0599	18/12/1962	150,201.00	1,802,412.00	20/08/2018
451	27193054	0600	17/05/1987	86,764.00	1,041,168.00	03/05/2019
452	27850527	0601	05/06/1990	97,343.00	1,168,116.00	08/05/2019
453	25559023	0602	05/05/1984	42,405.00	508,860.00	10/06/2019
454	31839862	0603	18/07/1992	26,005.00	312,060.00	06/06/2019
455	26450828	0604	12/12/1988	26,005.00	312,060.00	18/06/2019
456	13658314	0605	05/02/1975	118,348.00	1,420,176.00	02/09/2019
457	28205574	0606	07/11/1990	94,347.00	1,132,164.00	07/10/2019
458	28353821	0607	07/02/1991	40,878.00	490,536.00	01/10/2019
459	27579932	0608	10/07/1989	30,449.00	365,388.00	03/10/2019
460	22990452	0609	16/10/1983	99,409.00	1,192,908.00	11/11/2019
461	22806847	0610	03/05/1983	99,409.00	1,192,908.00	11/11/2019
462	22296228	0611	24/12/1980	99,409.00	1,192,908.00	11/12/2019
463	22158231	0612	20/10/1980	99,409.00	1,192,908.00	15/11/2019
464	22122808	0613	15/6/1980	79,344.00	952,128.00	02/12/2019
465	20574729	0614	09/09/1978	100,338.00	1,204,056.00	10/08/2019
466	32771023	0615	01/03/1995	34,415.00	412,980.00	12/02/2019
467	32009983	0616	30/12/1993	34,415.00	412,980.00	12/02/2019
468	14666328	0617	12/05/1975	83,375.30	1,000,503.60	01/06/2020

469	26090795	0618	08/08/1987	83,375.30	1,000,503.60	01/06/2020
470	22120381	0619	16/3/1981	66,546.60	798,559.20	01/06/2020
471	23948585	0620	23/12/1984	66,546.60	798,559.20	01/06/2020
472	8399905	0621	30/12/1966	131,750.00	1,581,000.00	16/12/2019
473	2730039	0622	12/04/1960	203,605.00	2,443,260.00	19/12/2019
474	25819204	0623	20/01/1987	56,308.65	675,703.80	01/09/2020
475	33113544	0624	19/12/1994	24,423.55	293,082.60	10/01/2020
476	5951177	0625	03/08/1965	136,217.00	1,634,604.00	03/02/2020
477	9291982	0626	03/01/1969	99,409.00	1,192,908.00	03/02/2020
478	21365313	0627	08/06/1977	140,683.00	1,688,196.00	10/02/2020
479	2204833	0628	06/12/1980	144,960.00	1,739,520.00	05/02/2020
480	28553942	RP11	12/07/1990	36,670.00	440,040.00	08/09/2017
481	24463755	RP13	15/06/1985	85,349.00	1,024,188.00	26/10/2017
TOTAL				36,701,035.70	440,412,428.40	

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.
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:

Name and address of procuring entity

Date

Tender No.

Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of

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

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

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

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

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

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

Dated this _____ day of _____ 2013

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE FORM

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL PREMIUM (KSHS.)
1.	Group Life	

NOTE: The client will apply quoted rates whenever a new employee joins JOOUST or when members' limits are revised.

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 2013 between
[JARAMOGI OGINGA ODINGA UNIVERSITY OF SCIENCE AND
TECHNOLOGY] of [KENYA] (hereinafter called “the Procuring entity”) of the one part and
[name of tenderer] of [city and country of tenderer] (hereinafter called “the tenderer”) of the
other part:

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

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

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

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

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

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

Underwriters Authorization Form
(To be completed on letter head of Underwriter)

To: _____ Date _____

[Name and address of procuring entity]

Whereas *[Name of Underwriter]* who are established and reputable underwriters of

(Insurance Services quoted for) having offices at *[Location and address of Underwriters*

offices] do hereby authorize *[Name and address of Bidder – Broker]* to submit a tender

and successfully negotiate and sign the contract with you against Tender for Insurance

services provided by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the

Insurance policy (ies) offered for supply by the above firm against this Invitation for Tenders.

Yours faithfully,

[Authorized Signatories and official stamp of the Underwriter]

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

I,.....
 .of

P.O.Box being a
 resident of

..... in the Republic of **Kenya** do
 hereby make

a statement as follows:-

THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (Insert name of the
 Company) who is a Bidder in respect of **Tender No.**

.....for

..... (Insert tender/Proposal/Quotation

title/description) for **JOOUST** and duly authorized and competent to make this statement.

THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.....

.....
 (Title)

(Signature)

(Date)

Bidder Official Stamp /Seal

DECLARATION FORM SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I,of P. O. Box being a resident of

..... in the Republic of ----- do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of

.....(*insert name of the Company*) who

is a Bidder in respect of **Tender No.**

..... (Insert Tender title/description) for **JOOUST** and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of **JOOUST** which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of **JOOUST**.

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp/Seal.

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

1. COMPANY DETAILS

a) Business Name

.....

b) Location of business premises

Plot No. Street/Road

Postal Address Tel. No.Fax

Email

Contact Person and Telephone No.....

(Please attach Company Profile)

c) Nature of business

.....

d) Registration Certificate No.(Please attach copy)

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

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

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

h) VAT No.....

i) Year Established.....

j) Number of staff employed.....

k) Payment terms.....Days

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

.....

2(a). SOLE PROPRIETOR:

Your name in full Age.....

Nationality Country of origin

Citizenship details.....



2(b) – Partnership

Give details of partners as follows

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

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

2(c) – Registered Company:

Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs..

Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer.....

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



TENDER SECURITY FORM

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

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

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

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

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

[Authorized Signatories and official stamp of the Bank]



PERFORMANCE SECURITY FORM

To:
[Name of procuring entity]

WHEREAS [Name of tenderer]
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. _____
_____ [Reference number of the contract] dated _____ 20 _____
to supply
[Description of insurance services] (Hereinafter called “the Contract”)

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

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

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

This guarantee is valid until the _____ day of _____ 20 _____

Signature and seal of the Guarantors

[Name of bank of financial institution]

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....BETWEEN
.....APPLICANT
AND
.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary



EVALUATION CRITERIA: TENDER EVALUATION FORM

The tenderer is expected to dully fill general information and stage 4 of this form

General Information

Tenderers Name: Postal Address:

Telephone (Office):.....Mobile.....

Email Address:.....

Physical Address:

Website Address.....

Contact Person &

Mobile.....

Evaluation Stages

Stage 1: Mandatory Requirements (Preliminary evaluation)

*Applicants **must** qualify in all the requirements below for them to proceed to the Evaluation Stage 2- Technical evaluation*

1) A. Mandatory Requirements for Underwriters only – Only firms meeting ALL the mandatory requirements shall proceed for further evaluation.

- i. Certificate of Registration/Incorporation with Registrar of companies
- ii. Attach a valid registration certificate for the year 2020 with **Insurance Regulatory Authority (IRA)** for the current year and a copy of the current license be submitted.
- iii. Form of Tender- Dully filled signed and stamped
- iv. KRA PIN Certificate
- v. Valid KRA tax compliance certificate
- vi. Must attach Valid NHIF & NSSF Compliance certificates
- vii. Must attach Tender Security of 2% of the tender price valid for 120 days from a reputable commercial bank in Kenya. Or from Insurance companies approved by PPRA.
- viii. Attach a valid (current) copy of trading license for the Year 2020) from respective county government.
- ix. Dully filled and signed and stamped anticorruption Declaration form in the bid document.
- x. Dully filled and signed and stamped non debarment form in the bid document.
- xi. Must have annual gross premiums turnover of at least Ksh.1 Billion each in the last two years (2018 & 2019)..
- xii. Must have paid up capital of at least Kshs. 300 million.
- xiii. Dully filled, signed and stamped Confidential Business questionnaire



- xiv. Must sequentially serialize all pages of the submitted bid document. (From the 1st page to the last page including the tender document and the supplier's attachments).

1) B. Mandatory Requirements for BROKERS only–Only firms meeting ALL the mandatory requirements shall proceed for further evaluation.

PART ONE

- i. Certificate of Registration/Incorporation with Registrar of companies
- ii. Certificate of Registration with Insurance Regulatory Authority for the year 2019
- iii. Current registration certificate for the year 2019 with Association of Insurance Brokers of Kenya (AIBK) and a copy of the current license be submitted.
- iv. Must attach a copy of Professional indemnity Insurance cover of Ksh.50 million.
- v. Attach duly signed authorization letter from the proposed underwriter for all the policies being tendered.(submission of two or more authorization letter shall be disqualified from further evaluation)
- vi. Form of Tender- Dully filled signed and stamped
- vii. Must attach KRA PIN Certificate
- viii. Must attach valid KRA tax compliance certificate
- ix. Must attach Valid NHIF & NSSF Compliance certificates
- x. Must attach Tender Security of 2% of the tender price valid for 120 days from a reputable commercial bank in Kenya O r f r o m Insurance companies approved by PPRA.
Attach a valid (current) copy of trading license for the Year 2020 from respective county government.
- xi. Dully filled and signed and stamped anticorruption Declaration form in the bid document.
- xii. Dully filled and signed and stamped non debarment form in the bid document.
- xiii. Dully filled, signed and stamped Confidential Business questionnaire
- xiv. Must sequentially serialize all pages of the submitted bid document failure shall lead to
- xv. automatic disqualification. (From the 1st page to the last page including the tender document and the supplier's attachments).

PART TWO (PROPOSED/RECOMMENDED UNDERWRITER EVALUATION)

All interested brokers must submit the following documents and furnish together with their bid copies the following document and shall form part of the mandatory documents from the PROPOSED/RECOMMENDED UNDERWRITER.

N/B Choose only one (1) underwriter for the policy being tendered for herein.

- a) Certificate of Registration/Incorporation with Registrar of companies



- b) Valid tax compliance certificate
- c) Valid NHIF & NSSF Compliance certificates
- d) Attach a Current and valid registration certificate for the year 2020 with **Insurance Regulatory Authority (IRA)** for the current year and a copy of the current license be submitted.
- e) Attach audited financial statement for the three years namely 2019,2018 and 2017)
- f) Must have annual gross premiums turnover of at least Ksh.1 Billion each in the last two years (2019 & 2018).
- g) Must have paid up capital of at least Kshs. 300 million.

2. Technical Evaluation–Only Successful firms who obtain a pass mark of 70 out of 100 on technical evaluation shall proceed for financial evaluation.

No	Description of Criteria	Weighting Scores	Max Scores
1.	PREVIOUS EXPERIENCE Bidders MUST Provide Copies of contracts or LPO or Award letters from past and current clients for last five years with a contract sum of at least 5 million specifically for Group life insurance of the requested covers within the last five years (i.e. 2014 to date).	0 clients.....0 marks 1-2 clients.....5 Marks 3-4 clients.....15 marks 5 and above clients.....20marks	20.marks
2.	Must give evidence of claim payments (cheques, RTGS transfers etc.) to five clients worth at least Ksh.1 million each for Group life Insurance Policy claims within the past five years (2015 to 2019).	0 evidence.....0 marks 1-2 clients...5 Marks 3-4 clients...7 marks 5 and above evidence..10mark	10 marks

3.	FINANCIAL HEALTH OF THE FIRM (MUST attach audited financial statement for the two years namely 2018 and 2017) Unqualified audit opinion attracts full marks whereas qualified audit opinion attracts less marks.	i. average turn (for 2018 and 2017) over above 600,000,000.00 and above (20marks) ii. Average turn (for 2018 and 2017) 200,000,001 - 599,999,999.00 (10 marks) iii. Average turn (for 2018 and 2017) 1- 200,000,000 5 marks).	20marks
4.	ANNUAL PREMIUM TURNOVER In the last two financial years. (2017/2018) (10 marks).	i. Annual Premium Turnover (for 2018 and 2017) over above 1 billion and above (20marks) ii. Annual Premium Turnover (for 2018 and 2017) 500,000,000 - 999,999,999.00 (10 marks) iii. Annual Premium Turnover (for 2018 and 2017) 1- 499,999,999.00(5 marks).	20marks
5	KEY PERSONNEL Provide Detailed CV's of top and technical staff who have Professional qualifications in Insurance (ACII/ COP /Diploma in Insurance/ CII/FCII etc.) and valid membership with professional Insurance body (Insurance Institute of Kenya or its equivalent). Attach evidence of Professional certificates and valid/current membership to the relevant Insurance related professional body.	i. 5 personnel and above (20marks) ii. 3-4 personnel (10marks) iii. 1-2 personnel (5marks) iv. 0 personnel (0marks)	20marks
	TOTALS SCORE		90 Marks

NOTE: Only bidders who score 70% i.e 0.7 *90=63.00 Marks and above will be considered for financial evaluation. Those who score below 70% will be eliminated

at this stage from the entire evaluation process and will not be considered further.

Total Marks (Technical):90 marks

3. Financial evaluation criteria.

The financial evaluation will be based on the lowest responsive evaluated on cost basis.

Quoted prices should include VAT and other statutory taxes and duty.No alternative offer will be accepted by the University

Stage 4: Declaration (For the Tenderer only)

The Tenderer is expected to indicate whether he/she **will/will not** accept to be evaluated on the above criteria)

Q. Will you accept your bid to be evaluated based on the above criteria and abide by them during the entire period of the tender? (Tick appropriately below):

No:

Yes:

☐

Official Stamp**Sign**.....