



JARAMOGI OGINGA ODINGA
UNIVERSITY OF SCIENCE AND
TECHNOLOGY (JOUUST)

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

TENDER NO. JOUST/RT/055/2019/2020

**CLOSING DATE:
FRIDAY 9TH APRIL, 2021 AT 10.00A.M**

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INTRODUCTION

SECTION I - TENDER NOTICE

TENDER REF. NO.: JOOUST/RT/055/2019/2020

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/RT/055/2019/2020	Provision of Insurance Covers for Group Life, WIBA, and personal accident cover for members of staff.	Friday 9 th April 2021 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 Friday 9th April, 2021 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 or cash. Bid security must remain valid for 120 days after bid submission deadline.

The completed tender document **MUST** be placed inside the tender box in the administration block on or before **Friday 9th April, 2021 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

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (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 as but not later than thirty (30) days after the expiration of the period of tender validity.
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.28, and furnishing the performance security, pursuant to paragraph 2.29.
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity.
 - (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.28 or
 - (ii) to furnish performance security in accordance with paragraph 2.29.

2.13. Validity of Tenders

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

2.14. Format and Signing of Tenders

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

2.15 Sealing and Marking of Tenders

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

- (b) Bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **Friday 9th April, 2021 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 **Friday 9th April, 2021 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 **Friday 9th April, 2021 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: Friday 9th April, 2021 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: Friday 9th April, 2021 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

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

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

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

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not 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

3.8.1. 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

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 (538) 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 538 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/No.	Period Name	Employee Code	Basic Pay	Annual Basic Salary
February, 2021				
1			0.00	
2		0001	788,559.00	9,462,708.00
3		0003	276,415.00	3,316,980.00
4		0005	184,318.00	2,211,816.00
5		0006	112,964.00	1,355,568.00
6		0007	31,342.00	376,104.00
7		0008	45,200.00	542,400.00
8		0009	42,004.00	504,048.00
9		0011	31,342.00	76,104.00
10		0012	54,423.00	653,076.00
11		0014	87,080.00	1,044,960.00
12		0015(A)	283,087.00	3,397,044.00
13		0018	54,187.00	650,244.00
14		0019	45,941.00	551,292.00
16		0021	32,974.00	395,688.00
17		0022	31,342.00	376,104.00
18		0023	29,676.00	356,112.00
19		0024	29,676.00	356,112.00
20		0026	29,676.00	356,112.00
21		0027	29,676.00	356,112.00
22		0028	29,676.00	356,112.00
23		0029	31,144.00	373,728.00
24		0030	29,676.00	356,112.00
25		0031	31,144.00	373,728.00
26		0032	168,717.00	2,024,604.00
27		0034	276,415.00	3,316,980.00
28		0035	250,668.00	3,008,016.00
29		0036	212,306.00	2,547,672.00
30		0038	283,087.00	3,397,044.00
31		0040	237,881.00	2,854,572.00
32		0043	250,668.00	3,008,016.00
33		0045	195,270.00	2,343,240.00
34		0047(A)	250,668.00	3,008,016.00
35		0049	283,087.00	3,397,044.00
36		0050	62,004.00	744,048.00
37		0051	42,004.00	504,048.00
38		0052(A)	30,527.00	366,324.00
39		0053	29,676.00	356,112.00
40		0054	29,676.00	356,112.00
41		0055	29,676.00	356,112.00
42		0056	29,676.00	356,112.00

43		0057	29,676.00	356,112.00
44		0058	29,676.00	356,112.00
46		0060	26,412.00	16,944.00
47		0061	29,676.00	356,112.00
48		0063	29,676.00	356,112.00
49		0064	28,080.00	336,960.00
51		0065 (A)	20,055.00	240,660.00
52		0066	28,080.00	336,960.00
53		0067	29,676.00	356,112.00
54		0068	30,527.00	66,324.00
55		0069	31,342.00	376,104.00
56		0071	172,683.00	2,072,196.00
57		0074	250,668.00	3,008,016.00
58		0075	200,918.00	2,411,016.00
59		0076	136,090.00	,633,080.00
60		0079	160,357.00	1,924,284.00
61		0080	250,668.00	3,008,016.00
62		0081	225,093.00	2,701,116.00
63		0085	44,528.00	534,336.00
64		0086	121,463.00	1,457,556.00
65		0088	44,528.00	534,336.00
66		0092	75,782.00	909,384.00
67		0093	237,881.00	2,854,572.00
68		0094	200,918.00	2,411,016.00
69		0096	212,306.00	2,547,672.00
70		0098	54,151.00	649,812.00
71		0099	37,901.00	454,812.00
72		0100	142,260.00	1,707,120.00
73		0102	137,736.00	1,652,832.00
74		0103	137,736.00	1,652,832.00
75		0108	184,318.00	2,211,816.00
76		0111	28,080.00	336,960.00
77		0112	27,474.00	329,688.00
78		0113	28,080.00	336,960.00
79		0114	28,080.00	336,960.00
81		0117	47,905.00	574,860.00
82		0121	44,134.00	529,608.00
83		0122	54,155.00	649,860.00
84		0123	25,272.00	303,264.00
85		0125	30,527.00	366,324.00
86		0126	24,452.00	293,424.00
87		0128	27,474.00	329,688.00
88		0129	28,208.00	338,496.00
89		0132	75,782.00	909,384.00
90		0135	136,090.00	1,633,080.00

91		0137	31,338.00	376,056.00
92		0138	35,088.00	421,056.00
93		0139	31,342.00	376,104.00
94		0140	136,090.00	1,633,080.00
95		0141	34,151.00	409,812.00
96		0142	43,114.00	517,368.00
97		0143	71,820.00	861,840.00
98		0145	137,736.00	1,652,832.00
99		0150	55,758.00	669,096.00
100		0151	44,528.00	534,336.00
101		0152	82,552.00	990,624.00
102		0153	142,260.00	1,707,120.00
103		0154	155,461.00	1,865,532.00
104		0155	42,004.00	504,048.00
105		0156	67,894.00	814,728.00
106		0158	52,616.00	631,392.00
107		0159	33,213.00	398,556.00
108		0160	167,037.00	2,004,444.00
109		0161	142,716.00	1,712,592.00
110		0162	56,114.00	673,368.00
111		0163	54,187.00	650,244.00
112		0165	174,402.00	2,092,824.00
113		0166	37,743.00	452,916.00
114		0169	44,528.00	534,336.00
116		0174	58,077.00	696,924.00
117		0175	168,717.00	2,024,604.00
118		0176	71,269.00	855,228.00
119		0177	28,080.00	336,960.00
120		0178	137,736.00	1,652,832.00
121		0179	30,527.00	366,324.00
122		0181	69,012.00	828,144.00
123		0182	283,087.00	3,397,044.00
124		0183	133,212.00	1,598,544.00
125		0187	137,736.00	1,652,832.00
126		0190	137,736.00	1,652,832.00
127		0191	132,265.00	1,587,180.00
128		0196	39,776.00	477,312.00
129		0198	132,265.00	1,587,180.00
130		0199	57,328.00	687,936.00
131		0200	42,004.00	504,048.00
132		0201	137,736.00	1,652,832.00
133		0202	39,776.00	477,312.00
134		0203	132,265.00	1,587,180.00
135		0204	137,736.00	1,652,832.00
136		0207	43,069.00	516,828.00

137		0208	139,915.00	1,678,980.00
138		0209	163,517.00	1,962,204.00
139		0211	139,915.00	1,678,980.00
140		0212	200,917.00	2,411,004.00
141		0214	46,334.00	556,008.00
142		0217	137,736.00	1,652,832.00
143		0218	250,668.00	3,008,016.00
144		0221	45,941.00	551,292.00
145		0223	216,749.00	2,600,988.00
146		0225	62,004.00	744,048.00
147		0226	54,423.00	653,076.00
148		0227	160,357.00	1,924,284.00
149		0228	160,357.00	1,924,284.00
150		0229	128,688.00	1,544,256.00
151		0230	200,917.00	2,411,004.00
152		0231	160,357.00	1,924,284.00
153		0232	75,782.00	909,384.00
154		0234	151,308.00	1,815,696.00
155		0235	160,357.00	1,924,284.00
156		0236	183,977.00	2,207,724.00
157		0237	36,963.00	443,556.00
158		0238	36,963.00	443,556.00
159		0241	36,026.00	432,312.00
160		0242	32,974.00	395,688.00
161		0243	34,151.00	409,812.00
162		0244	179,118.00	2,149,416.00
163		0245	34,151.00	409,812.00
164		0246	60,470.00	725,640.00
165		0247	200,918.00	2,411,016.00
166		0248	183,977.00	2,207,724.00
167		0250	139,915.00	1,678,980.00
168		0251	32,974.00	395,688.00
169		0256	183,977.00	2,207,724.00
170		0257	30,401.00	364,812.00
171		0258	525,346.00	6,304,152.00
172		0259	0.00	-
173		0260	200,917.00	2,411,004.00
174		0262	146,961.00	1,763,532.00
176		0268	178,330.00	2,139,960.00
177		0269	75,782.00	909,384.00
178		0270	276,415.00	3,316,980.00
180		0274	200,918.00	2,411,016.00
181		0275(A)	283,087.00	3,397,044.00
182		0276	36,963.00	443,556.00
183		0277	51,596.00	619,152.00

184		0278	146,784.00	1,761,408.00
185		0281	250,668.00	3,008,016.00
186		0282	45,200.00	542,400.00
187		0283	283,087.00	3,397,044.00
188		0285	525,346.00	6,304,152.00
189		0286	133,212.00	1,598,544.00
190		0287	128,688.00	1,544,256.00
191		0289	63,967.00	767,604.00
192		0290	60,040.00	720,480.00
193		0291	60,040.00	720,480.00
194		0292	69,857.00	838,284.00
195		0293	63,967.00	767,604.00
196		0294	60,040.00	720,480.00
197		0295	55,758.00	669,096.00
198		0296	82,552.00	990,624.00
199		0297	62,242.00	746,904.00
200		0298	55,758.00	669,096.00
201		0300	63,967.00	767,604.00
202		0301	60,040.00	720,480.00
203		0304	97,292.00	1,167,504.00
204		0305	155,461.00	1,865,532.00
205		0307	82,552.00	990,624.00
206		0308	142,260.00	1,707,120.00
207		0309	38,808.00	465,696.00
208		0310	39,873.00	478,476.00
209		0312	142,260.00	1,707,120.00
210		0313	183,977.00	2,207,724.00
211		0314	142,260.00	1,707,120.00
212		0315	124,616.00	1,495,392.00
213		0316	47,905.00	574,860.00
214		0317	128,688.00	1,544,256.00
215		0318	124,616.00	1,495,392.00
216		0320	54,187.00	650,244.00
217		0321	200,918.00	2,411,016.00
218		0323	139,915.00	1,678,980.00
219		0324	124,616.00	1,495,392.00
220		0325	237,881.00	2,854,572.00
221		0327	128,688.00	1,544,256.00
222		0328	160,357.00	1,924,284.00
223		0330	183,977.00	2,207,724.00
224		0331	172,683.00	2,072,196.00
225		0332	160,357.00	1,924,284.00
226		0333	56,114.00	673,368.00
227		0334	142,260.00	1,707,120.00
228		0335	99,692.80	1,196,313.60

229		0336	183,977.00	2,207,724.00
230		0338	47,905.00	574,860.00
231		0341	47,905.00	574,860.00
232		0342	128,688.00	1,544,256.00
233		0343	183,977.00	2,207,724.00
234		0344	160,357.00	1,924,284.00
235		0346	133,212.00	1,598,544.00
236		0347	128,688.00	1,544,256.00
237		0348	200,918.00	2,411,016.00
238		0349	128,688.00	1,544,256.00
239		0351	142,260.00	1,707,120.00
240		0352	124,616.00	1,495,392.00
241		0355	48,768.00	585,216.00
242		0356	243,055.00	2,916,660.00
243		0357	117,213.00	1,406,556.00
244		0360	183,977.00	2,207,724.00
245		0362	93,572.80	1,122,873.60
247		0366	168,353.00	2,020,236.00
248		0367	134,212.00	1,610,544.00
249		0369	137,736.00	1,652,832.00
250		0370	200,917.00	2,411,004.00
251		0371	180,452.00	2,165,424.00
252		0373	75,782.00	909,384.00
253		0375	200,917.00	2,411,004.00
254		0376	62,242.00	746,904.00
255		0377	27,474.00	329,688.00
256		0378	28,896.00	346,752.00
257		0379	28,896.00	346,752.00
258		0380	178,330.00	2,139,960.00
259		0381	200,918.00	2,411,016.00
260		0382	137,736.00	1,652,832.00
261		0384	82,552.00	990,624.00
262		0385	56,114.00	673,368.00
263		0386	108,714.00	1,304,568.00
264		0387	45,200.00	542,400.00
265		0388	200,918.00	2,411,016.00
266		0389	66,755.00	801,060.00
267		0390	60,040.00	720,480.00
268		0393	75,782.00	909,384.00
269		0394	47,905.00	574,860.00
270		0395	29,464.00	353,568.00
271		0396	28,896.00	346,752.00
272		0398	25,272.00	303,264.00
273		0399	31,338.00	376,056.00
274		0400	25,272.00	303,264.00

275		0401	21,839.00	262,068.00
276		0402	23,799.00	285,588.00
277		0403	25,272.00	303,264.00
278		0404	25,272.00	303,264.00
280		0406	25,633.00	307,596.00
281		0407	28,896.00	346,752.00
282		0409	23,799.00	285,588.00
283		0410	29,711.00	356,532.00
284		0411	26,740.00	320,880.00
285		0412	28,896.00	346,752.00
286		0414	25,272.00	303,264.00
287		0415	23,799.00	285,588.00
288		0416	23,799.00	285,588.00
289		0417	25,272.00	303,264.00
290		0418	25,272.00	303,264.00
291		0419	28,896.00	346,752.00
292		0420	28,896.00	346,752.00
293		0421	25,272.00	303,264.00
294		0422	26,740.00	320,880.00
295		0423	28,080.00	336,960.00
296		0424	23,799.00	285,588.00
297		0426	26,740.00	320,880.00
298		0427	25,272.00	303,264.00
299		0428	28,896.00	346,752.00
300		0429	33,481.00	401,772.00
301		0430	33,481.00	401,772.00
302		0431	38,873.00	466,476.00
303		0432	43,193.00	518,316.00
304		0433	38,873.00	466,476.00
305		0434	28,896.00	346,752.00
306		0435	23,799.00	285,588.00
307		0436	36,677.00	440,124.00
308		0437	25,272.00	303,264.00
309		0438	23,799.00	285,588.00
310		0439	23,799.00	285,588.00
311		0441	23,799.00	285,588.00
312		0442	26,740.00	320,880.00
313		0443	28,208.00	338,496.00
314		0444	20,532.00	246,384.00
315		0445	48,768.00	585,216.00
316		0446	32,276.00	387,312.00
317		0447	57,729.00	692,748.00
318		0448	117,716.00	1,412,592.00
319		0449	32,276.00	387,312.00
320		0450	31,338.00	376,056.00

321		0451	108,714.00	1,304,568.00
322		0452	105,492.00	1,265,904.00
323		0453	218,699.00	2,624,388.00
324		0455	124,524.00	1,494,288.00
325		0456	119,639.00	1,435,668.00
326		0457	200,917.00	2,411,004.00
327		0458	138,462.00	1,661,544.00
328		0459	133,212.00	1,598,544.00
329		0460	119,639.00	1,435,668.00
330		0461	54,151.00	649,812.00
331		0462	40,287.00	483,444.00
332		0463	62,242.00	746,904.00
333		0464	64,499.00	773,988.00
334		0465	56,114.00	673,368.00
335		0466	51,046.00	612,552.00
336		0467	47,905.00	574,860.00
337		0468	36,677.00	440,124.00
338		0469	57,729.00	692,748.00
339		0470	51,046.00	612,552.00
340		0471	161,390.00	936,680.00
341		0472	116,966.00	1,403,592.00
342		0473	133,212.00	1,598,544.00
343		0474	30,401.00	364,812.00
344		0475	87,080.00	1,044,960.00
345		0476	35,612.00	427,344.00
346		0477	119,639.00	1,435,668.00
347		0478	133,212.00	1,598,544.00
348		0479	119,639.00	1,435,668.00
349		0480	133,212.00	1,598,544.00
350		0481	62,242.00	746,904.00
351		0482	51,046.00	612,552.00
352		0483	93,572.80	1,122,873.60
353		0484	113,141.00	1,357,692.00
354		0485	119,639.00	1,435,668.00
355		0486	34,151.00	409,812.00
356		0487	51,046.00	612,552.00
357		0488	121,120.00	1,453,440.00
358		0489	116,966.00	1,403,592.00
359		0490	54,187.00	650,244.00
360		0491	133,212.00	1,598,544.00
361		0492	43,193.00	518,316.00
362		0493	36,026.00	432,312.00
363		0494	45,941.00	551,292.00
364		0496	51,046.00	612,552.00
365		0497	45,941.00	551,292.00

366		0498	116,966.00	1,403,592.00
367		0499	113,141.00	1,357,692.00
368		0501	133,212.00	1,598,544.00
369		0502	116,966.00	1,403,592.00
370		0504	35,612.00	427,344.00
371		0505	36,677.00	440,124.00
372		0506	128,688.00	1,544,256.00
373		0507	113,141.00	1,357,692.00
374		0508	116,966.00	1,403,592.00
375		0509	90,512.80	1,086,153.60
376		0510	35,612.00	427,344.00
377		0511	125,713.00	1,508,556.00
379		0513	113,141.00	1,357,692.00
380		0514	128,688.00	1,544,256.00
381		0515	223,038.00	2,676,456.00
382		0516	128,688.00	1,544,256.00
383		0518	151,308.00	1,815,696.00
384		0519	31,338.00	376,056.00
385		0520	186,501.00	2,238,012.00
386		0521	54,151.00	649,812.00
387		0522	31,342.00	376,104.00
388		0524	54,151.00	649,812.00
389		0525	54,151.00	649,812.00
390		0526	54,151.00	649,812.00
391		0527	128,688.00	1,544,256.00
392		0528	128,688.00	1,544,256.00
393		0529	128,688.00	1,544,256.00
394		0530	128,688.00	1,544,256.00
395		0531	160,357.00	1,924,284.00
396		0532	128,688.00	1,544,256.00
397		0533	128,688.00	1,544,256.00
398		0534	128,688.00	1,544,256.00
399		0535	133,212.00	1,598,544.00
400		0536	151,308.00	1,815,696.00
401		0537	50,224.00	602,688.00
402		0538	121,463.00	1,457,556.00
403		0539	49,475.00	593,700.00
404		0540	125,713.00	1,508,556.00
405		0541	34,151.00	409,812.00
406		0542	34,151.00	409,812.00
407		0543	66,755.00	801,060.00
408		0544	127,116.00	1,525,392.00
409		0545	47,905.00	574,860.00
410		0546	244,275.00	2,931,300.00
411		0547	35,612.00	427,344.00

412		0548	57,729.00	692,748.00
413		0549	57,729.00	692,748.00
414		0550	57,729.00	692,748.00
415		0551	57,729.00	692,748.00
416		0552	97,292.00	1,167,504.00
417		0553	78,039.00	936,468.00
418		0554	124,163.00	1,489,956.00
419		0556	57,729.00	692,748.00
420		0557	47,905.00	574,860.00
421		0558	47,905.00	574,860.00
422		0559	229,710.00	2,756,520.00
423		0560	78,039.00	936,468.00
424		0561	47,905.00	574,860.00
425		0562	109,317.00	1,311,804.00
426		0563	109,317.00	1,311,804.00
427		0564	119,639.00	1,435,668.00
428		0566	117,213.00	1,406,556.00
429		0567	47,905.00	574,860.00
430		0568	47,905.00	574,860.00
431		0569	47,905.00	574,860.00
432		0571	47,905.00	574,860.00
433		0572	31,338.00	376,056.00
434		0573	31,338.00	376,056.00
435		0574	31,338.00	376,056.00
436		0575	33,213.00	98,556.00
437		0576	33,213.00	398,556.00
438		0577	31,338.00	376,056.00
439		0578	28,080.00	336,960.00
440		0579	25,272.00	303,264.00
441		0580	25,272.00	303,264.00
442		0581	25,272.00	303,264.00
443		0582	22,492.00	269,904.00
444		0583	25,272.00	303,264.00
445		0584	23,070.00	276,840.00
446		0585	24,452.00	293,424.00
447		0586	22,492.00	269,904.00
448		0587	22,492.00	269,904.00
449		0588	23,070.00	276,840.00
451		0590	19,793.00	237,516.00
452		0591	21,186.00	254,232.00
453		0592	33,213.00	398,556.00
454		0594	87,080.00	1,044,960.00
455		0595	47,905.00	574,860.00
456		0596	47,905.00	574,860.00
457		0597	23,070.00	276,840.00

458		0599	200,917.00	2,411,004.00
459		0600	105,492.00	1,265,904.00
460		0601	117,213.00	1,406,556.00
461		0602	54,151.00	649,812.00
462		0603	35,612.00	427,344.00
463		0604	35,612.00	427,344.00
464		0605	142,260.00	1,707,120.00
465		0606	112,964.00	1,355,568.00
466		0607	52,187.00	626,244.00
467		0608	40,287.00	483,444.00
468		0609	115,115.00	1,381,380.00
469		0610	115,115.00	1,381,380.00
470		0611	115,115.00	1,381,380.00
471		0612	115,115.00	1,381,380.00
472		0613	90,484.00	1,085,808.00
473		0614	121,463.00	1,457,556.00
474		0615	57,729.00	692,748.00
475		0616	57,729.00	692,748.00
476		0617	115,115.00	1,381,380.00
477		0618	115,115.00	1,381,380.00
478		0619	90,484.00	1,085,808.00
479		0620	90,484.00	1,085,808.00
480		0621	178,330.00	2,139,960.00
481		0622	250,668.00	3,008,016.00
482		0623	90,484.00	1,085,808.00
483		0624	59,985.00	719,820.00
484		0625	160,357.00	1,924,284.00
485		0626	115,115.00	1,381,380.00
486		0627	160,357.00	1,924,284.00
487		0628	186,501.00	2,238,012.00
488		0629	90,484.00	1,085,808.00
489		0630	115,115.00	1,381,380.00
490		0631	43,193.00	518,316.00
491		0632	43,193.00	518,316.00
492		0633	43,193.00	18,316.00
493		0634	43,193.00	518,316.00
494		0635	38,873.00	466,476.00
495		0636	33,481.00	401,772.00
496		0637	29,464.00	353,568.00
497		0638	29,464.00	353,568.00
498		0639	20,532.00	246,384.00
499		0640	23,070.00	276,840.00
500		0641	43,193.00	518,316.00
501		0642	43,193.00	518,316.00
502		0643	33,481.00	401,772.00

503		0644	29,464.00	353,568.00
504		0645	25,633.00	307,596.00
505		0646	23,070.00	276,840.00
506		0647	29,464.00	353,568.00
507		0648	20,532.00	246,384.00
508		0649	20,532.00	246,384.00
509		0650	20,532.00	246,384.00
510		0651	20,532.00	246,384.00
511		0652	29,464.00	353,568.00
512		RP10	43,193.00	518,316.00
513		RP11	57,729.00	692,748.00
515		RP13	97,292.00	1,167,504.00
516		RP19	0.00	-
517		RP23	82,552.00	990,624.00
518		RP24	0.00	-
519		RP25	124,163.00	1,489,956.00
520		RP26	0.00	-
521		RP27	108,714.00	1,304,568.00
522		TPY0100	0.00	-
523		TPY0102	0.00	-
524		TPY0112	0.00	-
525		TPY0100	0.00	-
526		TPY0101	0.00	-
527		TPY0102	0.00	-
528		TPY0103	0.00	-
529		TPY0104	0.00	-
530		TPY0105	0.00	-
531		TPY0106	0.00	-
532		TPY0107	18,068.00	216,816.00
533		TPY0108	0.00	-
534		TPY0109	0.00	-
535		TPY0110	0.00	-
536		TPY0111	0.00	-
537		TPY0112	0.00	-
538		TPY0113	0.00	-
539		TPY0114	0.00	-
540		TPY0115	0.00	-
541		TPY0116	0.00	-
542		TPY0117	18,068.00	216,816.00
543		TPY0118	18,068.00	216,816.00
544		TPY0119	20,532.00	246,384.00
545		TPY0120	0.00	-
546		TPY0121	0.00	-
547		TPY0122	0.00	-
548		TPY0123	0.00	-

549		TPY0124	23,070.00	276,840.00
550		TPY0125	0.00	-
551		TPY0126	33,481.00	401,772.00
552		TPY0127	33,481.00	401,772.00
553		TPY0128	25,633.00	307,596.00
554		TPY0129	33,481.00	401,772.00
555		TPY0130	33,481.00	401,772.00
556		TPY0131	23,070.00	276,840.00
557		TPY0132	29,464.00	353,568.00
558		TPY0133	25,633.00	307,596.00
559		TPY0134	23,070.00	276,840.00
560		TPY0135	29,464.00	353,568.00
561		TPY0136	43,193.00	518,316.00
562		TPYMIN	50,182.00	602,184.00
	Total		47,237,460.20	566,849,522.40

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 _____ 2021 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 **JOUST** 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 2021 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 2021) 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.500 Million each in the last two years (2019 & 2018)..
- 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 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 2021
- iii. Current registration certificate for the year 2021 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 dully 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 2021 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



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- c) Valid NHIF & NSSF Compliance certificates
- d) Attach a Current and valid registration certificate for the year 2021 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.500Million 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 Award letters from past and current years with a contract sum of at least 500M for Group life insurance of the record within the last five years (i.e. 2016 to date)	0 clients.....0 marks 1-2 clients.....5 Marks 3-4-clients.....15Marks 5 and above clients20marks	20.marks
2.	Must give evidence of claim payments (cheques, RTGS transfers etc.) to five clients worth at least Ksh.1 million each for Grouplife Insurance Policy claims within the past five years (2016 to 2020).	0 evidence.....0 marks 1-2 clients...5 Marks 3-4 clients...7 marks 5 and above evidence..10marks	10 marks
3.	FINANCIAL HEALTH OF THE FIRM (MUST attach audited financial statement for the two years namely 2019 and 2018) Unqualified audit opinion attracts full marks whereas qualified audit opinion attracts less marks.	i. Average turn (for 2019 and 2018) over above 500M and above (20marks) ii. Average turn (for 2019 and 2018) 200,000,001 – 499,999,999.00 (10 marks) iii. Average turn (for 2019 and 2018) 1- 199M5marks).	20marks

4.	ANNUAL PREMIUM TURNOVER In the last two financial years. (2018/2019) (10 marks).	i. Annual Premium Turnover (for 2019 and 2018) 500million and above (20marks) ii. Annual Premium Turnover (for 2019 and 2018) 300,000,000 - 499M (10 marks) iii. Annual Premium Turnover (for 2019 and 2018) 1M- 299M (5marks).	20marks
5	KEY PERSONNEL Provide Detailed CV's of top a technical staff who have Professional qualifications in Insurance (ACII/ CC /Diploma in Insurance/ CII/FCII etc.) a 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) 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**.....

