

KENYA NATIONAL EXAMINATIONS COUNCIL



P.O BOX 73598 – 00200

NAIROBI

**TENDER FOR PROVISION OF KNEC SRBS TRUSTEE LIABILITY
INSURANCE SERVICES**

TENDER NO. KNEC/GT/2016/2017-027

Name of Merchant

.....

Postal Address

.....

Physical Address

.....

Telephone No.

.....

Email Address.

.....

* Please read and understand the terms and conditions of tendering before filling and submitting this tender Document.

CLOSING DATE: 24TH OCTOBER 2016 AT 10.00AM

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1.0 SECTION I: INVITATION OF TENDER

Kenya National Examinations Council wishes to invite sealed tender for the listed insurance service below from eligible candidates.

NO.	Tender No.	Description	Closing Date
1.	KNEC/GT/2016/2017/027	Procurement of Board of Trustee Liability Insurance Cover (Professional Indemnity Insurance Cover)	24 th October 10.00am

Interested eligible candidates may obtain further information and inspect the Tender documents at KNEC Procurement Office, NHC 3rd Floor

Tenderers should submit one envelop bid marked “**KNEC SRBS -2011 TRUSTEE PROFESSIONAL INDEMNITY INSURANCE COVER**” as specified in the tender documents.

Completed tender documents must be returned as specified in the tender document and deposited in the tender box situated in NHC 6th floor and addressed to:-

The Chief Executive Officer

Kenya National Examinations Council

P. O. Box 73598-00200

NAIROBI.

So as to reach on or before **Monday 24th October 2016 at 10.00am**. Prices quoted must be net (including all levies and VAT where applicable) and should remain valid for a minimum period of 90 days from the closing date.

Tenders will be opened immediately after the closing time in the presence of candidate’s representatives who choose to attend.

The Kenya National Examinations Council reserves the right to reject any tender without giving reasons for the rejection and does not bind itself to the lowest or any tender. The Council also reserves the right to proceed with the evaluation if only one or two bids are determined responsive.

CHIEF EXECUTIVE OFFICER

2.0 SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

- 2.1.1 This invitation for Tenders is to open to all eligible as described in the invitation to tender. 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 in section IV.
- 2.1.2 The Kenya National Examinations Council employees, committee members, Council members , Board of Trustees and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Kenya National Examination Council or KNEC Pension Scheme 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 Council, 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 Council shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of the 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.
- a) Instruction to Tenderers,
 - b) Scope of service
 - c) Schedule of Requirements
 - d) Details of Insurance Cover
 - e) Form of Tender
 - f) Confidential Business Questionnaire Form
 - g) Price Schedules.

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 documents may notify the Council by post, fax or by email at the Kenya National Examination Council's address indicated in the invitation for the tenders. The Council 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 Council. Written copies of the Council response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who tender documents.

2.4.2 The Council 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 Council 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 them.

2.5.3 In order to allow prospect tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Council, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Council, 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 compelled in accordance with paragraph 2.8, 2.9 and 2.10 below;
- b) Documentary evidence established in accordance with paragraph 2.11.2 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 Tenderer

The tenderer shall complete the Tender Form and the Price Schedule Furnished in the tender documents, indicating the services to be provided.

2.9 Tenders 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 to be 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.

2.10 Tender Currencies

Prices shall be quoted in Kenya Shillings.

2.11 Tenders Eligibility and Qualifications

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

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender id accepted shall establish to the council's satisfaction that the tender has the financial and technical capability necessary to perform the contract.

2.12 Validity of Tenders

Tenders shall remain Valid for 90 day after opening date.

3.0 SECTION III: SCOPE OF SERVICE

3.1 DESCRIPTION OF SERVICE

The scope of services will include:

Kenya National Examinations Council hereinafter referred to as KNEC intends to engage the services of competent Insurance firm who will be expected to provide Professional insurance Indemnity cover upon submission of payment request.

3.2 SERVICE TO BE PROVIDED BY BOARD OF TRUSTEES

- 3.2.1 Provide information required for the assignment within reasonable time of request;
- 3.2.2 Provide timely comments to documents prepared by the Insurance/brokers for the assignment;
- 3.2.3 Pay premium promptly.

NOTE:

That failure to meet KNEC SRBS contract obligation during the term of insurance will seriously affect your future participation in all insurance tenders at KNEC and might lead to institution of legal redress.

4.0 SCHEDULE A- SERVICE SPECIFICATIONS

KNEC SRBS-2011 TRUSTEE PROFESSIONAL INDEMNITY INSURANCE COVER

- 4.1 The Kenya National Examinations Council staff retirement benefits scheme 2011 requires a Board of Trustee Liability Insurance cover for the trustees as detailed below:

No.	Insured	The Kenya National Examinations Council
4.1.1	No of Trustees	8
4.1.2	Fund Value	1.5 Billion
4.1.3	Period of Insurance	1 st November , 2016 - 31 st October 2017 (both days inclusive)
4.1.4	Premiums	See table below

5.0 SECTION IV- STANDARD FORMS

5.1 BID DATA SHEET

The following specific data for the goods/services to be procured shall complement, supplement or amend the provisions in the invitation to bid. Whenever there is a conflict, the provisions herein shall prevail over those in the invitation to bid.

1	Name of Contract :Procurement of KNEC SRBS Board of Trustee Liability Insurance Cover REF. NO. KNEC /GT/2016/2017/027 The contract will be awarded per category of insurance cover.
2	Name of Purchaser: Kenya National Examinations Council SRBS-2011
3	Purchaser's address: Kenya National Examinations Council SRBS 2011 Head Office National Housing Corporation (NHC) House, Aga Khan Walk, Nairobi, Kenya. Tel:+254 020 246919 / 020-247204 Fax: +254-020- 2226032 Website: www.knec.ac.ke Purchasers address for seeking clarifications: Chief Executive Officer Kenya National Examinations Council Address as above. e-mail address: procurement@knec.ac.ke
4	Language of the bid: English
5	Bid Price: All prices quoted must be net, which should be inclusive of all Government taxes/VAT, duty, delivery charges.
6	The Bidder must show the following qualification requirements: MANDATORY DOCUMENTS 1. Copy of Valid Tax Compliance Certificate 2. Copy of PIN 3. Copy of VAT Registration certificate 4. Copy of certificate of Incorporation/Registration 5. Summary of other relevant details for each insurance cover quoted for.
7	Bid Security: Not required
8	Bid Validity Period: The bid validity period is for a minimum period of 90 days.
9	Price Validity: The premiums quoted shall be valid for a period of one year -12months
10	Number of copies of bids: 1 copy.

11	<p>Address for submission of bids: Council Secretary/Chief Executive Officer Kenya National Examinations Council P.O.Box 73598-00200</p> <p>Quotation Box located at: National Housing Corporation (NHC) House, 6th Floor. Aga Khan Walk, Nairobi, Kenya.</p>
12	<p>Documents required: All documents provided should be attached in this order: Mandatory documents.</p> <p>NB: No other document should be submitted with this bid other than those specified under the Bid Data Sheet.</p>
13	<p>Contract Period: 1 year – w.e.f 1st Nov 2016 to 30th October 2017</p>
14	<p>Closing Date: Monday 24th October 2016 at 10.00am. Late bids will not be accepted.</p>
15	<p>Filling Forms: The Form of Tender and Confidential Business Questionnaire MUST be completed.</p>
16	<p>Failure to adhere to the above conditions may result in an automatic disqualification</p>
17	<p>I hereby agree to abide by all stipulated conditions (above)</p> <p>Name of Merchant</p> <p>Signature.....</p> <p>Business Stamp and Date.....</p>

5.2 FORM OF TENDER

Date.....

Tender No.....

To.....

.....

[Name and address of procuring entity]

Gentlemen and/or Ladies:

- 1. Having examined the tender documents

No..... *[Insert number]*, of which is hereby duly
acknowledged, we, the undersigned, offer to provide.

[Description of services]

.....
.....

in conformity with the said tender documents for the sum of . *[total tender amount in
words]*

.....
.....

In-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 services in accordance with the
services schedule specified in the Schedule of Requirements.
- 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. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this _____ day of _____ 20____

Signature _____ in capacity of _____

Duly authorized to sign tender for and on behalf of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

<p>Part 1 General</p> <p>Business Name</p> <p>Location of Business Premises</p> <p>Plot No,..... Street/Road</p> <p>Postal address Tel No. Fax Email</p> <p>.....</p> <p>Nature of Business</p> <p>Registration Certificate No.....</p> <p>Maximum value of business which you can handle at any one time – Kshs.</p> <p>Name of your bankers</p> <p>.....</p> <p>Branch</p>
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	<p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age.....</p> <p>Nationality..... Country of Origin.....</p> <p>Citizenship details</p> <p>.....</p>																				
	<p>Part 2 (b) – Partnership</p> <p>Given details of partners as follows</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship details	Shares	1.	2.	3.	4.
Name	Nationality	Citizenship details	Shares																		
1.																		
2.																		
3.																		
4.																		

Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.
Date.....Signature of Candidate.....			

6.0 SCHEDULE B: EVALUATION CRITERIA

6.1 MANDATORY REQUIREMENTS

1	Must be registered with the Insurance Regulatory Authority for the current year and copy of the current license be submitted & must show evidence of having transacted professional indemnity covers insurance covers for over 5 years.	
2	Must give a list of 5 (five) reputable clients for business up to year 2015	
3	Must submit a copy of the audited accounts for the last 2years. 2014 & 2015.	
4	Must submit valid certified copies of the following documents; (a) PIN Certificate. (b) Tax Compliance Certificate. (c) Certificate of Registration/Incorporation.	
5	All pages of the tender document MUST be serialized with accurate Table of Content and properly signed.	
6	Must attach power of attorney to commit the company	
7	Attach CV, professional Certificates and job summary for relevant staff.	
8	Must be a member of the Association of Kenya Insurers (AKI).	
9	Must have a Professional Indemnity Insurance Cover	
10	Provide details of at least 2 (two) contracts awards or contractually committed; names and contact details of clients who may be contacted for further information on those contracts. Award letters, copies of debits and corresponding premium receipts and recommendation letters on services provided.	

Bidders who fail to meet any of each of the above MADATORY REQUIREMENT will not proceed to technical evaluation.

6.2 TECHNICAL EVALUATION REQUIREMENTS

	CRITERIA	METHOD OF EVALUATION	MAX POINTS
1	Firm experience as shown by number of years in professional indemnity insurance business.	10 points for every year's experience up to a maximum of 2 years	20
2	Clientele	Average 5 clients with a premium of Kshs 250,000 and above in Professional indemnity cover	30
3	Claims Administration	Attach evidence of total claims paid in the last 3 years in operations in relation to professional indemnity program. Attach samples of claims paid and the least time taken to pay a claim	10
4	Responsiveness to KNEC's requirements as per scope of cover	Responsiveness of proposed cover to KNEC's requirements under schedule A:Service Specifications	20
5	Reinsurance Arrangements	Attach a professional summary of reinsurance arrangements, Reinsurance cover notes, marks and 2016 approval by the Insurance Regulatory Authority (IRA).	20
	Total Marks		100

Bidders who qualify to attain 70 marks will proceed for financial evaluation

7.0 SCHEDULE C- PRICE SCHEDULE FORM

(Fund Value Kes.1.5 Billion; No of Trustees 8)

ITEM NO.	DESCRIPTION OF INSURANCE COVER LIMIT	TOTAL PREMIUM (KSHS.)
1.		
2.		
3.		
4.		
5		