



THE KENYA NATIONAL EXAMINATIONS COUNCIL

'On the Frontline in Quality Assessment and Examinations'

P.O BOX 73598 – 00200

NAIROBI

TENDER FOR PROVISION OF INSURANCE SERVICES

KNEC/GT/2017/2019/005

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.

SECTION I: INVITATION OF TENDER

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

| No. | Tender No. | Description | Closing Date |
|------------|------------------------------|-----------------------------------|---------------------------------------|
| 1. | KNEC/GT/2017/2019/005 | Procurement of Insurance Services | 31 st May, 2017 at 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 **’INSURANCE SERVICES KNEC/GT/2017/2019/005’** 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:-

Ag. Chief Executive Officer

Kenya National Examinations Council

P. O. Box 73598, 00200

NAIROBI

So as to reach on or before **Wednesday 31st May, 2017** at 10.00 a.m. Prices quoted must be net (including duty 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 committee room in the presence of candidate’s representatives who choose to attend.

The Council reserves the right to proceed with the evaluation if only one or two bids are determined responsive.

Ag. CHIEF EXECUTIVE OFFICER

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 VI.
- 2.1.2 The Kenya National Examinations Council employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Kenya National Examination Council 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. General Conditions of Contract
 - c. Schedule of Requirements
 - d. Details of Insurance Cover
 - e. Form of Tender
 - f. Price Schedules

- g. Confidential Business Questionnaire Form
- h. Tender Security 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 documents may notify the Council by Post fax or by email at the Kenya National Examinations 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

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 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

- 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 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 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 Tenders Eligibility and Qualifications

- 2.11.1 Pursuant to paragraph 2.1 the tenderer 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 is accepted shall establish to the council's satisfaction that the tender 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 Instruction to Tenderers.
- 2.12.2 The tender security shall not be less than two percent (2%) of the tender price.
- 2.12.3 The tender security is required to protect the Council against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.8
- 2.12.4 The tender security shall be dominated in Kenya Shillings or in another freely convertible currency, and shall be in the form:-
- a) Cash.
 - a) A bank guarantee
 - b) Such insurance guarantee approved by the Authority
 - c) Letter of credit
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 shall be rejected by the Council 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 or returned 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
- c) If the tenderer reject correction of an arithmetic error in the tender.

2.13 Validity of Tenders shall remain Valid for 90 day after opening date.

3.0 MANDATORY EVALUATION REQUIREMENTS:

| S.No. | MANDATORY REQUIREMENTS | MUST PROVIDE |
|--------------|--|---------------------|
| 3.1 | 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 general insurance covers for over 5 years. | |
| 3.2 | Must give a list of 5 (five) reputable clients and the total clients premiums for business up to year 2015 of at least a premium of Kshs 50,000,000 per client. | |
| 3.3 | Must submit a copy of the audited accounts for the last 3 years. 2013, 2014 & 2015. Must have annual gross premiums in excess of Kshs 1,000,000,000 at least in year 2015. | |
| 3.4 | Must submit valid certified copies of the following documents; (a) Business permit. (b) Tax Compliance Certificate. (c) Certificate of Registration/Incorporation. | |
| 3.5 | All pages of the tender document MUST be serialized with accurate Table of Content and properly signed. | |
| 3.6 | Must attach power of attorney to commit the company | |
| 3.7 | Must have over 5 management staff and at least 10 technical staff. Attach CV, professional Certificates and job summary for each staff. | |
| 3.8 | Must be a member of the Association of Kenya Insurers (AKI). | |
| 3.9 | Must have a Professional Indemnity Insurance Cover of minimum 100 million sum insured. | |
| 3.10 | Bidders must show experience in provision of general insurance covers to corporate clients. Provide evidence of at least 3(three) copies of contract/LPO/LSO or contractually committed or recommendation letters on services provided. Names and contact details of clients who may be contacted for further information on those contracts must be provided. | |
| | REMARKS | |

NB: - Bidders who fail to meet any of each of the above mandatory requirement will not proceed to technical evaluation.

4.0 TECHNICAL EVALUATION REQUIREMENTS

| NO | CRITERIA | METHOD OF EVALUATION | MAX POINTS |
|-----|---|--|------------|
| 4.1 | Firm experience as shown by number of years in general insurance business. | 2 points for every year's experience up to a maximum of 5 years | 10 |
| 4.2 | Professional qualifications and experience of the professional staff Minimum 10 staff. | Relevant professional qualifications - 2.5 Relevant education qualification – 2.5 Relevant Organogram & Task summary – 2.5 Attach CVs & Certificates - 2.5 | 10 |
| | | Relevant experience for Principal officer /operating officer in insurance Field –1 point for every year's experience after qualification, max. 5Marks. | 5 |
| 4.3 | Gross premium turnover | Average premium turnover of at least Kshs 1,000,000,000 in the last 2 years - 10 Marks Average 5 clients with a premium of Kshs 50,000,000 and above in general insurance. 20 Marks | 30 |
| 4.4 | Claims Administration | Attach evidence of total claims paid in the last 5 years in operations in relation to general insurance program. Attach samples of claims paid and the least time taken to pay a claim | 10 |
| 4.5 | Responsiveness to KNEC's requirements as per scope of cover | Responsiveness of proposed cover to KNEC's requirements under schedule A:Service Specifications | 20 |
| 4.6 | Reinsurance Arrangements | Attach a professional summary of reinsurance arrangements – 5 marks, Reinsurance cover notes 5 marks and 2016 approval by the Insurance Regulatory Authority (IRA) 5 marks. | 15 |
| | | Total | 100 |
| | | (Bidders who attain 80 marks will proceed for financial evaluation) | |

SECTION III: SCOPE OF SERVICE

5.1 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 firms who will be expected to undertake the following:

- 5.1.1 Advise KNEC on appropriate insurance protection for their insurable interests both movable and immovable;
- 5.1.2 Structuring and obtaining optimum policy covers from underwriters in accordance with tenders submitted;
- 5.1.3 Study and negotiate the terms of the insurance Policies to suit the requirements of KNEC. That is to analyse the policy documents/endorsements and if found to be satisfactory, such documents to be forwarded to KNEC together with the tender documents.
- 5.1.4 Handling of claims:
 - a) Ensuring proper claims administration by fully coordinating documentation requirements between KNEC and the appointed underwriter;
 - b) Ensuring all documented claims are settled within 14 days;
 - c) Ensuring preparations of monthly claim reports that must be submitted to KNEC by 15th of each month.
- 5.1.5 Advise KNEC on all aspects of risks management by arranging quarterly meetings to review performance of the insurance covers;
- 5.1.6 Remitting to the Underwriters all premiums paid to you by the Council in accordance with the provisions and requirements of the Insurance Act, Cap 481 and gives the Council's written confirmation on the same within days of performance;
- 5.1.7 Ensure that the sums insured under the policy are adjusted accordingly from time as instructed through suitable medium, and at the discretion of the Council;
- 5.1.8 Negotiate with the qualified underwriter any other pertinent aspects of the policy that may arise during the term of policy;
- 5.1.9 Such other services as many be related or ancillary to the due performance of the above works as instructed by the Council.

5.2 SERVICE TO BE PROVIDED BY COUNCIL

- 5.2.1 Provide information required for the assignment within reasonable time of request;
- 5.2.2 Provide timely comments to documents prepared by the Insurance/brokers for the assignment;
- 5.2.3 Provide details of the assets as to locality and any such other details as may be requested by the Insurance/brokers from time to time;
- 5.2.4 Pay premiums promptly.

NOTE:

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

5.3 INSURANCE COVERS

Classes of Insurance Cover:-

S/No. Category

- 5.3.1 Fire perils and consequential loss (Building, fittings & office accessories)
- 5.3.2 Consequential loss Engineering (machinery Breakdown)
- 5.3.3 Burglary
- 5.3.4 Cash in Transit
- 5.3.5 Public Liability
- 5.3.6 All risks Insurance
 - Fidelity Guarantee
 - Money Policy
- 5.3.7 Corporate Travel Insurance
- 5.3.8 Residential Buildings
- 5.3.9 Plant, Machinery & Equipment (including containers)
- 5.3.10 Motor Vehicles
- 5.3.11 Fidelity Guarantee

The schedule of classes of insurance is attached to assist you to obtain the financial quotation.

5.4 INSTRUCTIONS ON SUBMISSION OF FINANCIAL QUOTATIONS

The following conditions **MUST** be observed:-

Note: Faxes will not be considered

- 5.4.1 A declaration by a Insurance/broker signed by the CEO/Managing Director of the Insurance Company that:
 - i. The company's performance in settlement of claims will not be compromised during

the contract period and that there is a clear understanding that failure to meet the agreed processing time shall lead to cancellation of the policy.

- ii. The Insurance/brokerage firm or the proposed insurance company (underwriter) does not have any outstanding claims with KNEC for more than two years.
- iii. The Insurance/broker will render services to KNEC until the claims that fall under the Insurance/brokerage period of insurance are fully settled.
- iv. **All information provided is accurate and that any material misrepresentation could lead to policy cancellation.**

5.4.2 Quotations from underwriters facing liquidity problems or with poor claims settlement records will not be considered.

5.4.3 Bidders must submit the premiums summary sheet along the quotations from the recommended underwrites

5.4.4 Rates applied **MUST be indicated;**

5.4.5 Premiums **MUST** be guaranteed for two years;

5.4.6 Excesses/deductibles **MUST** be indicated;

5.4.7 Limits of Liabilities **MUST** be indicated;

5.4.8 Free cover limits **MUST** be indicated (where applicable);

5.4.9 Canvassing will constitute sufficient ground for disqualification.

SECTION IV: DETAILS OF VARIOUS INSURANCE CATEGORIES

6.1 FIRE PERILS AND CONSEQUENTIAL LOSS

6.1.1 Scope of cover:

Loss and damage occasioned by fire, explosion, earthquake, volcanic eruption, subterranean, fire, bushfire, riots and strike, malicious damage impact (including by own vehicle, flood, bursting or overflowing of water tanks, pipes etc

6.1.2 Interests And Sum Insured

- a) KNEC Building located at South C Reprographics Building valued at **Kes. 229,000,000.00 (Appendix I)**
- b) KNEC Building located at Dennis Pritt, Caledonia, Mitihani House valued at **Kes. 70,000,000.00**
- c) Office Equipment, furniture and fittings at various Council sites valued at **Kes. 1,153,113,686.00**

6.2 BURGLARY

6.2.1 Scope of cover:

Loss and damage occasioned by theft, forcible violent entry into or exit from the premises,

6.2.2 Special extensive clause:

Riots and strikes, Armed hold up, damage to buildings, Automatic reinstatement of loss, watchman warranty, goods held on trust

6.2.3 Interests and Sum Insured:

Office Equipment (Including Specialised Printing Equipment), furniture and fittings at various Council sites valued at **Kes. 1,417,782,800.07**

6.3 ALL RISKS INSURANCE

6.3.1 Scope of cover:

Loss, destruction or damage to the insured property subject to the terms, conditions and exclusion of the policy.

6.3.2 Special extensive clause:

Including riots, strike, locked car boots clause pairs and set clause, average clause including automatic reinstatement of loss

6.3.3 Interests and sum insured:

Office Equipment including copiers, calculators, PABX etc Value of **Kes.1,084,986.84**

6.4 SHIPPING CONTAINERS (LOCATED AT ALL SUB COUNTY HEADQUARTERS ACROSS THE COUNTRY)

6.4.1 Scope of Cover

Loss, destruction or damage to the insured property subject to the terms, conditions and exclusion of the policy.

6.4.2 Special extensive clause

Including riots, strikes, natural Calamities, theft etc

6.4.3 Interests and sum insured

All valued at **KES. 169,266,330.00**

6.5 CORPORATE TRAVEL INSURANCE

6.4.1 Scope of Cover

Personal Accident (Accidental death and/or permanent total disability), Medical Expenses and assistance services, transport and repatriation, loss of luggage, baggage delay, travel delay, personal liability, cancellation and curtailment incidences occurring to members of staff while on official overseas travel

6.6 MONEY

6.6.1 Specific Particulars

- a) Money on transit – Kes. **500,000.00**
- b) Money in premises during business hours – Kes. **500,000.00**
- c) Money locked in safes outside business hours – Kes. **500,000.00**
- d) Money in Residence or with Management or senior employees – Kes. **500,000.00**
- e) Damage of safes – Kes. **100,000.00**
- f) Estimate annual cash of Kes. **500,000.00** as a float at regular intervals.

6.7 FIDELITY GUARANTEE

6.7.1 Insured Persons

All employees handling cash, stock, equipment and customer goods

6.7.2 Limit of Kes. 1,000,000.00

- a) 12 months after termination of employment
- b) 12 months after lapse of policy

6.7.3 Clauses

- a) Automatic deletions and additions of staff
- b) Automatic reinstatement of loss
- c) Collusion with other employees
- d) Audit fees extensions
- e) Including larceny

6.8 RESIDENTIAL BUILDINGS

6.8.1 Scope of cover:

Loss and damage to buildings by fire, lighting, explosion, storm, flood, overflow wing of water tanks, earthquake, riot, strikes, malicious damage, burglary, and special peril under a standard policy.

6.8.2 Interests And Sum Insured

All Residential houses belonging to the Council on various locations in Nairobi Valued as **Kes. 177,000,000.00 (Appendix I)**.

6.9 MOTOR VEHICLE

6.9.1 Comprehension

To cover accidental damage to the motor vehicles by collision, over turning, fire or explosion. The policy should also cover loss or damage by theft as well as third party liability occasioned by use of the insured motor vehicle

Schedule of vehicles covered in **Appendix II** of Value **Kes. 83,856,272.00**

6.9.2 Loss And Damage.

The insurance should indemnify the Insured against loss or damage to the motor vehicle and accessories and parts.

- a) By accident collision or overturning
- b) By fire, external explosion, self ignition, lighting, burglary or theft.
- c) By malicious act
- d) Whilst in transit including the process of and unloading loading incidental to such transit.

6.9.3 Protection And Removal

- The insurance to protect the Insurer against disabling of the motor vehicle by reason of loss or damage.

6.9.4 Cater For Towing Services

Cover the towing charges of the vehicle in case of breakdown or accident.

6.9.5 Liability To Third Party

Indemnify the Insured in the event of accident by or arising out of the use of the motor vehicle.

6.9.6 Special Cover

- Windscreen
- Vehicle Stereo
- Damage from Riots,
- Damage from Natural Calamities e.g. floods
- Fire

6.9.7 Excesses Exemption

- No payment of excess claims in case of an accident

6.10 COMPUTER, SERVERS AND SOFTWARE INSURANCE

6.10.1 Scope of Cover

Indemnity to the insured in the event of unforeseen physical loss or damage caused by negligence, improper handling wilful acts of the third parties, short circuit induction, fire, lightening, explosion, extinguishing operations, water, moisture, explosion, extinguishing operations, water, moisture, burglar theft, robbery, plundering and sabotage, error in design and defects in material.

6.10.2 Details of items covered

All computers, Servers and software valued at a total value of **Kes. 621, 553,224**

6.10.3 Clause application

Excluding defects known to the insured or any of his responsible employees otherwise not disclosed to the insurer

Excluding mechanical derangement, wear and tear naturally resulting from ordinary use or working or gradual deterioration consequential loss of any kind

6.11 PLANT AND MACHINERY

6.11.1 Scope of cover:

Loss or damage occasioned by fire, theft, accidents especially our mobile plants power surge etc

6.11.2 Interests and sum insured:

Plant Equipment including Generators of Value of **Kes. 388,401,400.00**

6.12 SUMMARY

| S/No. | Category | Period | Premium Amount |
|---------------|--|---------------|-----------------------|
| 6.12.1 | Fire perils and consequential loss | | |
| 6.12.2 | Consequential loss Engineering (machinery Breakdown) | | |
| 6.12.3 | Burglary | | |
| 6.12.4 | Cash in Transits | | |
| 6.12.5 | Public Liability | | |
| 6.12.6 | All risks Insurance | | |
| 6.12.7 | (i) Fidelity Guarantee | | |
| 6.12.8 | (ii) Money Policy | | |
| 6.12.9 | Corporate travel insurance | | |
| 6.12.10 | Residential Buildings | | |
| 6.12.11 | Plant and Machinery | | |
| 6.12.12 | Motor Vehicle | | |
| 6.12.13 | Fidelity Guarantee | | |
| | SUMMARY | | |

| NO. | PLACE/LOCATION PROPERTY NAME | HOUSE NUMBER/TITL E | VALUE |
|-----|---------------------------------|---------------------------|-------|
|-----|---------------------------------|---------------------------|-------|

7.0 APPENDIX I: LIST OF BUILDING PROPERTIES

| | | | |
|------|-------------------|------------------------|--------------|
| 7.1 | Golden Gate House | Block 93/41 | 7,500,000.00 |
| 7.2 | Golden gate House | Block 93/59 | 7,500,000.00 |
| 7.3 | Golden gate House | Block 93/130 | 7,500,000.00 |
| 7.4 | Golden gate House | Block 93/191 | 6,500,000.00 |
| 7.5 | Golden gate House | Block 93/198 | 6,500,000.00 |
| 7.6 | Kileleshwa House | Block 209/6900 | 5,000,000.00 |
| 7.7 | Ngumo House | Block 32/909 | 6,500,000.00 |
| 7.8 | Siwaka House | Block 209/10530/96 | 6,500,000.00 |
| 7.9 | Siwaka House | Block 209/10530/97 | 6,500,000.00 |
| 7.10 | Siwaka House | Block 209/10530/98 | 6,500,000.00 |
| 7.11 | Siwaka House | Block 209/10530/99 | 6,500,000.00 |
| 7.12 | Siwaka House | Block 209/10530/100 | 6,500,000.00 |
| 7.13 | Siwaka House | Block 209/10530/101 | 6,500,000.00 |
| 7.14 | Siwaka House | Block 209/10530/102 | 6,500,000.00 |
| 7.15 | Siwaka House | Block 209/10530/103 | 6,500,000.00 |
| 7.16 | Siwaka House | Block 209/10530/104 | 6,500,000.00 |
| 7.17 | Siwaka House | Block 209/10530/106 | 6,500,000.00 |
| 7.18 | Siwaka House | Block 209/10530/107 | 6,500,000.00 |
| 7.19 | Siwaka House | Block 209/10530/108 | 6,500,000.00 |
| 7.20 | Siwaka House | Block 209/10530/109 | 6,500,000.00 |
| 7.21 | Siwaka House | Block 209/10530/112 | 6,500,000.00 |
| 7.22 | Siwaka House | Block 209/10530/113 | 6,500,000.00 |
| 7.23 | Siwaka House | Block 209/10530/115 | 6,500,000.00 |
| 7.24 | Siwaka House | Block 209/10530/116 | 6,500,000.00 |
| 7.25 | Siwaka House | Block 209/10530/117 | 6,500,000.00 |
| 7.26 | Siwaka House | Block 209/10530/118 | 6,500,000.00 |
| 7.27 | Siwaka House | Block 209/10530/134 | 6,500,000.00 |

| | | | |
|------|------------------------------|-----------|----------------|
| 7.28 | Reprographics South C | 209/9792 | 229,000,000.00 |
| 7.29 | Mitihani House, Dennis Pritt | 209/357/1 | 70,000,000.00 |

APPENDIX II-LIST OF VEHICLES

8.1 Below is a table showing vehicle particulars and their values.

| No. | VEHICLE REG NO | YEAR OF MANUF. | TYPE | CERTIFICATE NO | VALUE IN KES |
|-----|----------------|----------------|------------------|----------------|--------------|
| 1. | KBL 648G | 2009 | Toyota Prado | 451082 | 4,090,000 |
| 2. | KBJ 414U | 2008 | Passat VW | 451077 | 2,245,000 |
| 3. | KBJ 064U | 2008 | Toyota Saloon | 451094 | 1,030,000 |
| 4. | KBJ 065U | 2008 | Toyota Saloon | 451934 | 780,000 |
| 5. | KBJ 066U | 2008 | Toyota Saloon | 451936 | 820,000 |
| 6. | KBJ 067U | 2008 | Toyota Saloon | 451084 | 890,000 |
| 7. | KBJ 135U | 2009 | Isuzu Truck | 451090 | 1,570,000 |
| 8. | KBN 618E | 2010 | Nissan Urvan | 451937 | 1,530,000 |
| 9. | KBN 619E | 2010 | Nissan Urvan | 451069 | 1,530,000 |
| 10. | KBR 698U | 2012 | Land Rover | 451087 | 3,350,000 |
| 11. | KBN 987E | 2011 | Toyota C/Pick Up | 451086 | 1,450,000 |
| 12. | KBB 438S | 2007 | Land cruiser | 451085 | 1,540,000 |
| 13. | KBB 439S | 2007 | Land cruiser | 451939 | 1,020,000 |
| 14. | KBB 356S | 2008 | Toyota Saloon | 451096 | 940,000 |
| 15. | KBB 357S | 2008 | Toyota Saloon | 451083 | 880,000 |
| 16. | KBB 358S | 2008 | Toyota Saloon | 451097 | 890,000 |
| 17. | KBB 359S | 2008 | Toyota Saloon | 451095 | 940,000 |
| 18. | KBG 190C | 2009 | Isuzu bus | 451089 | 4,210,000 |
| 19. | KAT 409X | 2005 | Toyota Saloon | 451088 | 440,000 |
| 20. | KAT 418X | 2005 | Toyota Saloon | 451098 | 520,000 |
| 21. | KAV 260E | 2006 | Nissan Saloon | 451938 | 620,000 |
| 22. | KAV 261E | 2006 | Nissan D/cab | 451092 | 1,010,000 |
| 23. | KAV 263E | 2006 | Isuzu M/Bus | 451091 | 1,090,000 |
| 24. | KAY 743V | 2007 | Yamaha Motorbike | 451935 | 50,000 |

| | | | | | |
|--------------|----------|------|---------------|-------------------------------|--------------------------|
| 25 | KAY 503V | 2007 | Nissan Saloon | 451081 | 850,000 |
| 26 | KAY 869V | 2007 | Toyota Saloon | 451080 | 890,000 |
| 27 | KAY 699V | 2007 | Toyota D/cub | 451093 | 1,250,000 |
| 28 | KBU 900T | 2013 | Land Rover | 453585 | 3,500,000 |
| 29 | KCA 073F | 2014 | Land Rover | 460743 | 5,350,000 |
| 30 | KCE 663D | 2015 | Toyota Saloon | Purchase price and additional | 4,190,000 |
| 31 | KCE 663D | 2015 | Toyota Saloon | „ | 4,190,000 |
| 32 | KCE 744D | 2015 | Grand Suzuki | „ | 4,035,000 |
| 33 | KCE 745D | 2015 | Grand Suzuki | „ | 4,035,000 |
| 34 | KCE 746D | 2015 | Ford Ranger | „ | 4,765,636 |
| 35 | KCE 747D | 2015 | Ford Ranger | „ | 4,765,636 |
| 36 | KCH 452Q | 2016 | Toyota Prado | | 12,600,000 |
| TOTAL | | | | | <u>83,856,272</u> |

V - 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.

Part 1 General

Business Name.....
 Location of Business Premises
 Plot No,Street/Road.....
 Postal addressTel No. Email.....

 Nature of Business
 Registration Certificate No.
 Maximum value of business which you can handle at any one time – Kshs.....
 Name of your bankers.....

 Branch.....

| | Part 2 (a) – Sole Proprietor | | | | | | | | | | | | | | | | | | | | |
|---------|---|---------------------|-------------|---------------------|--------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|---------|-------|-------|-------|
| | Your name in full.....Age..... Nationality.....Country of Origin..... Citizenship details | | | | | | | | | | | | | | | | | | | | |
| | Part 2 (b) – Partnership | | | | | | | | | | | | | | | | | | | | |
| | Given details of partners as follows | | | | | | | | | | | | | | | | | | | | |
| | <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">Citizenship details</th> <th style="width: 25%;">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 | | | | | | | | | | | | | | | | | | | | |
| | <table border="0" style="width: 100%;"> <thead> <tr> <th style="width: 15%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 30%;">Citizenship details</th> <th style="width: 25%;">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. | | | | | | | | | | | | | | | | | | | | | |
| | Date.....Signature of Candidate..... | | | | | | | | | | | | | | | | | | | | |

VI- 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 | <p>Name of Contract :Procurement of Insurance Services</p> <p>Ref. No. KNEC/GT/2017/2019/005</p> <p>The contract will be awarded per category of insurance cover.</p> |
| 2 | <p>Name of Purchaser: The Kenya National Examinations Council</p> |
| 3 | <p>Purchaser's address:</p> <p>Kenya National Examinations Council</p> <p>Head Office</p> <p>National Housing Corporation (NHC) House,</p> <p>Aga Khan Walk,</p> <p>Nairobi, Kenya.</p> <p>Tel:+254 020 246919 / 020-247204</p> <p>Fax: +254-020- 2226032</p> <p>Website: www.knec.ac.ke</p> <p>Purchasers address for seeking clarifications:</p> <p>Chief Executive Officer</p> <p>Kenya National Examinations Council</p> <p>Address as above.</p> <p>e-mail address:</p> <p>procurement@knec.ac.ke</p> |
| 4 | <p>Language of the bid: English</p> |

| | |
|----|---|
| 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 among others: 1. Copy of Valid Tax Compliance Certificate 2. Business permit 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 two years |
| 10 | Number of copies of bids: 1 copy. (1 original and 1 copy) |
| 11 | Address for submission of bids: Chief Executive Officer Kenya National Examinations Council P.O.Box 73598-00200 Quotation Box located at: National Housing Corporation (NHC) House, 6th Floor. Aga Khan Walk, Nairobi, Kenya. |
| 12 | Contract Period: 2 years – w.e.f 1st July 2017 to 31st June 2019 |
| 13 | Closing Date: Wednesday 31st May, 2017 at 10.00am. Late bids will not be accepted. |
| 14 | Filling Forms: The Form of Tender and Confidential Business Questionnaire MUST be completed. |
| 15 | Failure to adhere to the above conditions may result in an automatic disqualification |
| 16 | I hereby agree to abide by all stipulated conditions (above) Name of Merchant: Signature: Business Stamp and Date: |

General insurance conditions

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 employees benefits insurance covers for over 5 years.
2. Must give a list of 5 (five) reputable clients and the total clients premiums for business up to year 2015 of at least a premium of Kshs 50,000,000 per client.
3. Must submit a copy of the audited accounts for the last 3years. 2014, 2015 & 2016.
4. Must have annual gross premiums in excess of Kshs 1,000,000,000 at least in year 2016.