



STANDARD TENDER DOCUMENT

FOR

PROVISION OF COMPREHENSIVE MEDICAL INSURANCE COVER FOR

NATIONAL POLICE SERVICE AND KENYA PRISON SERVICE

TENDER NO. NPS/IG/002/2016-2017

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## INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Disposal Act 2015.
- 1.2 The following general directions should be observed when using the document;
  - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - (b) The instructions to tenderers and the General conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
  - (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
  - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.
- 1.4 The cover of the tender document should be modified to include:
  - I. Tender number.
  - II. Tender name.
  - III. Name of procuring entity.
  - IV. Delete name and address of PPOA.

**TENDER NO: NPS/IG/002/2016- 2017**

**Comprehensive Medical Insurance Cover for National Police Service and Kenya Prisons Service**

**Introduction:**

The National Police Service intends to procure a Comprehensive Medical Insurance Cover for staff of The National Police Service and Kenya Prison Service.

**The Objective:**

The purpose of the tender is to select an insurance company licenced by Insurance Regulatory Authority (IRA) to lead a consortium of medical insurance underwriters and administrator(s) to provide Medical Insurance cover for the staff of the National Police Service and Kenya Prisons Service. The lead Insurance Company will be fully responsible for the consortium and administration of the medical scheme.

**Scope**

The cover is for staff of The National Police Service and Kenya Prisons Service. The insurance sought is intended to cover **125,311 principal members** and shall be on family shared basis covering the Principal member, spouse and upto 5 dependent children (biological and legally adopted) under 21 years of age and up to a maximum of twenty– five (25) years of age if still in school.

The Cover has been designed to provide an In-patient, Out-patient and additional benefits as per schedule of requirements detailed on section (v) of tender.

**The successful lead insurer shall enter into a two (2) year contract renewable on annual basis subject to satisfactory performance.**

## SECTION I - INVITATION TO TENDERERS

Bidders not in the IFMIS system need to register online via [supplier.treasury.go.ke](http://supplier.treasury.go.ke) and click on supplier self registration (for open tenders). Once you have logged in the supplier portal, you search for negotiation number 277697 – Search published negotiations > select number> type the number > click Go.

### NOTE:

- Tenders **MUST** be submitted through IFMIS SUPPLIER PORTAL: [supplier.treasury.go.ke](http://supplier.treasury.go.ke) together with the hard copy as per the requirement of the tender document.
- Bidders who may experience challenges in accessing and uploading their tenders in the IFMIS tender portal should contact the IFMIS Department in the National Treasury 5th floor or Supply Chain Management Office on 3<sup>rd</sup> floor Jogoo House ‘A’ Building for assistance.

**TENDER REF: NPS/IG/002/2016-2017, for Provision of Comprehensive medical Insurance Cover for the National Police Service and Kenya Prisons Service.**

**DATE: 30<sup>th</sup> May 2016**

- 1.2 The National Police Service invites sealed tenders from eligible candidates for Provision of Comprehensive Medical Insurance cover for the National Police Service and Kenya Prison Service.
- 1.3 Interested eligible candidates may obtain further information and inspect the tender documents at the **Supply Chain Management Office at National Police Service Headquarters, Jogoo House A, along Taifa road, off - Harambee Avenue Third Floor Room 357** during normal working hours from 8.00am-12.30pm and 2.30pm to 5.00pm.
- 1.4 Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and shall remain valid for **150** days from the closing date of the tender.
- 1.5 A complete set of tender documents may be downloaded by interested candidates free of charge at the National Police Service website: <http://www.nationalpolice.go.ke> and also at the IFMIS tender portal: [supplier.treasury.go.ke](http://supplier.treasury.go.ke) using – Link to GOK tenders’. Interested candidates should forward their company’s details to procurement department so that any addendum/clarifications can be sent to their email address.
- 1.6 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be addressed to:  
**Inspector General  
National Police Service,  
P.O Box 44249-00100  
Nairobi**  
and deposited in the tender box on the ground floor, National Police Service Headquarters, Jogoo House A, along Taifa road, off - Harambee Avenue, Nairobi, so as to be received on or before **Tuesday 14<sup>th</sup> June 2016, 10.00am**  
  
Tenders will be closed on **Tuesday 14<sup>th</sup> June 2016, 10.00am** and opened immediately thereafter in the presence of the bidders or their representatives who choose to attend at the fourth floor Jogoo House 'A' board Room door **No. 436.**
- 1.7 The Government of the Republic of Kenya reserves the right to accept or reject the tender in whole or part without assigning reasons for its decision thereof.

**INSPECTOR GENERAL  
NATIONAL POLICE SERVICE**

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 (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 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 price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### 2.3 Contents of Tender 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) Confidential Business Questionnaire Form



- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) 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 and 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 (if applicable)
- (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 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 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 not exceed 2 per cent 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) Such insurance guarantee approved by the Authority.
  - d) 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 Procuring entity as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 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 2.29 or
    - (ii) to furnish performance security in accordance with paragraph 2.30.
  - (c) If the tenderer reject correction of an arithmetic error in the tender.

## 2.13. Validity of Tenders

- 2.13.1 Tenders shall remain valid for 150 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

## 2.14. Format and Signing of Tenders

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

## 2.15 Sealing and Marking of Tenders

- 2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.
  - (b) bear tender number and name in the invitation to tender and the words, **"DO NOT OPEN BEFORE, Tuesday 14<sup>th</sup> June 2016, 10.00am**
- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **Tuesday 14<sup>th</sup> June 2016, 10.00am**

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

2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17. Modification and Withdrawal of Tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **Tuesday 14<sup>th</sup> June 2016, 10.00am** 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 rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security 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 2.20, 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 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.25.2 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 non 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 is 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 2.9. 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 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated 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

### Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the procuring of the procurement, and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated.
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix to instructions to tenders.
5. Any clause to be included in the appendix to instructions to tenderers must be consistent with the applicable public procurement law and regulations.

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.

TABLE I instructions to Tenderers

<b>Instruction to tender reference</b>	<b><i>Particulars of Appendix to instructions to tenderers</i></b>
2.1.1 –Eligible tenderers	This is an open tender eligible for insurance companies registered with Insurance Regulatory Authority (IRA) to underwrite medical insurance class of business
2.2.2 -Cost of tender document	N/A
2.9.2- Tender Prices	Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable
2.10.Tender currencies	Prices shall be quoted in Kenya Shillings
2.12 -Tender security amount	The tender security shall be Kshs.100million and shall be valid for a period of 180 days from the closing/opening date.
2.12.4- Tender security	The tender security should be in form of bank guarantee issued by a Commercial Bank licensed by Central Bank of Kenya
2.13. Validity of Tenders	Tender prices shall be valid for a minimum 150 days from the closing/opening date
2.15 Sealing and Marking of Tenders	Soft Copy-Tenderers <b>MUST</b> respond through the IFMIS SYSTEM  Hard copy-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. <b>NB: The hard copy bid documents submitted must be exact replica of the soft copy bid.</b>
2.16.1- Deadline for Submission of Tenders	<b>Tuesday 14<sup>th</sup> June 2016, 10.00am</b>
2.16.1- Bulky tenders	Bulky tenders which will not fit the tender box shall be received at Supply Chain Management Office at National Police Service Headquarters, Jogoo House A, Third Floor Room 357 during normal working hours.
2.18.1 - Opening of Tenders	The Tender opening shall take place at: National Police Service Headquarters, Jogoo House A, along Taifa road, off - Harambee Avenue, Nairobi.
2.22-Evaluation and comparison of tenders	See II below

## I. MANDATORY REQUIREMENTS

a.	The lead insurance company shall be required to submit hard copy bid documents which must be exact replica of the soft copy bid submitted through IFMIS.
b.	The lead insurance company shall be required to submit a detailed contract agreement between members of the consortium. The agreement shall be duly registered with the Registrar of Documents at the Ministry of Lands, Housing and Urban Development and shall be valid for the entire period of the contract. <b>N/B- No underwriter or administrator shall participate in more than one consortium.</b>
c.	The Lead Insurance Company shall be required to submit a detailed contract administration agreement between the members of the consortium and the Lead Insurance Company.
d.	The Lead Insurance Company shall be required to submit duly registered Power of Attorney with the Registrar of Documents at the Ministry of Lands, Housing and Urban Development for the lead insurer and for all members of the consortium for purposes of this tender and in relation to the consortium and administration agreements.
e.	The lead insurer of the consortium shall submit a tender security of Kshs.100million valid for 180days from the closing/opening date.
f.	The lead insurer of the consortium shall submit current licenses from Insurance Regulatory Authority for each member of the consortium.
g.	The lead insurer of the consortium shall submit copies of Valid Tax Compliance certificate PIN and VAT certificate for each member of the consortium.
h.	The lead insurer of the consortium shall submit copies of Certificate of Registration/Incorporation for each member of the consortium.
i.	The lead insurer of the consortium shall submit copies of certified audited accounts for the last 3years (2013, 2014 and 2015) for all the members of the consortium.
j.	The lead insurer of the consortium shall submit copies of membership certificates from the Association of Kenya Insurers (AKI) for each member of the consortium.
k.	The lead insurer of the consortium shall submit duly completed, signed and stamped form of tender. The form of tender shall be signed by duly authorized person as per the power of attorney.
l.	The lead insurer of the consortium shall submit duly completed, signed and stamped Confidential Business Questionnaire Form.
m.	The lead insurer of the consortium shall submit a sworn affidavit by a commissioner of oath for all the members of the consortium that they are not insolvent, in receivership, bankrupt or in the process of being wound up ,is not the subject of legal proceedings relating to the foregoing and is not debarred from participating in public procurement.
n.	The lead insurer shall submit company profile for each member of the consortium

**NB: - Bidders MUST meet all the mandatory requirements to qualify for technical evaluation.**

## TECHNICAL EVALUATION

	TECHNICAL EVALUATION OPERATIONS PERFORMANCE & HUMAN RESOURCES	POINTS
	<b>The lead insurer of the Consortium of Insurance Companies licensed to underwrite Medical class of insurance business, are required to present the following:</b>	Maximum 100 marks
a.	Proof of experience in underwriting/administering medical insurance schemes in any of the last three (3) years (2013, 2014 & 2015) including letters of recommendation from the clients. i) 50,000 and above principal members (10marks) ii) 30,000-49,999 principal members (5 marks) iii) 20,000-29,999 principal members (2 marks)	10 marks
b.	Recommendations from at least three (3) different medical insurance clients, with a premium of at least Ksh. 50m per client per year for the last two years (2014 and 2015). (@3 marks)	9 marks
c.	Provide confirmation of good claim settlement record for medical insurance cover from each of the clients indicated in (b) above (@1 mark)	3 marks
d.	Provide evidence of a comprehensive service provider network spread across the country and present in each County, including Service Level Agreements with Private, Public and Faith based medical care providers.	5marks
e.	The lead insurance company should provide evidence of having Gross Written Medical Insurance Premiums of at least Kshs.2.0billion each year for the last two (2) years audited accounts (2014 and 2015).	15 marks
f.	Provide recommendation from 5 major providers (hospitals) as evidence of good claim settlement record for medical insurance cover;(@1 mark)	5marks
g.	Provide evidence of having been in the medical insurance business (provide IRA certificates) i) 5 years and above (5marks) ii) 3 -4 years (2 marks) iii) 2 years and below(1mark)	5marks
h.	Provide CVs for the top 5 Management staff showing qualification and years of experience accompanied by certified copies of certificates of registration as members of respective professional bodies(@1mark)	5 marks
i.	Provide documentary evidence of an arrangement on provision of local and international medical evacuation facilities/services, including the best available quality air ambulance services (Helicopter + fixed wings aircraft)	4 marks
j.	Provide documentary evidence on arrangements for referral to medical institutions that offer specialised services not available in the country	5 marks
k.	Provide operational plan detailing the following: <ul style="list-style-type: none"> <li>• Member registration process</li> <li>• Program Management</li> <li>• sensitization</li> <li>• Implementation schedule</li> <li>• Claim management procedures</li> </ul>	8 marks

	<ul style="list-style-type: none"> <li>• Fraud management process</li> <li>• Personnel including county offices</li> <li>• Scheme Rules and governance</li> </ul>	
l.	Provide proof of availability of an ICT based system for member registration process and identification.	5 marks
m.	Provide recommendation from the clients of the ICT based System's capability and experience to register over 120,000 principal members within a short period.	8 marks
n.	Provide proof of adequate reinsurance arrangement for medical class of insurance business	5 marks
o.	Provide sample policy document which contains details, including exclusions and limitations on the following <ul style="list-style-type: none"> <li>i. Inpatient Benefits</li> <li>ii. Outpatient</li> <li>iii. Maternity</li> <li>iv. Dental &amp; optical cover</li> <li>v. Optical</li> <li>vi. International &amp; Domestic referrals</li> <li>vii. Medical Evacuation</li> <li>viii. Any other Benefits</li> </ul>	8 marks
	Total score	100 Marks

**NB: all these conditions should be in technical category in the IFMIS portal**

1. To qualify for financial evaluation a consortium must score a minimum of 80 marks (80%).
2. The criteria to be used for financial evaluation shall be the lowest evaluated bid.

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. Delivery of services and Documents**

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

### **3.8. Payment**

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

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

### **3.9. Prices**

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

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

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

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

### **3.10. Assignment**

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

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

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

- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract

- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

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

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

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

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

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

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

### **3.14 Resolution of Disputes**

3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15. Governing Language**

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

**3.16. Applicable Law**

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

**3.17 Force Majeure**

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

**3.18 Notices**

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

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

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

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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	<b>10% of contract value</b>
3.7 Delivery of Services	To be made as per specified cover
3.8 Payment	To be done annually
3.9 Price adjustment	Not permitted within the first 12 months from the contract date. For price adjustment after expiry of this period, justification must be provided to the accounting officer for approval.
3.14- Resolution of disputes	Kenyan Law
3.16 Applicable law	Kenyan Law
3.18 Notices	Notices to the National Police Service shall be sent to the: <b>The Inspector General, National Police Service, P.O Box 44249-00100 Nairobi.</b>

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

### **Notes for preparing Schedule of Requirements.**

1. The schedule of Requirements shall be included in the tender documents by the procuring entity and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
2. The objectives of the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
3. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26



## SECTION V -SCHEDULE OF REQUIREMENTS

### 1. DETAILS OF INSURANCE COVERS

Civil Service Job Group	Police Officer Grades	In-patient	Out-patient	Dental Cover	Optical Cover	Maternity	No of Staff in National Police Service	No of Staff in Kenya Prison Service
A-G	PG 1,2,3	1.5M	150,000	50,000	50,000	125,000	79,205	22,804
H	PG 4	1.5M	150,000	50,000	50,000	125,000	5,282	1,830
J	PG 5	1.5M	150,000	50,000	50,000	125,000	8,963	1,600
K	PG 6	1.5M	150,000	50,000	50,000	125,000	2,619	662
L	PG 7	1.5M	150,000	50,000	50,000	125,000	615	141
M	PG 8,9	2M	200,000	50,000	50,000	125,000	809	41
N	PG 10	2M	250,000	50,000	50,000	125,000	537	9
P	PG 11	2.3M	250,000	50,000	50,000	125,000	96	2
Q	PG 12	2.3M	300,000	50,000	50,000	125,000	1	8
R,S,T	PG 13,14	2.5M	400,000	50,000	50,000	125,000	79	8
<b>TOTAL</b>							<b>98,206</b>	<b>27,105</b>
Total							<b>125,311</b>	

**NB;** quote for annual premium for the above benefits

### STAFF MEMBERSHIP

	CATEGORY	NO.NPS	No. KPS	TOTAL
Inpatient & Outpatient	M	8,712	3,215	11,927
	M+1	3,341	865	8,412
	M+2	6,978	2,103	27,243
	M+3	22,648	5,002	110,600
	M+4	21,114	6,322	137,180
	M+5	19,005	5,907	149,472
	M+6	13,408	3,691	119,693
<b>TOTAL</b>		<b>98,206</b>	<b>27,105</b>	<b>564,527</b>

## **SCOPE OF COVER**

### **Inpatient Benefits (as per the limits)**

Proposed benefits under this cover will include but not limited to:-

- The cover should include Naval, military, air force and other security related operations.
- Cover should also include war, invasion and civil war risk
- Cover should include riots, strikes and civil commotions.
- Cover should include Acts of terrorism
- Cover should include hazardous pursuit which include diving and riding in any kind of race.
- Cover should include extreme and professional sports
- Cover should include Prosthetic device needed as part of treatment, which includes external artificial body part, such as a prosthetic limb or prosthetic ear.
- Cover should include Transplant services - transplant of cornea, small bowel, kidney, kidney/pancreas, liver, heart, lung or heart/lung transplant Bed entitlement (semi private or private) : standard ward bed net of NHIF rebate per day
- Hospital Accommodation Charges.
- Doctor's (Physician, Surgeon & Anesthetist) Fee.
- ICU/HDU Intensive Care, Intensive Therapy, Coronary care and High Dependency unit
- Theatre Charges
- Drugs/ Medicines, dressings and Internal Surgical appliance
- Pathology, X-ray, Ultrasound, ECG and Computerized Tomography, MRI Scans
- Radiotherapy and Chemotherapy
- In-Patient Physiotherapy, Hydrotherapy, Chemotherapy and Radiotherapy
- In-Patient Prescribed drugs/ medicines and dressings.
- Emergency Road and Air Evacuation within East Africa leading to admission using rotary and fixed wing air rescue.
- Overseas and local evacuations where treatment is not locally available.
- Day care Surgery for minor surgical treatment that may not require admission.
- Hospital accommodation for accompanying parent and / or guardian for Hospitalized children
- Post Hospitalization benefit
- Congenital defects/ genetic disorders.
- Pre-existing and chronic conditions (including cancer) to be covered in full annual limit
- Rehabilitation services and limits covered.
- Medical education and wellness program for members with pre-existing and chronic conditions
- Repatriation of the mortal remains
- Cost for infertility
- Renal dialysis
- Child welfare
- Physiotherapy

- Occupational therapy
- Mental illness including intentional self injury and suicide
- All sexually transmitted infections (STD)
- Illnesses resulting from alcohol intoxication
- Last expense cover (optional)

**(Bidder must clearly state all their exclusions under this benefit structure.)**

**Outpatient (as per the limits)**

The outpatient cover will cater for all routine outpatient services which include but not limited to:-

- Routine Outpatient consultations
- Diagnostic Laboratory and Radiology services (X-Ray, Ultrasound, MRI, and CT Scans)
- Prescribed physiotherapy
- Prescribed drugs and dressing
- Prescribed routine laboratory tests
- Spirometry (Lung Function Test)
- HIV/AIDS related conditions and prescribed ARV's to the full cover limit family per annum.
- Routine Immunizations :-
- KEPI Vaccinations,
- Pap smear for ladies and PSA for men Routine Antenatal Checkups
- Post-natal care
- Newly diagnosed chronic Conditions
- Pre- existing and Chronic conditions (including Cancer)
- Ambulance and evacuation Services using road, rotary and fixed wing air rescue.
- Preventive care : to include free Medical camps, Mobile Clinics for events , counseling on life style and wellness
- Referral OPD

**Bidders must clearly state all their exclusions under this benefit structure**

**Maternity (as per limits)**

- Routine antenatal check-up
- Delivery fees
- Post natal care
- Routine immunization (KEPI) and baby friendly vaccines
- Emergency Caesarean section
- Maternity benefit available to principal member and their spouse only
- Congenital conditions
- Pre-maturity

**Dental cover (as per the limits):** for the below mention benefits

- Dental consultation and anaesthetist fees
- Dental X-ray
- Root canal
- Tooth extraction
- Scaling Accident related Dental treatment

**Optical (as per the limits)**

This benefit caters for expenses related to eye treatment. Optical cover includes the cost of lens and frames.

Prescription for ophthalmic treatment and eye lenses

**International & Domestic referrals**

The services required.

Referral to medical institutions that offer specialised services not available in the country

**Medical Evacuation -** The services required:

Road Evacuation

Air evacuation

**Other Benefits**

Biometric Registration

Mobile registration of the member using ICT technology

24 X 7 Call centre

Sensitization of staff on Healthcare and Last expense

Provide Annual health talks

Prevention of Medical fraud / Fraud management

Control over utilization of medical entitlements

Automatic addition and deletion

## **SECTION VI- STANDARD FORMS**

### Notes on the standard Forms

1. Form of Tender - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. Price Schedule Form - The price schedule form must similarly be completed and submitted with the tender.
3. Contract Form - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. Confidential Business Questionnaire Form - This form must be completed by the tenderer and submitted with the tender documents.
5. 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 \_\_\_\_\_ 20.....

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

### PRICE SCHEDULE

TOTAL NO OF STAFF	ANNUAL PROVISION
Provision for Ex-gratia in-patient claims	Kshs.200,000,000
Annual premium for <b>125,311</b> members of staff	
Total bid (premium + Ex-gratia in-patient provision)	

**NB: The total bid should include ex gratia amount of Shs.200million for the in-patient only. The administration of the ex gratia will be agreed upon during contract negotiation and signing.**

**Contract Form**

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between  
[name of Procurement entity] of \_\_\_\_\_ [country of Procurement entity]  
(hereinafter called “the Procuring entity”) of the one part and  
[name of tenderer] of \_\_\_\_\_ [city and country of tenderer] (hereinafter  
called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for 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 \_\_\_\_\_  
\_\_\_\_\_



**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2( c)

Whichever applies to your type of business

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

Part \_\_\_\_\_ General:

Business Name .....  
 Location of business premises .....  
 Plot No. .... Street/Road .....  
 Postal Address ..... Tel. No. ....Fax ..... 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.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.....				
2.....				
3.....				
4.....				
5.....				

Part 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
1.....				
2.....				
3.....				
4.....				
5.....				

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 tender?>

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 or financial institution]*

\_\_\_\_\_  
*[Address]*

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

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

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 of .....20.....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.
- etc.

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

- 1.
- 2.
- etc

SIGNED .....(Applicant)

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

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FOR OFFICIAL USE ONLY

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

SIGNED  
Board Secretary