



KENYA BUREAU OF STANDARDS

PROVISION OF GENERAL INSURANCE SERVICES

TENDER NO. KEBS/T032/2023-2024

**KENYA BUREAU OF STANDARDS P.O. BOX
54974-00200
NAIROBI**

**POPO ROAD OFF MOMBASA ROAD
TEL: 020 69048000**

June, 2024

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INVITATION TO TENDER

PROCURING ENTITY: **KENYA BUREAU OF STANDARDS**

CONTRACT NAME AND DESCRIPTION: **TENDER FOR PROVISION OF GENERAL INSURANCE SERVICES TO KENYA BUREAU OF STANDARDS.**

1. The **Kenya Bureau of Standards** invites sealed tenders for the provision of **General Insurance Services** whose specifications are detailed in the Tender Document.
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers. Tenderers will be allowed to tender for one or more items.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours between **0900 hrs. to 1600 hrs.** starting at the date of advert at the office of:

Chief Manager Supply Chain

Tel: (+254) 020 6948000

Email address: procurement@kebs.org

4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **KSHS. 1,000.00** (One thousand Kenya Shillings Only) in cash or Banker's Cheque and payable to the address given below. Tender documents obtained **electronically** will be **free of charge**.
5. Tender documents may be viewed and downloaded for free from the website www.kebs.org or PPIP website <http://tenders.go.ke>. Tenderers who download the tender document must forward their particulars immediately to procurement@kebs.org Tel: (+254) 020 6948000 P. O. Box 54974-00200, Nairobi to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a “**Tender Security**” of **KSHS. 1,000,000.00** (One Million Kenya Shillings Only) from either a commercial bank or a micro finance Institution registered and licensed by Central Bank of Kenya and Operating in Kenya.
7. The Tenderer shall chronologically **serialize all pages** (1, 2,3,4,5...) of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before **8th July, 2024 at 10:00AM**. Electronic Tenders **will not** be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
10. Late tenders will be rejected.
11. The addresses referred to above are:

a) **Address for obtaining further information and for purchasing tender documents**

**Kenya Bureau of Standards,
Supply Chain Department,
Popo Road Off Mombasa Road
P. O. Box 54974 – 00200, Nairobi
procurement@kebs.org, dedej@kebs.org & info@kebs.org
Tel: (+254) 020 6948000**

b) **Address for Submission of Tenders.**

**The Managing Director,
Kenya Bureau of Standards,
Popo Road Off Mombasa Road,
P. O. Box 54974 – 00200, Nairobi.**

c) **Address for Opening of Tenders.**

**The Chief Manager - Supply Chain,
Kenya Bureau of Standards,
Supply Chain Department Parking Area,
Popo Road Off Mombasa Road,
P. O. Box 54974 – 00200, Nairobi.**

Note: The tender documents should be dropped in the tender box located on Ground Floor at KEBS Main Reception, Administration Block. Bids that **cannot** fit in the tender box should be submitted to the **Managing Director's** office.

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

1.1 This tendering document is for the delivery of Insurance services, as specified in Section V, Procuring Entity's Schedule of Requirements. The name of the Procuring Entity, name and identification and number of this tender are specified in the **TDS**.

2. Definitions

2.1 Throughout this tendering document:

- a) The term “in writing” means communicated in written form (e.g., by mail, e-mail, including if specified **in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt.
- b) If the contexts requires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

2.2 The successful Tenderer will be expected to commence providing the Insurance Services by Date provided **in the TDS**. The insurance duration for each item will be one year or the period specified in the **TDS**.

3. Fraud and Corruption

3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civils actions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

3.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4. Eligible Tenderers

4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.7 or any combination of such entities in the form of a joint venture (JV) under an existing agree mentor with the intent to enter into such an agreement supported by a letter of intent. Only Insurance service providers registered by Insurance Regulatory Authority are eligible to tender and sign contracts. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual

tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

- 4.2 Public Officers of the Procuring Entity, their spouse, child, parent, brother, sister, child, parent or sister of a spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
 - a) Directly or in directly controls, is controlled by or is under common control with another Tenderer; or
 - b) Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c) Has the same legal representative as another Tenderer; or
 - d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
 - e) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Schedules of requirements, Performance Specifications, etc.) for the Insurance services that are the subject of this Tender; or
 - f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity for the Contract implementation; or
 - g) would be providing goods, works, or services resulting from or directly related to the insurance services specified in the **TDS** ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h) has a close business or family relationship with a professional staff of the Procuring Entity who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer shall not participate in more than one Tender, except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPR www.ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) if they can establish that they are registered as insurance businesses.
- 4.8 A tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.

- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 The Insurance Act of Kenya (Revised 2017) requires that insurance companies that wish to offer insurance services in Kenya should be registered with the Insurance Regulatory Authority (IRA) of Kenya to allow them undertake insurance business in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before contract award and signature of contract. Details on application for registration with Insurance Regulatory Authority may be accessed from the website www.ira.go.ke
- 4.11 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Act. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.ira.go.ke
- 4.12 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5. Qualification of the Tenderer

- 5.1 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B.Contents of Tendering Document

6. Sections of Tendering Document

- 6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.

PART 1: Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV – Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V–Schedule of Requirements

PART 3: Contract

- vi) Section VI-General Conditions of Contract (GCC)
- vii) Section VII-Special Conditions of Contract (SCC)
- viii) Appendix to the Contract–Insurance Policy

- 6.2 The Invitation to Tender (ITT) or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

- 6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.
- 6.4 The Tenderer is expected to examine all instructions, forms, terms of reference, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting

- 7.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.
- 7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) and items of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Sites shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.
- 7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.
- 7.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

8. Clarification of Tendering Document

- 8.1 A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified **in the TDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified **in the TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified **in the TDS**, the Procuring Entity shall also promptly publish its response at the web page

identified **in the TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT 9 and ITT 23.2.

9. Amendment of Tendering Document

9.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.1.

9.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 23.2 below.

C. Preparation of Tenders

10. Cost of Tendering

10.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

11. Language of Tender

11.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender maybe in another language provided they are accompanied by an accurate translation of the relevant passages into the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

12. Documents Comprising the Tender

12.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 13.
- b) **Schedules:** priced Activity Schedule completed in accordance with ITT 13 and ITT 15.
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 20.1.
- d) **Alternative Tender:** if permissible in accordance with ITT 14.
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3.
- f) **Qualifications:** documentary evidence in accordance with ITT 18 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted.
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender.
- h) **Conformity:** documentary evidence in accordance with ITT 17, that the Services conform to the tendering document;
- i) **Sample Insurance Policy** for each type of insurance required, and
- j) Any other document required **in the TDS**.

12.2 The Tenderer shall furnish in the Tender Information Form on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to the is Tender.

13. Form of Tender and Schedule of Requirements

13.1 The Form of Tender and priced Schedule of Requirements shall be prepared using the

relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

14. Alternative Tenders

14.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the best Evaluated Tenderer shall be considered by the Procuring Entity.

15. Tender Prices and Discounts

15.1 The prices (or premiums) and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Schedule of Requirements shall conform to the requirements specified below.

15.2 The Contract shall be for the Insurance Services of the items described in the Schedule of Requirements submitted by the Tenderer.

15.3 The Tenderer shall quote any discounts in the Form of Tender in accordance with ITT 13.1.

15.4 All duties, taxes, and other levies payable by the Insurance Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

15.5 If provided for in the **TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16. Currencies of Tender and Payment

16.1 The currency of the Tender and the currency of payments shall be Kenya Shillings, unless specified otherwise in the **TDS**.

17. Documents Establishing Conformity of Services

17.1 To establish the conformity of the Insurance Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the Procurement Entity's requirements specified in Section VII, Schedule of Requirements.

17.2 Standards for provision of the Insurance Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V, Schedule of Requirements.

17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable the Procuring Entity to identify any actual or potential conflict of interest in relation to the procurement and / or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.

17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and

control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

17.5 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

17.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

17.7 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

17.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

17.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18. Documents Establishing the Eligibility and Qualifications of the Tenderer

18.1 To establish Tenderer's their eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, and all Tendering Forms included in Section IV.

18.2 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 meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

18.3 In the event that pre-qualification of Tenderers has been undertaken as stated **in the TDS**, only Tenders from pre-qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

18.4 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

19. Period of Validity of Tenders

19.1 Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

19.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for a corresponding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

20. Tender Security

20.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

20.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

20.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:

- i) cash.
- ii) a bank guarantee.
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

20.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

20.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined nonresponsive, or a bidder declines to extend tender validity period.

20.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

20.7 The Tender Security may be forfeited, or the Tender-Securing Declaration executed:

- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) If the successful Tenderer fails to:
 - i) Sign the Contract in accordance with ITT 45; or
 - ii) Furnish a performance security in accordance with ITT 46.

20.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debar the Tenderer from participating in public procurement as provided in the law.

20.9 A tenderer shall not issue a tender security to guarantee itself.

21. Format and Signing of Tender

21.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

21.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

21.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

21.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

22. Sealing and Marking of Tenders

22.1 The Tenderer shall deliver the Tender in a single, sealed envelope. Within the single envelope the Tenderer shall place the following separate, sealed envelopes:

- a) In an envelope marked "ORIGINAL", all documents comprising the Tender, as described in ITT 12; and
- b) in an envelope marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT14, and if relevant:
 - i) in an envelope marked "ORIGINAL-ALTERNATIVE TENDER", the alternative Tender; and
 - ii) in the envelope marked "COPIES –ALTERNATIVE TENDER" all required copies of the alternative Tender.

22.2 The inner envelopes shall:

- a) Bear the name and address of the Tenderer.
- b) Be addressed to the Procuring Entity in accordance with ITT 23.1.
- c) Bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- d) Bear a warning not to open before the time and date for Tender opening.

22.3 The outer-envelopes shall:

- a) Be addressed to the Procuring Entity in accordance with ITT 23.1.
- b) bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- (c) Bear a warning not to open before the time and date for Tender opening.

22.4 If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will not be accepted.

23. Deadline for Submission of Tenders

23.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

23.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Tenders

24.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

25. Withdrawal, Substitution and Modification of Tenders

25.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that with draw all notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

25.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

25.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

26. Tender Opening

26.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the **TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

26.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to

request the substitution and is read out at Tender opening.

26.4 Next, envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the **TDS**.

26.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

26.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification.
- b) the Tender Price, per lot (contract) if applicable, including any discounts; and
- c) any alternative Tenders.
- d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
- e) Number of pages of each tender document submitted.

26.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a tenderer upon request.

E. Evaluation and Comparison of Tenders

27. Confidentiality

27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

27.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

27.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

28. Clarification of Tenders

28.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in

the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT 32.

28.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

29 Deviations, Reservations, and Omissions

29.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

30 Determination of Responsiveness

30.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

30.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
 - i) Affect in any substantial way the scope, quality, or performance of the Insurance Services specified in the Contract; or
 - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

30.3 The Procuring Entity shall examine the technical aspects of the Tenders submitted in accordance with ITT 17 and ITT 18, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

31 Non-conformities, Errors and Omissions

31.1 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions

31.2 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.

31.3 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

32 Arithmetical Errors

32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from a calculation of unit price, quantity, sub-total, and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.

32.3 Tenderers shall be notified of any error detected in their bid during the notification of award.

33. Comparison of Tenders and Conversion to Single Currency

33.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 31.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be based on total cost prices for each offered insurance service.

33.2 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified **in the TDS**. The source of exchange rate and the date of such exchange rate shall also be specified in the **TDS**.

34. Margin of Preference and Reservations

34.1 A margin of preference on local insurance providers may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.

34.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

34.3 Contracts procured on basis of international competitive tenderings shall not be subject to reservation exclusive to specific groups as provided in ITT 33.4.

34.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by a competent authority, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

35. Evaluation of Tenders

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the Evaluated Tender Price by adjusting the Tender price as follows:

- a) Prices offered by the Tenderer, corrected appropriately in accordance with ITT 32;
- b) Price adjustment due to discounts offered in accordance with ITT 15.4;

- c) converting the amount resulting from applying (a) and (b) above, if allowed, to a single currency in accordance with ITT 33.2;
- d) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken in to account in Tender evaluation.

35.4 Where the tender involves multiple items, the tenderer will be allowed to tender for one or more items. Each item will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers will be base done each item and not a combination of items.

36. Comparison of Tenders

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37. Abnormally Low Tenders and Abnormally high tenders

Abnormally Low Tenders

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender price or that genuine competition between Tenderers is compromised.

37.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analysis of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, cope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38. Qualification of the Tenderer

38.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

38.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take in to consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

39.1 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 there by incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

40. Award Criteria

40.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

41. Notice of Intention to enter in to a Contract

41.1 Upon award of the contract and prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter into a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful unless the price information in(c) above already reveals the reason.
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the stand still period.

42. Standstill Period

42.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

42.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has

transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

43. Debriefing by the Procuring Entity

43.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

43.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

44. Negotiations

44.1 The negotiations shall be held at the place indicated in the **TDS** with the Tenderer's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Tenderer. The Procuring Entity will constitute a team to negotiate a contract and the terms of the Insurance Policy to be provided.

44.2 The negotiations shall start with discussions of the scope of the terms and conditions of the Policy, its conformity to the Procuring Entity's requirements, the conditions and circumstances under which the insured will be financially compensated, and the items that would need to be attended to before the contract is signed and an Insurance Policy issued. These discussions shall not substantially alter the original scope of the Procuring Entity's requirements. The items that would need to be attended to by the Procuring Entity before the contract is signed and an Insurance Policy issued should not be so extended as to render the scope of the required service and its price different from the Procuring Entity's requirements.

44.3 The Procuring Entity shall prepare minutes of negotiations that are signed by the Procuring Entity and the Tenderers' authorized representative.

45. Letter of Award

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46. Signing of Contract

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

47. Performance Security

47.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

47.3 Performance security shall not be required for contracts estimated to cost less than the amount specified in the Regulations.

48. Publication of Procurement Contract

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49. Procurement Related Complaint and Administrative Review

49.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

49.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The Tender reference number (ITT) is KEBS/T032/2023-2024 . The Procuring Entity is KENYA BUREAU OF STANDARDS . The name of the ITT is: PROVISION OF GENERAL INSURANCE SERVICES .
ITT 2.1(a)	Electronic –Procurement System – Not Applicable.
ITT 2.2	The Intended date commencing providing the Insurance Services is 1st September, 2024 . The insurance duration for each item will be One year .
ITT 4	The tenderer must provide documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender as either Insurance Underwriters or Insurance brokers.
ITT 4.1	Maximum number of members in the Joint Venture (JV) shall be: Joint Venture Not Applicable in this tender.
	B. Contents of Tendering Document
ITT 7.1 8.1	For Clarification of Tender purposes only, the Procuring Entity's address is: Attention: The Chief Manager - Supply Chain, Kenya Bureau of Standards, P.O. BOX 54974 – 00200, POPO ROAD OFF MOMBASA ROAD, NAIROBI. procurement@kebs.org , info@kebs.org and dedej@kebs.org Requests for clarification should be received by the Procuring Entity no later than: Seven (7) days before tender closing date. The Procuring Entity shall publish its response at the website: www.kebs.org .
ITT 7.2	(A) A pre-arranged pretender site visit shall not take place. (B) Pre-Tender meeting shall not take place.
ITT 7.3	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than Not Applicable before the meeting.
ITT 7.5	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre-arranged pretender will be published is: Not Applicable .
ITT 12.1 (j)	The Tenderer shall submit the following additional documents in its Tender: <i>[list any additional document not already listed in ITT 13.1 that must be submitted with the Tender]</i> .

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS	
	Other documents required from INSURANCE UNDERWRITER are	
	S/No	Description
	1.	Certified valid copy of Incorporation Certificate or Certificate of Registration with CR13.
	2.	Valid copy of Tax Compliance Certificate at the time of closing date of tender.
	3.	Written evidence that the firm is making Social Security contributions as required e.g., NSSF and NHIF. Must be valid as at the time of evaluation.
	4.	Certified valid copy of license from the Insurance Regulatory Authority (IRA).
	5.	Certified copy of registration certificate from the Association of Kenya Insurers (AKI).
	6.	Must have done annual gross premiums in the last financial year of at least Kshs. 2.5 billion .
	7.	Financial reports for the last three (3) years (2020,2021 and 2022) balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
	8.	Must have total number of management staff of at least fifteen (15) with practice specialties and gender/national outlook.
	9.	Must give a list of at least ten (10) reputable corporate entities with minimum premium turnover of Kshs. 350 million in the previous financial year and at least seven reference letters from corporates in the provided list. The premium turnover for the ten clients should be at least Kshs. 350 million .
	10.	Tender Security of Kshs. 1,000,000.00 (One Million Kenya shillings) from either a commercial bank or a micro finance Institution registered and licensed with Central Bank of Kenya and Operating in Kenya.
	11.	Must submit Reinsurance slip/cover notes for policy businesses for year 2023.
	12.	Provide evidence that the company has been registered and in operation for at least ten (10) years).
	13.	Duly filled, signed, and stamped Confidential Business Questionnaire
	14.	Certified valid copy of County Government Business Permit.
	15.	Certified copy of certificate of Confirmation of Directors and Shareholding (CR 12) Issued within the last 3 Months to Tender Opening Date.
	16.	Provide Certified, duly filled, signed, and stamped Self-Declaration Form that the Tenderer is Not Debarred by the Public Procurement Regulatory Authority
	17.	Provide Certified, duly filled, signed, and stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
	18.	Provide evidence of claim reports for the company filed with IRA for the last three (3) years).
	19.	Provide an analysis of the company's business volumes, profitability, and liquidity ratios for the last three (3) years).
	20.	The bid document "Original" and "Copy" must be sequentially paginated / serialized e.g., 1, 2, 3, 4, 5,
	21.	Submit the required number of copies i.e., one "ORIGINAL TENDER" and one copy clearly marked "COPY OF TENDER," as appropriate.
	22.	Duly Filled, Signed and Stamped Price schedule form
	23.	Duly filled, signed, and stamped Form of Tender
	24.	Certified, duly filled, signed, and stamped Declaration and Commitment to The Code of Ethics
25.	Certified, duly filled, signed and stamped Certificate of Independent Tender Determination form.	

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS																																																
	<p style="text-align: center;">Other documents required from INSURANCE BROKER are</p> <table border="1"> <thead> <tr> <th data-bbox="336 203 427 237">S/No</th> <th data-bbox="427 203 1457 237">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="336 237 427 271">1.</td> <td data-bbox="427 237 1457 271">Certified copy of Incorporation Certificate or Certificate of Registration with CR 13.</td> </tr> <tr> <td data-bbox="336 271 427 340">2.</td> <td data-bbox="427 271 1457 340">Certified valid copy of Tax Compliance Certificate at the time of closing date of tender.</td> </tr> <tr> <td data-bbox="336 340 427 387">3.</td> <td data-bbox="427 340 1457 387">Certified valid copy of license from the Insurance Regulatory Authority (IRA).</td> </tr> <tr> <td data-bbox="336 387 427 434">4.</td> <td data-bbox="427 387 1457 434">Must be a current member of the Association of Insurance Brokers (AIB).</td> </tr> <tr> <td data-bbox="336 434 427 504">5.</td> <td data-bbox="427 434 1457 504">Written evidence that the firm is making Social Security contributions as required e.g., NSSF and NHIF. 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ITT 14.1	Alternative Tenders shall not be considered.																																																
ITT 15.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the Contract.																																																
ITT 16.1	The currency of the Tender and the currency of payments shall be in Kenya Shillings																																																
ITT 18.3	Prequalification has not been undertaken.																																																
ITT 19.1	The Tender validity period shall be 182 days																																																
ITT 20.1	A Tender Security shall be required. A Tender-Securing Declaration shall not be required. If a Tender Security shall be required, the amount and currency of the Tender Security shall be KSHS. 1,000,000.00 (One Million Kenya Shillings Only).																																																
ITT 21.1	In addition to the original of the Tender, the number of copies is: One (1) copy																																																
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: Power of Attorney.																																																

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	D. Submission and Opening of Tenders
ITT 23.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is: The Managing Director, Kenya Bureau of Standards, Popo Road Off Mombasa Road P. O. Box 54974 – 00200, Nairobi Attention: The Chief Manager - Supply Chain, Kenya Bureau of Standards, P.O. BOX 54974 – 00200, POPO ROAD OFF MOMBASA ROAD, NAIROBI. procurement@kebs.org , info@kebs.org and dedej@kebs.org
ITT 23.1	The deadline for Tender submission is 8th July, 2024 . Tenderers shall not have the option of submitting their Tenders electronically. The electronic Tender submission procedures shall be: Not Applicable
ITT 26.1	The Tender opening shall take place at: Kenya Bureau of Standards, P.O. BOX 54974 – 00200, POPO ROAD OFF MOMBASA ROAD, NAIROBI. Supply Chain Department Parking Area Date: 8th July, 2024.
ITT 26.1	The electronic Tender opening procedures shall be: Not Applicable,
ITT 26.6	The Form of Tender and priced Schedule of requirements shall be initialed by Appointed Tender Opening Committee.
	E. Evaluation and Comparison of Tenders
ITT 33.2	The currency shall be Kenya Shillings and the source of exchange rate shall be, Central Bank of Kenya as on the Tender Opening Date.
ITT 34.2	Margin of preference shall be given to AGPO Brokerage firms, 5 marks at the technical evaluation.
	F. Award of Contract
ITT 40.1	The Contract shall be awarded to the Lowest Evaluated Tender
ITT 49.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to: The address for submitting appeals to Administrative Review Board: The Secretary, Public Procurement Administrative Review Board, The Public Procurement Regulatory Authority, 10th Floor, National Bank House, P.O. Box 58583-00200, NAIROBI, Kenya. Tel: +254 (0) 20 3244000 Email: info@ppra.go.ke Website: www.ppra.go.ke In summary, a Procurement-related Complaint may challenge any of the following: (i) the terms of the Tender Documents; and (ii) the Procuring Entity's decision to award the contract.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amount for that year is to be converted) was originally established.
- b) Value of single Contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard. Tender Evaluation Report for Goods and Works** for evaluating Tenders.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2. Preliminary examination for Determination of Responsiveness.

2.1 INSURANCE UNDERWRITER	
S/No	MANDATORY REQUIREMENTS
MR 1.	Certified copy of Incorporation Certificate with CR 12 or Certificate of Registration with CR 13.
MR 2.	A valid copy of Tax Compliance Certificate at the time of closing date of tender.
MR 3.	Written evidence that the firm is making Social Security contributions as required e.g., NSSF and NHIF. Must be valid as at the time of evaluation.
MR 4.	Certified valid copy of license from the Insurance Regulatory Authority (IRA).
MR 5.	Certified copy of registration certificate from the Association of Kenya Insurers (AKI).
MR 6.	Must have done annual gross premiums in the last financial year of at least Kshs. 2.5 billion .
MR 7.	Financial reports for the last three (3) years (2020,2021 and 2022) balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
MR 8.	Must have total number of management staff of at least fifteen (15) with practice specialties and Gender/ National outlook.
MR 9.	Must give a list of at least ten (10) reputable corporate entities with minimum premium turnover of Kshs 350 million in the previous financial year and at least seven reference letters from corporates in the provided list. The average premium turnover for the ten clients should be at least Kshs. 350 million .
MR 10.	Tender Security of Kshs. 1,000,000.00 (One Million Kenya shillings) from either a commercial bank or a micro finance Institution registered and licensed by Central Bank of Kenya and Operating in Kenya.
MR 11.	Must submit Reinsurance slip/cover notes for policy businesses for year 2023.
MR 12.	Provide evidence that the company has been registered and in operation for at least ten (10) years.
MR 13.	Duly filled, signed, and stamped Confidential Business Questionnaire.
MR 15.	Certified copy of certificate of Confirmation of Directors and Shareholding (CR 12) Issued within the last 3 Months to Tender Opening Date.
MR 16.	Provide Certified, duly filled, signed, and stamped Self-Declaration Form that the Tenderer is Not Debarred by the Public Procurement Regulatory Authority.
MR 17.	Provide Certified, duly filled, signed, and stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
MR 18.	Provide evidence of claim reports for the company filed with IRA for the last three (3) years .
MR 19.	Provide an analysis of the company's business volumes, profitability and liquidity ratios for the last three (3) years .
MR 20.	The bid document " Original " and " a Copy " must be sequentially paginated / serialized e.g., 1, 2, 3, 4..

MR 21.	Submit the required number of copies i.e. Submit the required number of copies i.e., one “ORIGINAL TENDER” and One copy clearly marked “COPY OF TENDER,” as appropriate.
MR 22.	Duly Filled, Signed and Stamped Price schedule form.
MR 23.	Duly filled, signed, and stamped Form of Tender.
MR 24.	Certified, duly filled, signed, and stamped Declaration and Commitment to The Code of Ethics.
MR 25.	Certified, duly filled, signed, and stamped Certificate of Independent Tender Determination form.
MR 26.	Special Conditions of Contract as relates to the General Conditions of Contract.
2.2 INSURANCE BROKER	
S/No	MANDATORY REQUIREMENTS
MR 1.	Certified copy of Incorporation Certificate with CR 12 or Certificate of Registration CR 13.
MR 2.	A valid copy of Tax Compliance Certificate at the time of closing date of tender.
MR 3.	Certified copy of a valid license from the Insurance Regulatory Authority (IRA).
MR 4.	Must be a current member of the Association of Insurance Brokers (AIB).
MR 5.	Written evidence that the firm is making Social Security contributions as required e.g., NSSF and NHIF. Must be valid as at the time of evaluation.
MR 6.	Total number of management team of at least eight (8) with practice specialties and gender/national outlook.
MR 7.	Financial reports for the last three (3) years (2020, 2021 and 2022), balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
MR 8.	Must have a Professional Indemnity Insurance Cover of at least Kshs.100 million (One Hundred Million Kenya shillings) and a copy be submitted.
MR 9.	Must give a list of ten (10) reputable clients and the total clients premium of at least Kshs. 250M in the previous year.
MR 10.	Tender Security of Kshs. 1,000,000.00 (One Million Kenya shillings) from either a commercial bank or a micro finance Institution registered and licensed by Central Bank of Kenya and Operating in Kenya.
MR 11.	Certified copy of valid County Government Business Permit.
MR 12.	Certified copy of certificate of Confirmation of Directors and Shareholding (CR 12) Issued within the last 3 Months to Tender Opening Date.
MR 13.	Provide Certified, duly filled, signed, and stamped Self-Declaration Form that the Tenderer is Not Debarred by the Public Procurement Regulatory Authority.
MR 14.	Provide Certified, duly filled, signed, and stamped Self Declaration form that the Tenderer will not engage in any Corrupt or Fraudulent Practice.
MR 15.	Provide an analysis of the company's business volumes, profitability, and liquidity ratios for the last three (3) years (2020, 2021 and 2022).
MR 16.	Recommended Underwriters Authorization Forms(s)
MR 17.	The bid document “Original” and “a Copy” must be sequentially paginated /serialized e.g., 1,2,3,4,5 ...
MR 18.	Submit the required number of copies i.e., one “ORIGINAL TENDER” and One copy clearly marked “COPY OF TENDER,” as appropriate.
MR 19.	Duly Filled, Signed and Stamped Price schedule form.
MR 20.	Duly filled, signed, and stamped Form of Tender.
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MR 22.	Certified, duly filled, signed, and stamped Declaration and Commitment to The Code of Ethics.
MR 23.	Certified, duly filled, signed, and stamped Certificate of Independent Tender Determination form.
MR 24.	Special Conditions of Contract as relates to the General Conditions of Contract

KEBS experience with both Insurer and Brokers will be considered where applicable.

3. Technical Evaluation

TECHNICAL EVALUATION CRITERIA - MOTOR VEHICLE PRIVATE (COMPREHENSIVE COVER INCLUDING FIRE AND NATURAL CALAMITIES, EXCESS PROTECTOR etc)			
No.	Condition	Notes	Weight
1.	Third Party Persons: Unlimited	As per Tender	10
2.	Third Party Property: Unlimited	As per Tender	10
3.	Towing charges: Kshs. 50,000.00	As per Tender	5
4.	Authorized repair Limited: Kshs.100,000.00	As per Tender	10
5.	Medical Expenses: Kshs. 50,000.00	As per Tender	10
6.	Own damage:	As per Tender	10
	(min) ----2.5% of value	As per Tender	10
	(max.)70,000	As per Tender	5
7.	Theft claim - (with device) – 5% of value	As per Tender	5
	Theft claim -(without device) - 10% of value	As per Tender	5
8.	Special clauses	As per Tender	10
9.	Own damage excess protector	As per Tender	5
10.	Extra Benefits e.g., Towing services	Any two, 2.5Mks for each	5
TOTAL			100
Pass Mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA - MOTOR VEHICLE COMMERCIAL (COMPREHENSIVE COVER INCLUDING FIRE AND NATURAL CALAMITIES, EXCESS PROTECTOR etc)			
No.	Condition	Notes	Weight
1.	Third Party Persons: Kshs. Unlimited	As per Tender	10
2.	Third Party Property: Kshs. 100,000,000.00	As per Tender	10
3.	Towing Charges: Kshs. 50,000.00	As per Tender	10
4.	Authorized Repair limit: Kshs. 100,000.00	As per Tender	10
5.	Medical Expenses: Kshs. 50,000.00	As per Tender	5
6.	Windscreen Kshs. 50,000.00	As per Tender	10
7.	Unspecified Radio/ Cassette Kshs. 50,000.00	As per Tender	5
8.	Own damage 5% of value	As per Tender	5
	-(min) -----30,000	As per Tender	5
	- (max.)100,000	As per Tender	5
9.	Theft claim -(with device) – 10% of value	As per Tender	5
	Theft claim -(without device)-20% of value	As per Tender	5
10.	Special clauses	As per Tender	5
11.	Own Damage Excess Protector	As per Tender	5
12.	Extra Benefits e.g., Towing services	Any two, 2.5Mks for each	5
TOTAL			100
Pass Mark 80% at Technical Stage to qualify for Financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA - EMPLOYER'S LIABILITY			
No.	Condition	Notes	Weight
1.	Any One Person: Kshs. 8,000,000.00	As per Tender	10
		Higher limits (Everyone 1m) 5 Mks each	20
2.	Any One Occurrence: Kshs.25,000,000.00	As per Tender	10
		Higher limits (Everyone 1m) 5 Mks each	20
3.	Any one Period of Insurance: Kshs. 50,000,000.00	As per Tender	10
		Higher limits (Everyone 1m) 5 Mks each	20
4.	Special clauses	As per Tender	5
5.	As per Tender	Any two, 2.5mks for each	5
TOTAL			100
Pass mark 80% at Technical Stage to qualify for Financial			
NB: Bidder MUST indicate the pages where the above conditions are attached.			

TECHNICAL EVALUATION CRITERIA – MONEY			
No.	Condition	Notes	Weight
1.	Cash with authorized staff Kshs. 2,800,000.00	As per Tender	15
2.	Cash in transit to and from bank Kshs. 700,000.00	As per Tender	15
3.	Cash in premises outside business hours Kshs. 1,700,000.00	As per Tender	15
4.	Cash in premises during business hours Kshs. 1,700,000.00	As per Tender	15
5.	Estimated Annual carry Kshs. 10,000,000.00	As per Tender	15
6.	Area: Kenya	As per Tender	5
7.	Cash – Indemnity	As per Tender	10
8.	Safe – Reinstatement	As per Tender	10
TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA- FIDELITY GUARANTEE INSURANCE			
No.	Condition	Notes	Weight
1.	Anyone person – Kshs. 5,000,000.00	As per tender	30
2.	Anyone period – Kshs. 100,000,000.00	As per tender	30
3.	Deductible	As per tender	10
4.	Discovery period (6month)	As per tender	20
	Discovery period	One year	10
TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA- FIRE & RELATED PERILS AND CONSEQUENTIAL LOSS			
No.	Condition	Notes	Weight
1.	Fire	As per tender	10
2.	Explosion	As per tender	10
3.	Earthquake	As per tender	10
4.	Volcanic Eruption	As per tender	10
5.	Subterranean Fire	As per tender	5
6.	Bushfire	As per tender	5
7.	Riots and strikes	As per tender	10
8.	Malicious Damage	As per tender	10
9.	Impact (Including by Own Vehicles)	As per tender	5
10.	Flood	As per tender	5
11.	Bursting or overflowing of water tanks, pipes	As per tender	10
12.	Terrorism	As per tender	10
TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA- BURGLARY			
No.	Condition	Notes	Weight
1.	Riots and strikes	As per tender	10
2.	Armed Hold Up	As per tender	10
3.	Damage to Building	As per tender	10
4.	Automatic Reinstatement of the Loss	As per tender	20
5.	Watchman’s Warranty	As per tender	10
6.	Average Clause	As per tender	10
7.	Goods Held in Trust.	As per tender	10
8.	Policy Excess: Min.	As per tender	10
	Policy Excess: Max	As per tender	10

TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA- TRAVEL INSURANCE			
No.	Condition	Notes	Weight
1.	Deposit	As per tender	10
2.	Personal Accident whilst in flight/public conveyance or 24 hours for Death or Permanent Total Disability.	As per tender	10
3.	Medical Expenses and Assistance Services including transmission of urgent messages and consular referral.	As per tender	10
4.	Medical Assistance and direct payment of In- Patient and Outpatient medical bills.	As per tender	5
5.	Transport and Repatriation.	As per tender	5
6.	Hospitalization allowance.	As per tender	5
7.	Hijack	As per tender	5
8.	Cancellation and/or curtailment	As per tender	10
9.	Loss of luggage	As per tender	5
10.	Delay of luggage	As per tender	10
11.	Travel delay	As per tender	10
12.	Loss of cash and/or documents	As per tender	5
13.	Personal liability and legal expenses etc.	As per tender	5
14.	Travel guard protector	As per tender	5
TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA- ALL RISKS			
No.	Condition	Notes	Weight
1.	Riots and strikes	As per tender	20
2.	Locked Car Boot Clause	As per tender	10
3.	Pairs and Sets Clause	As per tender	20
4.	Automatic reinstatement of loss.	As per tender	20
5.	Average Clause	As per tender	10
6.	Good Held on Trust	As per tender	10
7.	Employee Personal Effects	As per tender	5
8.	Policy Excess: Min &Max	As per tender	5
TOTAL			100
Pass mark 80% at Technical Stage to qualify for financial			
NB: Bidder MUST indicate the pages where the above conditions are attached			
TECHNICAL EVALUATION CRITERIA - GROUP PERSONAL ACCIDENT COVER			
No.	Condition	Notes	Weight
Sections -A-Non occupational			
1.	Death	60 months' earnings	10
2.	Permanent disablement	60 months' earnings	10
3.	Temporary total disablement Limit	Actual weekly Earnings - 104 weeks	10
4.	Medical Expenses	Kshs. 500,000.00	15
5.	Post hospitalization and Recovery benefit	Kshs. 200,000.00	5
Section B-Work Injury Benefits Acts-Occupational			
1.	Death	96 months' earnings	10
2.	Permanent disablement	96 months' earnings	10
3.	Temporary total disablement Limit	Actual weekly Earnings	10

		-104 weeks	
4.	Medical Expenses	Kshs. 200,000.00	5
5.	Funeral expenses	Kshs. 100,000.00	5
6.	Post hospitalization or Recovery benefit	Kshs. 200,000.00	5
7.	Any Extra benefit		5
TOTAL			100

Pass mark 80% at Technical Stage to qualify for financial

NB: Bidder MUST indicate the pages where the above conditions are attached

TECHNICAL EVALUATION CRITERIA-GROUP PERSONAL ACCIDENT COVER (BOARD MEMBERS).

No.	Condition	Notes	Weight
1.	Death	60 months' earnings	15
2.	Permanent disablement	60 months' earnings	15
3.	Temporary total disablement Limit	20,000 Per week 104 weeks	20
4.	Medical Expenses	Kshs. 500,000.00	20
5.	Funeral expenses	Kshs. 200,000.00	20
6.	Any Extra benefit		10
TOTAL			100

Pass mark 80% at Technical Stage to qualify for financial

NB: Bidder MUST indicate the pages where the above conditions are attached

TECHNICAL EVALUATION CRITERIA- GROUP LIFE

No.	Condition	Notes	Weight
1.	Death due to any cause	As per tender	20
2.	Four years' earnings	As per tender	20
3.		Extra year earnings	5
4.	Worldwide	As per tender	10
5.	Free Cover Limit (15m)	(5mks for every 3M)	15
6.	Funeral Expenses	Kshs. 200,000.00	10
7.	Critical illness benefit	30% of sum assured Max 15M	5
8.	Post Retirement benefit (Staff cover to end of policy period on retiring mid-cover)	Up to 2.5M per retiree	5
9.	Spouse's Last Benefit cover	Kshs. 100,000.00	5
10.	Dependent's (Up to 4 children) Last Benefit cover	Kshs. 75,000.00	5
TOTAL			100

Pass mark 80% at Technical Stage to qualify for financial

NB: Bidder MUST indicate the pages where the above conditions are attached

- 4 Tender Evaluation (ITT 35) Price evaluation:** in addition to the criteria listed in ITT 35.2 (a) – (c) the following criteria shall apply: **Other Criteria**; if permitted under ITT 35.2 (d):

- 5 Multiple Contracts**

Multiple contracts will be not permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of items and the lowest evaluated tenderer identified for each item.

- 6 Alternative Tenders (ITT14.1)**

An alternative if permitted under ITT 14.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2-Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

- 7 MARGIN OF PREFERENCE**

Apply Margin of Preference, if so allowed to all evaluated and accepted tenders as follows.

If the **TDS** so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine what her, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.

After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) *Group A*: tenders offered by Kenyan insurers and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) *Group B*: tenders offered by foreign insurers and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 5.1(c) of the respective tender price, including unconditional discounts, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

8. Post Qualification Criteria (ITT 38) Post qualification and Contract award (ITT39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow of Kenya Shillings _____.
 - ii) Minimum average annual turnover of Kenya Shillings [*insert amount*], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last [*insert of year*] years.]
 - iii) At least _____ (*insert number*) of contract (s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime insurer, or joint vent u remember or sub-contractor each of minimum value Kenya shillings. _____ equivalent.
 - iv) Other conditions depending on their seriousness.

a) History of non-performing contracts:

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that non-performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last ____ (*specify years*). The required information shall be furnished in the appropriate form.

b) Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and

in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above i fall pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last ____ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

SECTION IV- TENDERING FORMS

1. Form of Tender

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESSQUESTIONNAIRE all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - b) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer*

Date of this Tender submission: _____ [insert date (as day, month and year) of

Tender submission] **ITT No.:** _____ [insert number of ITT process]

To: _____ [insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9.
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4.
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21.
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: [insert the list of items tendered for and a brief description of the Insurance Services];

SCHEDULE OF TENDERED ITEMS AND PRICES

1	2	3	4	5	6	7
No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
No 1						
No 2						
No 3						

- e) **Discounts:** The discounts offered and the methodology for their application are:
- i) The discounts offered are: [*Specify in detail each discount offered.*]
 - ii) The exact method of calculations to determine the net price after application of discounts is shown below: [*Specify in detail the method that shall be used to apply the discounts*];
- f) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1(as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document.
- h) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance Providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** [*select the appropriate option and delete the other*] [*We are not a state- owned enterprise or institution*]/ [*We are a state-owned enterprise or institution but meet the requirements of ITT 4.6*];
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: [*insert complete name of each Recipient, including Insurance Brokers, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity,*]

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

[Delete if not appropriate or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive.
- (o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- (p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Tender Determination” attached below; and
- (q) **Code of Ethical Conduct:** We undertake to adhere by the Code of Ethics for Persons Participating in Public

Procurement and Asset Disposal, copy available from (specify website) during the procurement process and the execution of any resulting contract.

- (f) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
- (i) Tenderer's Eligibility: Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - (iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - (iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “Appendix 1-Fraud and Corruption” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **: [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed: [insert date of signing] day of [insert month], [insert year].

A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details.

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	Kenya Bureau of Standards
2	Reference Number of the Tender	KEBS/T032/2023-2024
3	Date and Time of Tender Opening	8th July, 2024, 1000AM
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full _____ Age _____
 Nationality _____ Country of Origin _____
 Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) Registered Company, provide the following details.

- i) Private or public Company.....
- ii) State the nominal and issued capital of the Company.....

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/ have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

f) **Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current, and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ [Name of Procuring Entity] for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer.
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders.
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience.
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor.
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document (s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements.
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices.
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____ Title _____ Date _____ *Name, title and signature of authorized agent of Tenderer and Date]*

SELF-DECLARATION FORMS

FORM SD1

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

I,, of Post Office Box being a resident of
..... in the Republic of do hereby make a
statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of (*Insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.

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

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

..... (Title)
..... (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:
-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/ Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.**
..... for (*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and /or employees and /or agents of..... (*Insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and /or employees and /or agents of..... (*Name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,(person) on behalf of (*Name of the Business/Company/ Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory

Sign.....

Position.....

Office address..... Telephone.....

E-mail

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date

D. APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents(whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- ii) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable.
- iv) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have.
- v) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
 - a) Shall not take part in the procurement proceedings.
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers of whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity.
- vii) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated, and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party.
 - ii) “Fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation.
 - iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party.
 - iv) “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - v) “Obstructive practice” is:
 - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "Fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPR A determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question.
 - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (I e s) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations.
 - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
 - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹ For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

SCHEDULE OF PRICES FORM

[The Procuring Entity shall fill in these Forms to indicate the List of Insurance Services required by the Procuring Entity [Columns 1-4 and the Tenderer shall complete columns 5-7 as his /her Tender].

1	2	3		4	5	6	7
No of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Insurance Premium per specified period (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service (Col. 5-6)
No 1	As in Table 1 page 54	As in Table 1 page 54		One Year			
No 2	As in Table 2-page 57	As in Table 2-page 57		One Year			
No 3	As in Table 3-page 58	As in Table 3-page 58		One Year			
No 4	As in Table 4-page 59	As in Table 4-page 59		One Year			
No 5	As in Table 5-page 59	As in Table 5-page 59		One Year			
No 6	As in Table 6-page 60	As in Table 6-page 60		One Year			
No 7	As in Table 7-page 60	As in Table 7-page 60		One Year			
No 8	As in Table 8-page 61	As in Table 8-page 61		One Year			
No 9	As in Table 9-page 62	As in Table 9-page 62		One Year			
No 10	As in Table 10-page 63	As in Table 10-page 63		One Year			
No 11	As in Table 11 Page 64	As in Table 11 Page 64		One Year			
No 12	As in Table 12-page 65	As in Table 12-page 65		One Year			
No 13	As in Table 13-page 65	As in Table 13-page 65		One Year			

Name of Tenderer[insert complete name of Tenderer]

Signature of Tenderer..... [signature of person signing the Tender]

Date..... [insert date]

TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:*[insert date (as day, month, and year) of Tender submission]*

ITT No.:*[insert number of Tendering process]*

Alternative No.:*[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

QUALIFICATION INFORMATION

- 1.1 Constitution or legal status of Tenderer:[attach copy]
 Place of registration: [insert]
 Principal place of business: [insert]
 Power of attorney of signatory of Tender: [attach]
- 1.2 Total annual volume of services performed in five years, in the internationally traded currency specified in the TDS:[insert]
- 1.3 Services performed as prime Insurance Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services underway or committed, including expected completion date.

Item Insured and name of country	Name of Procuring Entity and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
- 1.5 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.
- 1.6 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.

Other party(ies) Cause of dispute Details of litigation award Amount involved.

- a) _____
- b) _____

- 1.7 Statement of compliance with the requirements of ITT 4.2.
- 1.8 Any additional information required. _____

1. NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]

1) For the attention of Tenderer's Authorized Representative Name: *[insert Authorized Representative's name]*

Address:*[insert Authorized Representative's Address]*

Telephone numbers:*[insert Authorized Representative's telephone/fax numbers]*

Email Address:*[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]*(local time)

ProcuringEntity:.....*[insertthenameoftheProcuringEntity]*

Contract title:*[insert the name of the contract]*

ITT No:*[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

The successful Tenderers are listed below.

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

2) **Other Tenderers [INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

3) How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:*[insert full name of person, if applicable]*

Title/position:*[insert title/position]*

Agency:[insert name of Procuring Entity]

Email address:[insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

4) How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention:[insert full name of person, if applicable]

Title/position:[insert title/position]

Agency:[insert name of Procuring Entity]

Email address:[insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke or info@ppra.go.ke)

5) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time). The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above. If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Procuring Entity:

Signature: _____ **Name:** _____ **Title/position:** _____

Telephone: _____ **Email:** _____

2 REQUEST FOR REVIEW

FORM FOR REVIEW (r.203(1))

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 ofdated the...day of20.....in the matter of Tender No.....of20.... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED (Applicant) Dated on..... day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

3. LETTER OF AWARD

[Form head paper of the Procuring Entity]

.....*[date]*

To:*[name and address of the Insurance Provider]*

This is to notify you that your Tender dated.....*[date]* for execution of the.....*[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of.....*[amount in numbers and words] [name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature

Name and Title of Signatory:

Name of Agency:

4 FORM OF CONTRACT

[Form head paper of the Procuring Entity]

LUMP-SUM REMUNERATION

This CONTRACT (here in after called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Entity]* (here in after called the “Procuring Entity”) and, on the other hand, *[name of Insurance Provider]* (here in after called the “Insurance Provider”).

[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Insurance Provider consist of more than one entity, the above should be partially amended to read as follows:“... (here in after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Insurance Provider's obligations under this Contract, namely, [name of Insurance Provider] and [name of Insurance Provider] (here in after called the “Insurance Provider”).]

WHEREAS

- a) the Procuring Entity has requested the Insurance Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (here in after called the “Services”);
- b) the Insurance Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance.
 - b) The Insurance Provider's Tender.
 - c) The General Conditions of Contract.
 - d) The Special Conditions of Contract.
 - e) The Priced Schedule of Requirements; and
 - f) The following Appendices: Appendix: Negotiated and Signed Insurance Policy (I e s)
2. The mutual rights and obligations of the Procuring Entity and the Insurance Provider shall be as set forth in the Contract, in particular:
 - a) The Insurance Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Procuring Entity shall make payments to the Insurance Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of..... *[name of Procuring Entity] [Authorized Representative]*

For and on behalf of *[name of Insurance Provider] [Authorized Representative]*

[Note: If the Insurance Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Insurance Provider.....*[name of member] [Authorized Representative]*

[name of member] [Authorized Representative]

FORM OF TENDER SECURITY- Demand Bank Guarantee.

Beneficiary: _____ **Request for Tender No:** _____ **Date:** _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here in after called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here in after called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provide by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORM OF TENDER-SECURING DECLARATION

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:*[insert date (as day, month and year) of Tender Submission]*

Tender No.:*[insert number of tendering processes]*

To:*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

- 1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
- 2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we– (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
- 3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) Thirty days after the expiration of our Tender.
- 4. I/We understand that if I am/we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name:.....

Duly authorized to sign the bid for and on behalf of:*[insert complete name of*

Tenderer] Dated on.....day of..... *[Insert date of signing]*

Seal or stamp

PART II – SCHEDULE OF INSURANCE REQUIREMENTS

SECTION V – SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE FOR PROVISION OF GENERAL INSURANCE COVER

Objective of the Cover

The Primary Objective of the Cover is to Provide a Comprehensive General Insurance Services to Kenya Bureau of Standards

Scope

The provider is expected to provide efficient and effective Comprehensive General Insurance services for Motor Vehicles (Private and Commercial), Motorcycles – Private, Employer’s Liability, Money Policy, Fidelity Guarantee Insurance, Fire, Special Perils and Consequential Loss, Burglary, All Risks Insurance, Travel Insurance Cover, Group Personal Accident/WIBA Enhanced (Staff), Group Personal Accident (Directors) and Group Life Insurance.

List of items to be insured.

The Procuring Entity shall list and number each required Insurance Service and provide full descriptions of the main features of the items to be insured, including the timing of cover. These features shall include physical location (of where the item to insured, as the case may be) and full descriptions of the insurance contingencies to be covered, etc. Care should be taken not to be too restrictive as to limit competition and or availability. The list of the Items to be insured is then summarized on the Table below (Schedule of Requirements).

Quote for the Terms indicated and riders (if any). Prices must be inclusive of ALL Government Taxes

TABLE 1: MOTOR VEHICLE - PRIVATE

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS	MOTOR VEHICLE PRIVATE – COMPREHENSIVE		
PERIOD	FROM: 1 st September 2024	TO: 31 st August, 2025	
VEHICLE(S)	As per schedule on Page 55		
DRIVERS	The insured or any other person authorized by him and by law to drive the insured motor vehicle(s).		
LIMITS OF LIABILITY	1. Third Party Persons: Unlimited 2. Third Party Property: Unlimited 4. Towing charges: Kshs. 50,000.00 5. Authorized repair Limited: Kshs. 100,000.00 6. Medical Expenses: Kshs. 50,000.00		
USE CLAUSES	Use for official, Social, domestic and welfare purposes in connection, with the insured’s business / profession.		
EXCESS	Own Damage 2.5% of value (min) ----- Kshs. 70,000.00 (max.) Theft claims 5% of value (with device) – 10% of value (without device). Own Damage Excess Protector.		
SPECIAL CLAUSES	1. Anti-theft Devices Warranty. 2. Average Clause. 3. Passenger legal liability. 4. Liability for Passengers acts of negligence. 5. Special Perils. 6. Strike, Riot & Civil Commotion. 7. Indemnity whilst vehicle is in the custody of a Motor Trade. 8. Windscreen/Window Glass damage – Kshs. 50,000.00 9. Unspecified Radio/Cassette - Kshs. 50,000.00 10. Death to insured or any other person while driving.		
ANNUAL PREMIUM	TOTAL		
INSURER			



LIST OF PRIVATE MOTOR VEHICLES

S/No	REG NO	DESCRIPTION	YOM	ENGINE CC	CURRENT VALUE
1	KBG 954C	DAIHASTU TERIS-FX	2009	1500	650,000.00
2	KBJ 233U	DAIHASTU TERIS-FX	2009	1500	880,000.00
3	KAV 502E	NISSAN DOUBLE CABIN	2005	3200	1,200,000.00
4	KAY 664V	NISSAN DOUBLE CABIN	2007	3200	1,040,000.00
5	KAV 503E	NISSAN DOUBLE CABIN	2005	3200	880,000.00
6	KBB 797S	NISSAN DOUBLE CABIN	2008	3200	1,100,000.00
7	KAT 242X	TOYOTA COROLLA XLI	2005	1300	390,000.00
8	KBG 015C	NISSAN DOUBLE CAB	2008	3200	1,260,000.00
9	KBB 701S	NISSAN DOUBLE CAB	2008	3200	1,040,000.00
10	KBB 498S	NISSAN DOUBLE CAB	2008	3200	1,040,000.00
11	KBN 682E	TOYOTA COROLLA-NRE 150R	2010	1300	620,000.00
12	KBN 803E	DAIHATSU TERIOS	2011	1500	770,000.00
13	KBQ 573D	DAIHATSU TERIOS	2010	1500	800,000.00
14	KBQ 906D	FORD RANGER	2010	2500	1,370,000.00
15	KBQ 907D	FORD RANGER	2011	2500	1,370,000.00
16	KBQ 914D	FORD RANGER	2010	2500	1,180,000.00
17	KBQ921D	FORD RANGER	2010	2500	1,180,000.00
18	KBR 889U	DAIHATSU TERIOS	2011	1500	840,000.00
19	KBR 890U	DAIHATSU TERIOS	2012	1500	840,000.00
20	KBR 891U	DAIHATSU TERIOS	2012	1500	860,000.00
21	KBR 893U	DAIHATSU TERIOS	2012	1500	850,000.00
22	KBR 894U	DAIHATSU TERIOS	2012	1500	850,000.00
23	KBR 895U	DAIHATSU TERIOS	2012	1500	850,000.00
24	KBR 961U	FORD RANGER	2012	2200	1,670,000.00
25	KBR 962U	TOYOTA COROLLA ZRE 151R	2012	1600	810,000.00
26	KBR 963U	FORD RANGER	2012	2200	1,880,000.00
27	KBT 960N	DAIHATSU TERIOS	2012	1500	740,000.00
28	KBT 961N	DAIHATSU TERIOS	2012	1500	920,000.00
29	KBT 962N	DAIHATSU TERIOS	2012	1500	750,000.00
30	KBW 173V	FORD RANGER	2012	2200	1,480,000.00
31	KCA 565F	ZRE 182R TOYOTA CORROLLA	2014	1800	1,480,000.00
32	KCA 566F	ZRE 182R TOYOTA CORROLLA	2014	1800	1,480,000.00
33	KCA 567F	ZRE 182R TOYOTA CORROLLA	2014	1800	1,480,000.00
34	KCA 559F	ISUZU D/MAX	2014	2500	1,480,000.00
35	KCA 561F	ISUZU D/MAX	2014	2500	2,480,000.00
36	KCA 562F	ISUZU D/MAX	2014	2500	2,600,000.00
37	KCA 563F	ISUZU D/MAX	2014	2500	2,530,000.00
38	KCA 564F	ISUZU D/MAX	2014	2500	2,570,000.00
39	KCA 592F	TOYOTA LANDCRUISER PRADO	2014	3000	3,770,000.00
40	KCD 323G	TOYOTA LANDCRUISER PRADO	2014	3000	3,720,000.00
41	KCD 453G	ISUZU D/MAX	2014	2500	2,700,000.00
42	KCD 463G	ISUZU D/MAX	2014	2500	2,650,000.00
43	KCD 454G	ISUZU D/MAX	2014	2500	2,620,000.00
44	KCE 926D	ISUZU D/MAX	2015	2500	2,880,000.00

45	KCE 927D	ISUZU D/MAX	2015	2500	2,750,000.00
46	KCE 928D	ISUZU D/MAX	2015	2500	2,750,000.00
47	KCE 958D	ISUZU D/MAX	2015	2500	2,750,000.00
48	KCH 404Q	ISUZU D/MAX	2015	2500	2,800,000.00
49	KCH 376Q	CHEVEROLET TRAILBLAZER	2016	2800	3,070,000.00
50	KCH 395Q	CHEVEROLET TRAILBLAZER	2016	2800	3,070,000.00
51	KCH 407Q	CHEVEROLET TRAILBLAZER	2016	2800	2,740,000.00
52	KCH 446Q	CHEVEROLET TRAILBLAZER	2016	2800	2,740,000.00
53	KCH 447Q	CHEVEROLET TRAILBLAZER	2016	2800	2,890,000.00
54	KCH 448Q	CHEVEROLET TRAILBLAZER	2016	2800	2,890,000.00
55	KCK 696U	FORD RANGER	2016	2200	3,030,000.00
56	KCK 697U	FORD RANGER	2016	2200	3,030,000.00
57	KCK 891U	ISUZU D/MAX	2017	2500	2,960,000.00
58	KCK 892U	ISUZU D/MAX	2017	2500	2,960,000.00
59	KCK 893U	ISUZU D/MAX	2017	2500	3,040,000.00
60	KCK 894U	ISUZU D/MAX	2017	2500	2,860,000.00
61	KCK 895U	ISUZU D/MAX	2017	2500	2,860,000.00
62	KCP 893K	ISUZU D/MAX	2018	2500	4,220,000.00
63	KCP 924K	ISUZU D/MAX	2018	2500	4,220,000.00
64	KCP 925K	ISUZU D/MAX	2018	2500	4,220,000.00
65	KCP 901K	ISUZU D/MAX	2019	2500	3,400,000.00
66	KCP 902K	ISUZU D/MAX	2019	2500	3,360,000.00
67	KCP 903K	ISUZU D/MAX	2018	2500	3,430,000.00
68	KCP 908K	ISUZU D/MAX	2019	2500	3,450,000.00
69	KCP 911K	ISUZU D/MAX	2018	2500	3,440,000.00
70	KCP 912K	ISUZU D/MAX	2018	2500	3,440,000.00
71	KCP 913K	ISUZU D/MAX	2018	2500	3,440,000.00
72	KCP 915K	ISUZU D/MAX	2018	2500	3,440,000.00
73	KCP 917K	ISUZU D/MAX	2018	2500	3,440,000.00
74	KCP 919K	ISUZU D/MAX	2019	2500	3,430,000.00
75	KCP 920K	ISUZU D/MAX	2019	2500	3,430,000.00
76	KCP 921K	ISUZU D/MAX	2018	2500	3,410,000.00
77	KCP 922K	ISUZU D/MAX	2019	2500	3,390,000.00
78	KDK 381P	ISUZU D/MAX	2023	2500	5,600,000.00
79	KDK 382P	ISUZU D/MAX	2023	2500	5,600,000.00
80	KDK 383P	ISUZU D/MAX	2023	2500	5,600,000.00
81	KDK 384P	ISUZU D/MAX	2023	2500	5,600,000.00
82	KDK 388P	ISUZU D/MAX	2023	2500	5,600,000.00
83	KDK 389P	ISUZU D/MAX	2023	2500	5,600,000.00
84	KDK 390P	ISUZU D/MAX	2023	2500	5,600,000.00
85	KDK 391P	ISUZU D/MAX	2023	2500	5,600,000.00
86	KDK 431P	ISUZU D/MAX	2023	2500	5,600,000.00
87	KDK 432P	ISUZU D/MAX	2023	2500	5,600,000.00
88	KDK 433P	ISUZU D/MAX	2023	2500	5,600,000.00
89	KDK 434P	ISUZU D/MAX	2023	2500	5,600,000.00
90	KDK 435P	ISUZU D/MAX	2023	2500	5,600,000.00
91	KDK 436P	ISUZU D/MAX	2023	2500	5,600,000.00
92	KDK 468P	ISUZU D/MAX	2023	2500	5,600,000.00
93	KDK 820P	ISUZU MU-X	2023	3000	11,000,000.00
94	KDK 823P	ISUZU MU-X 3L	2023	3000	11,000,000.00
95	KDK 839P	NISSAN NAVARA	2023	2500	6,700,000.00
96	KDK 840P	NISSAN NAVARA	2023	2500	6,700,000.00
97	KDK 841P	NISSAN NAVARA	2023	2500	6,700,000.00
98	KDK 842P	NISSAN NAVARA	2023	2500	6,700,000.00

TABLE 2: MOTOR VEHICLE - COMERCIAL

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	MOTOR VEHICLE COMMERCIAL – COMPREHENSIVE		
PERIOD	FROM: 1st September	TO: 31st August, 2025	
VEHICLE(S)	As per attached schedule on page 57		
DRIVERS	The insured or any other person authorized by him and by law to drive. the insured motor vehicle(s)		
LIMITS OF LIABILITY	1. Third Party Persons: 2. Third Party Property: 3. Towing charges: 4. Authorized repair limit: 5. Medical Expenses: 6. Windscreen/window glass damage 7. Unspecified radio/cassette	Kshs. Unlimited Kshs. 100,000,000.00 Kshs. 50,000.00 Kshs. 100,000.00 Kshs. 50,000.00 Kshs. 50,000.00 Kshs. 50,000.00	
USE CLAUSES	Use for official, Social, domestic, carriage, passengers, and welfare. purpose in connection with the insured's business / profession.		
EXCESS	Own Damage 5% of value (min) ----- Kshs. 100,000.00 (max.) Theft claims 10% of value (with device) – 20% of value (without device). Own Damage Excess Protector.		
ANNUAL PREMIUM	TOTAL		
INSURER			

LIST OF MOTOR COMMERCIAL VEHICLES

SN	REG.NO	DESCRIPTION	Engine CC	YOM	CURRENT VALUE (2023)
1	KCP 120K	Land cruiser	4200	2019	4,40,000.00
2	KBT 689N	Land cruiser	4200	2012	2,500,000.00
3	KCD 437G	Land cruiser	4200	2015	3,200,000.00
4	KBT 597N	Land cruiser	4200	2012	2,500,000.00
5	KBT 598N	Land cruiser	4200	2012	2,500,000.00
6	KCH 562Q	Toyota Hiace	3000	2017	3,300,000.00
7	KCH 749Q	Toyota Hiace	3000	2017	3,300,000.00
8	KCK 665U	Toyota Hiace	3000	2018	3,300,000.00
9	ZB 4906	Trailer	0	2002	200,000.00
10	KCH 608Q	Truck Isuzu	4334	2015	3,300,000.00
11	KAV 395E	Truck Mitsubishi	3567	2005	1,000,000.00
12	KBU 088T	Truck Mitsubishi	7545	2012	3,500,000.00
13	KBB 155S	Isuzu	4300	2007	1,500,000.00
14	KCP 673K	Nissan	2953	2018	4,300,000.00
15	KDK 850P	Nissan Urvan	2500	2023	10,000,000.00
16	KDK 851P	Nissan Urvan	2500	2023	10,000,000.00

TABLE 3: MOTORCYCLE - PRIVATE

INSURED	KENYA BUREAU OF STANDARDS	KSHS
CLASS	MOTORCYCLE – COMPREHENSIVE	
PERIOD	FROM: 1st September 2024 TO: 31st August, 2025	
VEHICLE(S)	As per attached schedule on page 58 .	
DRIVERS	The insured or any other person authorized by him and by law to cycle. the insured motorcycle(s)	
LIMITS of Liability	1. Third Party Persons: Unlimited 2. Third Party Property: Unlimited 4. Towing charges: Kshs. 10,000.00 5. Authorized repair Limited: Kshs. 10,000.00 6. Medical Expenses: Kshs. 50,000.00	
USE CLAUSES	Use for Social domestic and pleasure purposes and in connection with the insured's business or profession.	
EXCESS	Own damage Theft claim Own Damage Excess Protector.	
SPECIAL CLAUSES		
ANNUAL PREMIUM	TOTAL	
INSURER		

LIST OF MOTORCYCLES

SN	REG.NO	DESCRIPTION	Engine CC	YOM	CURRENT VALUE (2023)
1	KBB 915S	Motor Bike Yamaha	175	2008	200,000.00
2	KBB 916S	Motor Bike Yamaha	175	2008	200,000.00
3	KCD 053G	Motor Bike Yamaha	175	2015	350,000.00

TABLE 4: EMPLOYER'S LIABILITY

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF INSURANCE	EMPLOYER'S LIABILITY		
PERIOD	FROM: 1 st September 2024	TO: 31 st August, 2025	
BASIS OF COVER	Indemnity to the insured in respect of death, illness, or injury to employees (including temporary and casual staff) arising out of and in the course of their employment at common law.		
INTEREST AND EMPLOYEES COVERED	No. 1125	Est. Annual Earnings Kshs. 2,240,230,104.72	
LIMITS OF LIABILITY	i. Any One Person: Kshs. 8,000,000.00 ii. Any One Occurrence: Kshs. 25,000,000.00 iii. Any one Period of Insurance: Kshs. 50,000,000.00		
NAME EXCLUSIONS	Special /Extensive Clauses 1. Cancellation Notice - 30 Days 2. Riots, strikes and civil commotion 3. Jurisdiction Clause – Kenya 4. Travel to and from work/social/sporting activities, etc. 5. Premium adjustment Clause 6. Including Directors, Board members, casual and Temporary staff		
EXCESS			
ANNUAL PREMIUM			
INSURER			

TABLE 5: MONEY POLICY

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	MONEY POLICY		
PERIOD	FROM: 1 st September 2024	TO: 31 st August, 2025	
COVER	Loss of money and damage to safes as declared in KEBS HQ/ Regions/ Centers. Money deemed to include cash, currency notes, current postage, revenue stamps & <u>NHIF Stamps</u> , Uncrossed and scratch cards in any of KEBS offices countrywide.		
INTEREST & LIMITS	Cash with authorized staff	- Kshs. 2,800,000.00	
	Cash in transit to and from bank	- Kshs. 700,000.00	
	Cash in premises outside business hours	- Kshs. 1,700,000.00	
	Cash in premises during business hours	- Kshs. 1,700,000.00	
AREA LIMITS	Estimated Annual carry	- Kshs. 10,000,000.00	
	Kenya		
EXCESS BASIS OF VALUATION	Cash-Indemnity		
	Safe - Reinstatement		
ANNUAL PREMIUM	TOTAL		

TABLE 6: FIDELITY GUARANTEE INSURANCE

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	FIDELITY GUARANTEE INSURANCE		
PERIOD	FROM: 1 st September 2024	TO: 31 st August, 2025	
BUSINESS/TRADE OF INSURED	Kenya Bureau of standards		
LIMIT OF LIABILITY	No of employees involved in handling cases/stocks/stores- 50.		
POLICY EXCESS	Anyone person – Kshs. 5,000,000.00		
ANNUAL PREMIUM	Anyone period – Kshs. 100,000,000.00		
	TOTAL		
INSURER			

TABLE 7: FIRE, SPECIAL PERILS AND CONSEQUENTIAL LOSS

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	FIRE, SPECIAL PERILS AND CONSEQUENTIAL LOSS		
PERIOD	FROM: 1 st September 2024	TO: 31 st August, 2025	
SCOPE OF COVER	Loss or damage occasioned by fire, explosion, earthquake, volcanic eruption, subterranean fire, bushfire, riots and strikes, malicious damage, impact (including by own vehicles) flood, bursting or overflowing of water tanks, pipes etc. <i>(NOTE: Consequential Loss - KEBS is not a profit-making organization hence Gross Profit is NOT Applicable)</i>		
INTERESTS AND SUMS INSURED	<p>A. Kenya Bureau of Standards offices and buildings located in various regions within Kenya all valued at <u>Kshs 1,861,208,998.00</u> <i>(NOTE: No breakdown of Assets per location as KEBS Assets within Kenya are treated as one)</i></p> <p>B. Office Equipment and contents of every description at Kenya Bureau of Standards Head Office and various centers within Kenya all valued at <u>Kshs. 2,569,828,978.00</u></p> <p>Total Sum Insured: Kshs <u>4,431,037,976.00</u></p>		
CLAUSES APPLICABLE	<p>Including designation of property clause, Including capital clause, Including architects, quantity surveyors fee clause, Including Municipal, city plans scrutiny fees clause,</p> <p>Including Internal removal Including alterations and repairs clause Including costs of demolition and erection of loading clause</p> <p>Including reinstatement of loss clause Including temporary removal Including mis-description clause Including definition of building clause Including all other contents/public authorities' clause and debris removal</p>		
ANNUAL PREMIUM			
INSURER	TOTAL		

TABLE 8: BURGLARY

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	BURGLARY		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
SCOPE OF COVER	Loss or damage occasioned by theft, by forcible violence entry into or exit from the premises.		
INTERESTS AND SUMS INSURED	On office equipment, furniture, fittings, and contents of every description at Kenya Bureau of Standards Headquarters and various centers within Kenya all valued at <u>Kshs. 2,569,828,978.00</u>		
F/L/S/I	<u>Kshs. 100,000,000.00</u>		
SPECIAL EXTENSIVE CLAUSE	Including riots and strikes. Including armed hold up Including damage to buildings Automatic reinstatement of the loss Watchman’s warranty Excluding theft by servant/employee Excluding cash, currency notes and cheques Including the average clause Including good held on trust.		
EXCESS	Maximum----- Minimum-----		
ANNUAL PREMIUM			
INSURER			
	TOTAL		

TABLE 9: ALL RISKS INSURANCE

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	ALL RISKS INSURANCE		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
SCOPE OF COVER	Loss or damage to the insured’s property however arising subjects to the terms, conditions, and exclusion of the policy.		
INTERESTS AND SUMS INSURED	Items Covered; Office Equipment, including Computers, Printers, Typewriters, Copiers and high-risk Laboratory Equipment, Calculators, PABX Switchboards, and Telephone handsets. All valued at <u>Kshs. 2,569,828,978.00</u>		
CLAUSE APPLICABLE	Including riots and trikes. Locked car boot clause. Pairs and sets clause. Average clause. Including automatic reinstatement of loss.		
EXCESS	Maximum----- Minimum-----		
ANNUAL PREMIUM	TOTAL		
INSURER			

TABLE 10: TRAVEL INSURANCE

INSURED	KENYA BUREAU OF STANDARDS		Maximum Deposit KSHS.300,000.00
CLASS OF POLICY	TRAVEL INSURANCE COVER		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
SCOPE OF COVER	<ul style="list-style-type: none"> ➤ Personal Accident whilst in flight/public conveyance or 24 hours for Death or Permanent Total Disability. ➤ Medical Expenses and Assistance Services including transmission of urgent messages and consular referral. ➤ Medical Assistance and direct payment of In-Patient and Outpatient medical bills. ➤ Transport and Repatriation. ➤ Hospitalization allowance. ➤ Hijack. ➤ Cancellation and/or curtailment ➤ Loss of luggage ➤ Delay of luggage ➤ Travel delay ➤ Loss of cash and/or documents ➤ Personal liability and legal expenses etc. ➤ Travel guard protector ➤ Any other 		
INTERESTS AND SUMS INSURED			
CLAUSE APPLICABLE			
EXCESS (INDICATE)			
DEPOSIT			
INSURER			

TABLE 11: GROUP PERSONAL ACCIDENT/ WIBA ENHANCED (STAFF)

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	GROUP PERSONAL ACCIDENT/WIBA ENHANCED(STAFF)		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
INSURED PERSONS	<p>No. Estimated total No. of Employees 1125 Gross Annual salaries Kshs. 2,240,230,104.72</p> <p>Notes on Group Personal Accident/WIBA Act (Staff) Policies:</p> <ul style="list-style-type: none"> The Group Personal Accident /WIBA Act (Staff) Policies shall be awarded to one (1) Underwriter. The Brokers should submit quotations for the policies from the same Underwriter. The quotations should, however, be separate for each policy. 		
BENEFITS	<p>Sections -A-Non occupational</p> <p>SCOPE OF COVER: 24-hour worldwide personal accident coverage.</p> <p>PERSONS INSURED: All insured’s Employees. Estimated Gross Annual Wage roll – Kshs. 2,240,230,104.72</p>		
EARNINGS DEFINATION	<p>Number of Employees 1125</p>		
NAME EXCLUSION (S)	<p>BENEFITS INSURED: Death - 60 months’ earnings. Permanent disablement - 60 months’ earnings Temporary total disablement - Actual weekly Earnings Limit 104 weeks. Medical expenses Kshs 500,000.00 Post-hospitalization and Recovery Kshs 200,000.00</p> <p>ACCUMULATION LIMIT: Kshs 60,000,000.00</p>		
SPECIAL CLAUSE	<p>Section B-Work Injury Benefits Acts-Occupational</p> <p>BENEFITS INSURED: Death - 96 Months earnings. Permanent disablement - 96 Months earnings. Temporary total disablement - Actual weekly Earnings Limit 104 weeks Medical expenses Kshs 200,000.00 Funeral expenses Kshs. 100,000.00 Post hospitalization or Recovery benefit Kshs. 200,000.00</p> <p>As appearing on the pay slip the month preceding the date of accident including allowances of constant nature.</p>		
ANNUAL PREMIUM	TOTAL		
INSURERS			

TABLE 12: GROUP PERSONAL ACCIDENT (BORD OF DIRECTORS)

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	GROUP PERSONAL ACCIDENT (DIRECTORS)		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
INSURED PERSONS	Estimated No. of Directors – 13 Board of Directors.		
BENEFITS	SCOPE OF COVER: 24-hour world-wide personal accident coverage. BENEFITS INSURED PER PERSON: Death - Kshs. 2, 500,000.00 Permanent Disability - Kshs. 2, 500,000.00 Temporary total disability - Kshs. 10,000.00 weekly Medical expenses - Kshs. 500,000.00		
ANNUAL PREMIUM	TOTAL		
INSURERS			

TABLE 13: GROUP LIFE INSURANCE

INSURED	KENYA BUREAU OF STANDARDS		KSHS.
CLASS OF POLICY	GROUP LIFE INSURANCE		
PERIOD	FROM: 1st September 2024	TO: 31st August, 2025	
PERSONS COVERED	Estimated No of Employees 1125 <u>Annual Basic Pay</u> Kshs. 1,609,997,544.72		
COVER	As per KEBS Staff list on Page 66		
BENEFIT	Death due to any cause Four years' earnings Based on <u>Annual Basic Salary</u>		
FREE COVER LIMIT			
NAME EXCLUSION (S)	-----		
OTHER ADDITIONAL BENEFITS	Spouse Last Benefit Dependent's Last Benefit cover Post Retirement benefit. -----		
ANNUAL PREMIUM	TOTAL		
INSURER			

KEBS STAFF LIST AS AT 1ST JUNE, 2024

S/NO	HR	Date of Appointment	Date of Birth	Monthly Gross salary	Monthly Basic salary
1	294	12/01/1981	12/06/1959	148,440.00	117,440.00
2	306	02/04/1982	11/04/1959	245,500.00	183,500.00
3	402	04/19/1983	06/01/1959	123,523.80	98,523.80
4	451	08/20/1984	08/04/1961	148,440.00	117,440.00
5	530	07/13/1985	08/01/1964	148,440.00	117,440.00
6	536	03/01/1985	07/31/1964	73,130.00	60,130.00
7	547	08/19/1985	01/05/1965	243,500.00	183,500.00
8	561	09/04/1985	01/13/1965	283,800.00	204,800.00
9	572	10/01/1985	10/16/1964	194,800.00	146,800.00
10	577	10/18/1985	06/01/1965	232,390.00	170,390.00
11	601	03/03/1986	05/17/1967	71,630.00	60,130.00
12	652	11/19/1987	05/25/1965	219,290.00	157,290.00
13	677	11/05/1988	01/15/1966	113,950.00	93,950.00
14	686	08/01/1988	07/04/1968	71,630.00	60,130.00
15	717	08/13/1987	09/02/1964	119,080.00	88,080.00
16	729	09/18/1989	07/03/1968	113,950.00	93,950.00
17	731	12/01/1989	03/03/1969	148,440.00	117,440.00
18	735	12/09/1989	04/08/1969	206,180.00	144,180.00
19	742	11/01/1990	08/22/1966	148,440.00	117,440.00
20	755	07/01/1990	09/28/1964	238,950.00	176,950.00
21	760	07/23/1990	09/24/1968	480,400.00	345,600.00
22	765	10/01/1990	11/27/1964	493,200.00	358,400.00
23	768	10/01/1990	08/30/1968	194,800.00	146,800.00
24	775	03/01/1991	08/18/1966	480,400.00	345,600.00
25	780	03/04/1991	01/08/1965	493,200.00	358,400.00
26	805	09/02/1991	12/14/1965	480,400.00	345,600.00
27	815	03/16/1992	08/12/1965	248,500.00	183,500.00
28	818	03/02/1992	04/12/1966	174,600.00	110,100.00
29	830	04/06/1992	08/20/1969	199,300.00	146,800.00
30	833	07/01/1992	07/10/1967	148,440.00	117,440.00
31	835	06/24/1992	06/13/1971	267,420.00	188,420.00
32	845	01/11/1993	05/30/1966	89,160.00	75,160.00
33	847	03/10/1993	01/24/1970	65,300.00	45,300.00
34	852	06/02/1993	09/15/1964	113,950.00	93,950.00
35	853	07/05/1993	03/08/1967	245,500.00	183,500.00
36	855	07/22/1993	07/01/1971	113,950.00	93,950.00
37	856	06/01/1993	06/01/1967	110,600.00	90,600.00
38	858	07/26/1993	12/13/1968	340,960.00	245,760.00
39	861	08/03/1993	01/12/1970	493,200.00	358,400.00
40	865	09/01/1993	02/03/1967	381,920.00	286,720.00
41	868	09/01/1993	01/01/1969	403,600.00	268,800.00
42	870	08/23/1993	09/09/1966	235,390.00	170,390.00
43	874	08/16/1993	11/27/1969	225,840.00	163,840.00
44	887	09/29/1994	07/23/1972	148,440.00	117,440.00
45	891	11/16/1994	09/17/1973	113,950.00	93,950.00
46	892	11/16/1994	10/29/1969	212,730.00	150,730.00
47	893	09/26/1994	12/12/1968	100,530.00	80,530.00
48	895	10/03/1994	07/24/1965	113,950.00	93,950.00
49	902	12/01/1994	11/12/1969	97,180.00	77,180.00

50	905	03/28/1995	10/28/1967	148,440.00	117,440.00
51	912	05/01/1995	02/25/1966	89,160.00	75,160.00
52	913	06/14/1995	01/02/1969	103,890.00	83,890.00
53	918	07/07/1995	02/21/1967	113,950.00	93,950.00
54	919	07/13/1995	09/05/1974	113,950.00	93,950.00
55	920	07/04/1995	08/07/1967	113,950.00	93,950.00
56	922	08/07/1995	07/22/1967	197,800.00	146,800.00
57	923	08/03/1995	02/15/1970	267,420.00	188,420.00
58	926	09/07/1995	07/25/1967	381,920.00	286,720.00
59	929	10/02/1995	07/24/1969	381,920.00	286,720.00
60	933	09/18/1995	06/23/1969	371,680.00	276,480.00
61	934	10/02/1995	02/25/1970	381,920.00	286,720.00
62	938	09/18/1995	03/15/1966	113,950.00	93,950.00
63	944	10/24/1995	03/30/1971	194,800.00	146,800.00
64	945	12/04/1995	05/14/1971	212,730.00	150,730.00
65	950	09/20/1995	07/01/1967	173,830.00	125,830.00
66	952	11/10/1995	04/04/1966	113,950.00	93,950.00
67	953	10/24/1995	09/18/1974	131,660.00	100,660.00
68	954	11/02/1995	06/06/1970	196,070.00	131,070.00
69	955	11/02/1995	05/05/1973	300,000.00	204,800.00
70	956	01/15/1996	08/01/1974	148,440.00	117,440.00
71	958	01/15/1996	09/10/1976	173,830.00	125,830.00
72	961	03/01/1996	08/06/1969	113,950.00	93,950.00
73	962	03/01/1996	07/24/1971	107,240.00	87,240.00
74	963	05/02/1996	11/25/1971	148,440.00	117,440.00
75	965	03/18/1996	10/22/1972	148,440.00	117,440.00
76	970	07/17/1996	04/08/1972	300,000.00	204,800.00
77	972	07/22/1996	12/18/1967	236,950.00	176,950.00
78	977	08/12/1996	01/05/1970	381,920.00	286,720.00
79	978	10/04/1996	04/04/1971	467,600.00	332,800.00
80	979	08/07/1996	02/20/1971	371,680.00	276,480.00
81	982	08/07/1996	08/08/1971	330,720.00	235,520.00
82	983	09/02/1996	10/25/1972	381,920.00	286,720.00
83	985	08/16/1996	12/27/1970	381,920.00	286,720.00
84	986	10/02/1996	10/02/1969	308,370.00	229,370.00
85	989	08/13/1996	06/01/1970	248,500.00	183,500.00
86	990	08/07/1996	06/25/1971	381,920.00	286,720.00
87	991	10/02/1996	02/19/1971	442,000.00	307,200.00
88	995	12/02/1996	04/10/1969	351,200.00	256,000.00
89	997	09/16/1996	07/23/1968	442,000.00	307,200.00
90	998	07/24/1996	06/01/1972	113,950.00	93,950.00
91	1002	09/02/1996	12/30/1973	183,570.00	131,070.00
92	1003	09/30/1996	07/05/1969	300,000.00	204,800.00
93	1004	09/24/1996	07/27/1967	173,830.00	125,830.00
94	1005	09/18/1996	06/10/1967	248,500.00	183,500.00
95	1007	10/01/1996	01/23/1967	215,730.00	150,730.00
96	1008	10/02/1996	06/01/1966	113,950.00	93,950.00
97	1012	10/15/1996	10/13/1971	110,600.00	90,600.00
98	1013	10/15/1996	06/02/1969	113,950.00	93,950.00
99	1014	10/15/1996	06/01/1974	89,160.00	75,160.00
100	1015	10/15/1996	06/01/1972	193,070.00	131,070.00
101	1018	09/05/1996	06/12/1972	110,600.00	90,600.00
102	1019	05/19/1997	07/29/1970	632,200.00	448,000.00

103	1020	01/23/1997	06/01/1973	212,730.00	150,730.00
104	1022	02/20/1997	05/28/1973	199,630.00	137,630.00
105	1026	02/13/1997	09/06/1974	212,730.00	150,730.00
106	1027	02/13/1997	09/19/1969	86,480.00	72,480.00
107	1029	04/02/1997	07/19/1972	381,920.00	286,720.00
108	1030	04/10/1997	05/21/1973	123,100.00	90,600.00
109	1034	04/01/1997	04/29/1972	248,500.00	183,500.00
110	1037	03/30/1997	12/22/1967	340,960.00	245,760.00
111	1038	04/22/1997	09/04/1970	308,370.00	229,370.00
112	1039	04/15/1997	07/07/1976	173,830.00	125,830.00
113	1045	06/17/1997	02/07/1972	113,950.00	93,950.00
114	1047	03/25/1997	06/07/1972	100,530.00	80,530.00
115	1054	05/26/1997	07/01/1977	245,500.00	183,500.00
116	1055	05/20/1997	06/01/1974	148,440.00	117,440.00
117	1058	05/20/1997	09/05/1974	113,950.00	93,950.00
118	1060	06/03/1997	12/18/1967	340,960.00	245,760.00
119	1062	06/12/1997	12/13/1969	218,080.00	122,880.00
120	1065	06/04/1997	04/23/1977	113,950.00	93,950.00
121	1068	05/22/1997	10/14/1972	148,440.00	117,440.00
122	1069	05/22/1997	08/30/1973	300,000.00	204,800.00
123	1070	05/22/1997	10/09/1973	199,630.00	137,630.00
124	1071	03/25/1997	10/01/1969	148,440.00	117,440.00
126	1073	03/25/1997	09/12/1977	193,070.00	131,070.00
127	1077	07/01/1997	08/07/1966	89,160.00	75,160.00
128	1080	07/11/1997	12/24/1969	107,240.00	87,240.00
129	1082	07/07/1997	06/01/1968	110,600.00	90,600.00
130	1083	06/23/1997	04/05/1973	212,730.00	150,730.00
131	1085	07/25/1997	09/18/1971	148,440.00	117,440.00
132	1086	08/01/1997	11/25/1976	71,630.00	60,130.00
133	1089	07/28/1997	03/03/1972	381,920.00	286,720.00
134	1091	07/29/1997	06/01/1976	110,600.00	90,600.00
135	1092	07/30/1997	11/11/1969	71,630.00	60,130.00
136	1097	09/18/1997	07/11/1967	300,000.00	204,800.00
137	1099	10/01/1997	05/17/1968	227,390.00	170,390.00
138	1101	09/26/1997	10/04/1968	215,730.00	150,730.00
139	1104	11/03/1997	11/10/1976	113,950.00	93,950.00
140	1106	11/27/1997	09/17/1973	275,610.00	196,610.00
141	1112	06/17/1998	04/12/1966	301,200.00	166,400.00
142	1113	06/10/1998	11/03/1972	245,500.00	183,500.00
143	1115	06/15/1998	08/01/1972	238,560.00	143,360.00
144	1116	06/22/1998	08/15/1966	381,920.00	286,720.00
145	1117	06/15/1998	12/14/1973	361,440.00	266,240.00
146	1118	06/15/1998	08/23/1967	381,920.00	286,720.00
147	1119	06/10/1998	07/04/1972	223,200.00	128,000.00
148	1126	06/10/1998	08/16/1972	340,960.00	245,760.00
149	1128	06/15/1998	06/16/1968	298,370.00	229,370.00
150	1132	10/09/2023	04/05/1972	193,685.00	114,685.00
151	1136	06/10/1998	11/04/1971	467,600.00	332,800.00
152	1138	06/10/1998	07/16/1973	340,960.00	245,760.00
153	1139	06/22/1998	02/14/1975	241,950.00	176,950.00
154	1143	06/11/1998	09/09/1973	340,960.00	245,760.00
155	1147	06/22/1998	12/02/1972	131,660.00	100,660.00
156	1148	06/22/1998	02/15/1969	163,340.00	115,340.00

157	1150	06/22/1998	04/19/1973	241,950.00	176,950.00
158	1151	06/17/1998	12/10/1975	390,800.00	256,000.00
159	1154	06/15/1998	06/11/1972	238,560.00	143,360.00
160	1155	06/29/1998	08/18/1973	238,950.00	176,950.00
161	1156	10/23/2002	04/04/1974	245,500.00	183,500.00
162	1160	06/11/1998	12/28/1970	206,180.00	144,180.00
163	1162	06/15/1998	12/10/1972	381,920.00	286,720.00
164	1163	06/24/1998	02/11/1973	320,480.00	225,280.00
165	1164	06/26/1998	03/17/1971	308,370.00	229,370.00
166	1165	09/04/1998	04/20/1972	101,350.10	77,350.10
167	1166	06/23/1998	06/01/1970	233,950.00	176,950.00
168	1169	06/22/1998	10/26/1970	381,920.00	286,720.00
169	1170	06/15/1998	09/03/1973	381,920.00	286,720.00
170	1173	06/22/1998	01/11/1970	238,950.00	176,950.00
171	1174	06/18/1998	03/10/1974	267,420.00	188,420.00
172	1175	07/13/1998	06/01/1972	308,370.00	229,370.00
173	1178	06/19/1998	09/26/1972	131,660.00	100,660.00
174	1179	06/19/1998	10/20/1974	232,390.00	170,390.00
175	1180	07/07/1998	09/08/1975	241,950.00	176,950.00
176	1181	09/04/1998	09/06/1975	131,660.00	100,660.00
177	1182	09/04/1998	02/03/1971	119,080.00	88,080.00
178	1183	07/13/1998	04/02/1974	225,840.00	163,840.00
179	1189	08/03/1998	07/07/1978	242,840.00	163,840.00
180	1190	08/10/1998	09/13/1974	110,600.00	90,600.00
181	1191	08/05/1998	05/25/1973	148,440.00	117,440.00
182	1194	09/01/1998	12/11/1969	89,160.00	75,160.00
183	1195	09/01/1998	12/22/1972	107,240.00	87,240.00
184	1196	07/22/1998	06/01/1971	193,685.00	114,685.00
185	1197	09/14/1998	03/03/1976	89,160.00	75,160.00
186	1198	09/14/1998	11/09/1976	103,890.00	83,890.00
187	1199	08/19/1998	06/01/1965	89,160.00	75,160.00
188	1200	09/04/1998	09/26/1971	113,950.00	93,950.00
189	1201	09/04/1998	12/26/1971	206,180.00	144,180.00
190	1203	09/30/1998	12/30/1966	245,500.00	183,500.00
191	1206	10/15/1998	01/13/1973	381,920.00	286,720.00
192	1208	10/19/1998	03/23/1967	103,890.00	83,890.00
193	1209	11/19/1998	09/12/1972	245,500.00	183,500.00
194	1211	03/03/1999	06/26/1965	113,950.00	93,950.00
195	1212	04/01/1999	03/13/1975	300,000.00	204,800.00
196	1213	06/21/1999	08/01/1972	245,500.00	183,500.00
197	1214	06/22/1999	09/26/1974	131,660.00	100,660.00
198	1215	06/21/1999	08/15/1971	173,830.00	125,830.00
199	1216	06/28/1999	09/05/1972	241,950.00	176,950.00
200	1217	06/21/1999	10/19/1975	212,730.00	150,730.00
201	1218	06/21/1999	08/19/1978	193,070.00	131,070.00
202	1219	06/25/1999	07/07/1972	167,440.00	117,440.00
203	1222	06/21/1999	07/17/1976	152,850.00	104,850.00
204	1223	07/01/1999	10/03/1976	123,280.00	92,280.00
205	1224	07/01/1999	04/05/1969	78,420.00	64,420.00
206	1225	09/01/1999	10/29/1967	308,370.00	229,370.00
207	1229	11/11/1999	12/25/1972	228,840.00	163,840.00
208	1230	12/06/1999	11/21/1973	222,290.00	157,290.00
209	1234	11/15/1999	11/18/1972	275,610.00	196,610.00

210	1235	11/10/1999	01/12/1974	300,180.00	221,180.00
211	1238	07/23/2014	04/30/1974	215,730.00	150,730.00
212	1239	11/12/1999	05/28/1975	245,500.00	183,500.00
213	1242	02/28/2000	08/20/1968	194,800.00	146,800.00
214	1243	03/23/2000	12/30/1974	381,920.00	286,720.00
215	1244	03/13/2000	02/02/1974	209,180.00	144,180.00
216	1253	08/01/2000	02/06/1973	232,390.00	170,390.00
217	1254	06/04/2000	06/16/1979	158,100.00	110,100.00
218	1255	07/03/2000	09/14/1976	212,730.00	150,730.00
219	1256	06/28/2000	05/31/1974	300,000.00	204,800.00
220	1259	06/04/2000	12/12/1975	113,950.00	93,950.00
221	1260	07/06/2000	03/15/1976	300,000.00	204,800.00
222	1263	10/13/2000	06/12/1964	113,950.00	93,950.00
223	1264	10/13/2000	06/01/1966	129,950.00	93,950.00
224	1265	01/02/2001	06/05/1979	212,730.00	150,730.00
225	1266	12/15/2000	09/20/1974	245,500.00	183,500.00
226	1267	01/03/2001	02/19/1981	248,500.00	183,500.00
227	1268	11/24/2000	08/20/1973	103,890.00	83,890.00
228	1269	06/18/2003	06/24/1978	152,850.00	104,850.00
229	1272	06/18/2003	06/01/1972	113,950.00	93,950.00
230	1273	06/18/2003	08/05/1976	147,850.00	104,850.00
231	1274	06/18/2003	01/05/1978	206,180.00	144,180.00
232	1275	06/18/2003	12/16/1972	212,730.00	150,730.00
233	1276	06/18/2003	11/12/1972	107,240.00	87,240.00
234	1277	06/18/2003	06/12/1976	381,920.00	286,720.00
235	1278	06/18/2003	11/29/1977	148,440.00	117,440.00
236	1282	06/18/2003	07/17/1977	148,440.00	117,440.00
237	1284	06/18/2003	12/13/1977	275,610.00	196,610.00
238	1287	08/06/2003	06/01/1980	174,070.00	131,070.00
239	1288	08/06/2003	04/29/1970	227,390.00	170,390.00
240	1289	08/11/2003	06/01/1969	113,950.00	93,950.00
241	1291	08/11/2003	09/24/1967	113,950.00	93,950.00
242	1293	08/06/2003	06/01/1970	113,950.00	93,950.00
243	1295	08/11/2003	07/27/1976	113,950.00	93,950.00
244	1297	08/06/2003	10/01/1981	131,660.00	100,660.00
245	1298	08/14/2003	04/15/1978	89,160.00	75,160.00
246	1299	08/12/2003	04/21/1970	131,660.00	100,660.00
247	1301	09/10/2003	12/25/1973	113,950.00	93,950.00
248	1302	09/15/2003	09/23/1976	114,880.00	83,880.00
249	1304	09/09/2003	01/02/1981	267,420.00	188,420.00
250	1305	09/17/2003	03/11/1978	161,340.00	115,340.00
251	1306	09/16/2003	04/23/1976	267,420.00	188,420.00
252	1311	09/22/2003	06/01/1978	196,070.00	131,070.00
253	1312	01/01/2004	06/01/1978	118,800.00	90,600.00
254	1313	02/02/2004	05/08/1977	248,500.00	183,500.00
255	1314	02/02/2004	03/21/1976	300,000.00	204,800.00
256	1315	02/02/2004	12/16/1975	235,390.00	170,390.00
257	1316	02/02/2004	12/03/1975	245,500.00	183,500.00
258	1321	02/02/2004	05/22/1969	340,960.00	245,760.00
259	1323	02/02/2004	08/17/1979	213,170.00	131,070.00
260	1325	02/02/2004	03/05/1975	245,500.00	183,500.00
261	1328	02/02/2004	03/10/1967	275,610.00	196,610.00
262	1329	02/02/2004	10/25/1976	245,500.00	183,500.00

263	1331	02/02/2004	05/28/1976	241,950.00	176,950.00
264	1332	02/02/2004	06/01/1976	267,420.00	188,420.00
265	1333	02/02/2004	10/21/1971	259,220.00	180,220.00
266	1334	02/02/2004	06/16/1973	248,500.00	183,500.00
267	1335	02/02/2004	03/18/1976	442,000.00	307,200.00
268	1336	02/02/2004	07/27/1966	248,500.00	183,500.00
269	1337	02/02/2004	09/28/1973	275,610.00	196,610.00
270	1338	02/04/2004	09/29/1972	248,500.00	183,500.00
271	1339	02/02/2004	02/02/1975	248,500.00	183,500.00
272	1340	02/02/2004	02/15/1977	310,240.00	215,040.00
273	1341	02/05/2004	02/04/1978	248,500.00	183,500.00
274	1342	02/02/2004	11/16/1973	241,950.00	176,950.00
275	1343	02/02/2004	09/02/1974	245,500.00	183,500.00
276	1344	02/02/2004	06/05/1977	275,610.00	196,610.00
277	1345	02/02/2004	04/04/1976	330,720.00	235,520.00
278	1347	02/02/2004	09/28/1974	235,390.00	170,390.00
279	1348	02/02/2004	03/19/1973	245,500.00	183,500.00
280	1350	02/02/2004	07/18/1976	248,500.00	183,500.00
281	1351	02/02/2004	12/02/1975	300,000.00	204,800.00
282	1353	02/02/2004	12/15/1974	241,950.00	176,950.00
283	1355	02/04/2004	05/13/1971	381,920.00	286,720.00
284	1356	02/02/2004	06/12/1975	403,600.00	268,800.00
285	1359	02/02/2004	06/01/1973	248,500.00	183,500.00
286	1360	02/02/2004	06/01/1974	300,000.00	204,800.00
287	1363	02/02/2004	01/22/1975	308,370.00	229,370.00
288	1364	02/02/2004	06/01/1977	248,500.00	183,500.00
289	1365	02/02/2004	11/21/1975	245,500.00	183,500.00
290	1366	02/02/2004	07/15/1976	300,000.00	204,800.00
291	1367	02/04/2004	03/15/1979	241,950.00	176,950.00
292	1370	02/02/2004	12/18/1973	300,000.00	204,800.00
293	1371	02/02/2004	07/22/1974	241,950.00	176,950.00
294	1372	02/02/2004	06/26/1977	390,800.00	256,000.00
295	1373	02/02/2004	06/01/1968	267,420.00	188,420.00
296	1374	02/02/2004	10/10/1973	228,840.00	163,840.00
297	1375	02/02/2004	07/07/1976	259,220.00	180,220.00
298	1376	02/02/2004	02/02/1971	243,500.00	183,500.00
299	1379	02/02/2004	07/02/1978	267,420.00	188,420.00
300	1380	02/02/2004	11/26/1975	227,390.00	170,390.00
301	1381	02/02/2004	05/10/1976	275,610.00	196,610.00
302	1382	02/02/2004	08/19/1979	248,500.00	183,500.00
303	1383	02/02/2004	07/12/1973	179,070.00	131,070.00
304	1387	02/02/2004	02/08/1969	148,440.00	117,440.00
305	1388	02/02/2004	09/06/1977	267,420.00	188,420.00
306	1391	02/02/2004	06/01/1975	310,240.00	215,040.00
307	1392	02/02/2004	10/28/1977	267,420.00	188,420.00
308	1394	02/02/2004	04/24/1975	248,500.00	183,500.00
309	1397	04/01/2004	08/18/1981	206,180.00	144,180.00
310	1400	04/26/2004	01/26/1976	267,420.00	188,420.00
311	1401	05/10/2004	09/23/1974	129,470.00	96,470.00
312	1403	05/17/2004	01/06/1984	89,160.00	75,160.00
313	1405	05/24/2004	04/04/1979	67,330.00	55,830.00
314	1407	05/24/2004	11/28/1972	113,950.00	93,950.00
315	1411	06/08/2004	06/01/1972	89,160.00	75,160.00

316	1413	12/11/2005	05/20/1973	241,950.00	176,950.00
317	1418	03/12/2005	07/27/1971	113,950.00	93,950.00
318	1420	03/12/2005	10/02/1976	113,950.00	93,950.00
319	1421	03/12/2005	08/20/1977	78,420.00	64,420.00
320	1422	03/12/2005	04/25/1968	71,630.00	60,130.00
321	1423	03/12/2005	12/29/1984	202,630.00	137,630.00
322	1425	04/21/2005	08/19/1981	242,840.00	163,840.00
323	1426	04/21/2005	05/24/1979	131,660.00	100,660.00
324	1428	09/01/2005	12/15/1979	114,880.00	83,880.00
325	1429	09/01/2005	01/19/1983	166,340.00	115,340.00
326	1431	09/01/2005	08/28/1983	75,740.00	61,740.00
327	1432	09/01/2005	05/03/1982	152,850.00	104,850.00
328	1433	09/01/2005	03/23/1974	212,730.00	150,730.00
329	1434	09/01/2005	06/01/1980	89,160.00	75,160.00
330	1435	09/01/2005	06/01/1976	77,040.00	44,040.00
331	1436	09/01/2005	10/20/1980	196,070.00	131,070.00
332	1437	09/01/2005	04/14/1984	193,070.00	131,070.00
333	1438	10/13/2005	09/13/1971	113,950.00	93,950.00
334	1440	10/13/2005	06/01/1974	113,950.00	93,950.00
335	1441	10/13/2005	06/01/1969	113,950.00	93,950.00
336	1443	10/14/2005	03/15/1981	113,950.00	93,950.00
337	1446	10/01/2005	12/23/1965	113,950.00	93,950.00
338	1447	11/02/2005	07/10/1983	89,160.00	75,160.00
339	1450	11/02/2005	08/20/1970	113,950.00	93,950.00
340	1451	12/15/2005	03/28/1977	245,500.00	183,500.00
341	1452	01/05/2006	12/05/1969	163,570.00	120,570.00
342	1453	04/01/2006	10/28/1980	196,070.00	131,070.00
343	1455	12/05/2006	01/20/1985	131,660.00	100,660.00
344	1456	11/23/2006	09/20/1976	152,850.00	104,850.00
345	1457	12/01/2006	09/17/1980	201,180.00	144,180.00
346	1459	11/28/2006	09/24/1980	206,180.00	144,180.00
347	1461	11/13/2006	12/05/1983	330,720.00	235,520.00
348	1463	11/03/2006	06/01/1964	118,800.00	90,600.00
349	1464	11/03/2006	07/27/1978	112,090.00	83,890.00
350	1465	11/30/2006	06/28/1970	75,740.00	61,740.00
351	1466	11/27/2006	05/28/1988	152,850.00	104,850.00
352	1467	11/28/2006	05/21/1981	242,840.00	163,840.00
353	1468	12/01/2006	07/23/1974	238,950.00	176,950.00
354	1469	12/11/2006	10/18/1978	193,070.00	131,070.00
355	1470	11/23/2006	12/23/1985	83,790.00	69,790.00
356	1471	11/27/2006	12/24/1977	135,860.00	104,860.00
357	1472	11/27/2006	10/25/1974	78,420.00	64,420.00
358	1473	11/27/2006	10/12/1971	83,790.00	69,790.00
359	1474	12/01/2006	08/17/1980	193,070.00	131,070.00
360	1475	12/01/2006	11/28/1975	127,470.00	96,470.00
361	1477	12/20/2006	06/01/1980	78,420.00	64,420.00
362	1478	01/05/2007	02/12/1981	138,370.00	96,470.00
363	1479	01/02/2007	06/01/1979	125,780.00	83,880.00
364	1480	12/14/2006	04/04/1978	107,240.00	87,240.00
365	1481	12/18/2006	01/22/1983	131,660.00	100,660.00
366	1482	01/02/2007	09/17/1985	119,080.00	88,080.00
367	1484	01/08/2007	08/01/1984	100,530.00	80,530.00
368	1485	01/03/2007	08/26/1981	127,470.00	96,470.00

369	1486	12/22/2006	05/25/1973	113,950.00	93,950.00
370	1488	01/03/2007	04/26/1974	81,110.00	67,110.00
371	1490	07/23/2014	07/27/1985	168,570.00	120,570.00
372	1491	01/15/2007	08/03/1986	113,950.00	93,950.00
373	1492	01/02/2007	10/15/1983	83,790.00	69,790.00
374	1493	01/03/2007	09/27/1979	275,610.00	196,610.00
375	1494	01/08/2007	11/03/1971	232,390.00	170,390.00
376	1495	01/02/2007	03/30/1975	300,000.00	204,800.00
377	1497	01/02/2007	12/01/1983	113,950.00	93,950.00
378	1498	01/19/2007	12/28/1985	119,080.00	88,080.00
379	1500	02/05/2007	08/14/1984	161,340.00	115,340.00
380	1501	01/02/2007	06/01/1976	90,460.00	70,460.00
381	1502	01/11/2007	11/10/1970	89,160.00	75,160.00
382	1503	01/04/2007	06/01/1964	89,160.00	75,160.00
383	1504	12/20/2006	10/05/1974	127,470.00	96,470.00
384	1505	01/08/2007	04/12/1974	209,180.00	144,180.00
385	1506	12/22/2006	07/11/1972	90,460.00	70,460.00
386	1507	01/02/2007	09/06/1980	97,180.00	77,180.00
387	1508	01/15/2007	06/10/1984	152,850.00	104,850.00
388	1509	02/05/2007	11/27/1966	131,660.00	100,660.00
389	1510	10/02/2008	02/06/1983	238,290.00	157,290.00
390	1512	10/02/2008	08/31/1983	193,070.00	131,070.00
391	1513	10/02/2008	06/01/1981	300,000.00	204,800.00
392	1514	10/02/2008	12/27/1979	209,180.00	144,180.00
393	1516	10/02/2008	11/23/1984	222,290.00	157,290.00
394	1517	09/26/2008	04/24/1970	114,880.00	83,880.00
395	1518	08/25/2008	09/01/1982	162,350.00	104,850.00
396	1520	10/02/2008	11/09/1981	161,100.00	110,100.00
397	1521	10/02/2008	10/06/1979	206,180.00	144,180.00
398	1526	10/02/2008	06/01/1979	242,840.00	163,840.00
399	1527	10/02/2008	03/18/1985	222,290.00	157,290.00
400	1528	10/02/2008	07/17/1977	196,070.00	131,070.00
401	1530	10/01/2008	10/12/1980	215,730.00	150,730.00
402	1531	10/02/2008	07/05/1982	300,000.00	204,800.00
403	1532	10/02/2008	06/15/1982	193,070.00	131,070.00
404	1533	10/01/2008	08/10/1983	209,180.00	144,180.00
405	1534	10/02/2008	01/07/1981	193,070.00	131,070.00
406	1535	10/02/2008	01/01/1983	175,560.00	141,560.00
407	1537	10/02/2008	11/23/1979	196,070.00	131,070.00
408	1540	10/02/2008	08/01/1980	215,730.00	150,730.00
409	1541	10/02/2008	12/29/1978	242,840.00	163,840.00
410	1542	10/02/2008	10/13/1979	300,000.00	204,800.00
411	1543	10/02/2008	05/05/1979	222,290.00	157,290.00
412	1544	10/02/2008	07/01/1982	300,000.00	204,800.00
413	1547	10/02/2008	06/14/1984	196,070.00	131,070.00
414	1548	10/02/2008	06/06/1979	196,070.00	131,070.00
415	1549	10/01/2008	03/07/1983	259,220.00	180,220.00
416	1550	10/02/2008	06/15/1979	222,290.00	157,290.00
417	1551	10/02/2008	03/18/1983	300,000.00	204,800.00
418	1553	10/02/2008	12/30/1982	215,730.00	150,730.00
419	1554	11/10/2008	12/19/1981	215,730.00	150,730.00
420	1555	12/05/2008	05/11/1984	212,730.00	150,730.00
421	1557	10/02/2008	09/13/1983	242,840.00	163,840.00

422	1559	10/02/2008	06/03/1978	275,610.00	196,610.00
423	1560	08/25/2008	01/15/1983	98,660.00	70,460.00
424	1564	10/02/2008	08/22/1978	196,070.00	131,070.00
425	1565	10/02/2008	07/15/1980	242,840.00	163,840.00
426	1567	10/02/2008	05/13/1982	310,240.00	215,040.00
427	1568	10/02/2008	11/08/1980	209,180.00	144,180.00
428	1569	10/21/2008	05/27/1978	173,830.00	125,830.00
429	1570	10/21/2008	08/21/1984	183,220.00	120,570.00
430	1571	10/02/2008	10/22/1980	242,840.00	163,840.00
431	1573	10/02/2008	05/20/1982	215,730.00	150,730.00
432	1575	10/02/2008	12/10/1975	222,290.00	157,290.00
433	1576	10/02/2008	11/26/1977	215,730.00	150,730.00
434	1577	10/01/2008	08/20/1981	300,000.00	204,800.00
435	1578	10/02/2008	11/23/1984	219,290.00	157,290.00
436	1579	09/01/2008	09/05/1987	152,850.00	104,850.00
437	1581	10/13/2008	05/23/1981	168,570.00	120,570.00
438	1582	11/17/2008	07/10/1972	300,000.00	204,800.00
439	1583	11/17/2008	11/28/1979	219,290.00	157,290.00
440	1584	10/21/2008	10/10/1977	102,020.00	73,820.00
441	1585	10/21/2008	06/01/1978	161,100.00	110,100.00
442	1586	10/14/2008	01/30/1985	193,070.00	131,070.00
443	1587	11/03/2008	06/01/1965	113,950.00	93,950.00
444	1588	10/13/2008	07/20/1982	209,180.00	144,180.00
445	1589	11/10/2008	06/20/1982	199,630.00	137,630.00
446	1590	10/21/2008	01/25/1989	127,470.00	96,470.00
447	1592	10/13/2008	04/24/1980	242,840.00	163,840.00
448	1593	11/03/2008	09/15/1978	113,950.00	93,950.00
449	1594	11/10/2008	06/01/1972	114,880.00	83,880.00
450	1595	11/17/2008	08/04/1975	202,630.00	137,630.00
451	1596	11/03/2008	01/07/1978	166,340.00	115,340.00
452	1597	11/17/2008	08/27/1987	146,240.00	113,240.00
453	1598	11/17/2008	07/05/1969	202,630.00	137,630.00
454	1599	11/17/2008	07/07/1974	113,950.00	93,950.00
455	1600	11/03/2008	10/12/1985	300,000.00	204,800.00
456	1601	11/03/2008	01/15/1981	176,830.00	125,830.00
457	1602	11/17/2008	07/23/1981	215,730.00	150,730.00
458	1603	11/17/2008	12/05/1984	155,850.00	104,850.00
459	1604	11/17/2008	11/19/1980	196,070.00	131,070.00
460	1605	11/10/2008	12/23/1981	196,070.00	131,070.00
461	1606	11/17/2008	06/01/1978	225,840.00	163,840.00
462	1607	11/10/2008	12/11/1976	300,000.00	204,800.00
463	1608	11/17/2008	04/22/1980	176,830.00	125,830.00
464	1610	11/24/2008	03/12/1983	158,100.00	110,100.00
465	1611	11/17/2008	09/13/1980	219,290.00	157,290.00
466	1614	01/13/2009	05/22/1981	212,730.00	150,730.00
467	1616	01/05/2009	12/25/1984	193,070.00	131,070.00
468	1617	01/07/2008	09/24/1986	163,340.00	115,340.00
469	1618	01/15/2009	04/08/1984	193,070.00	131,070.00
470	1619	01/19/2009	12/31/1982	300,000.00	204,800.00
471	1620	01/13/2009	12/20/1978	300,000.00	204,800.00
472	1621	01/13/2009	08/14/1979	114,880.00	83,880.00
473	1622	01/13/2009	06/01/1974	300,000.00	204,800.00
474	1623	01/13/2009	08/20/1987	152,850.00	104,850.00

475	1625	01/19/2009	11/27/1972	113,950.00	93,950.00
476	1626	01/14/2009	06/12/1983	113,950.00	93,950.00
477	1627	01/26/2009	06/13/1985	103,890.00	83,890.00
478	1628	01/26/2009	02/19/1982	300,000.00	204,800.00
479	1630	01/26/2009	06/01/1976	113,950.00	93,950.00
480	1631	02/23/2009	12/09/1974	113,950.00	93,950.00
481	1632	02/23/2009	10/10/1979	113,950.00	93,950.00
482	1633	02/23/2009	03/29/1980	113,950.00	93,950.00
483	1634	02/02/2009	12/12/1979	202,630.00	137,630.00
484	1635	02/09/2009	12/25/1983	215,730.00	150,730.00
485	1636	02/03/2009	03/03/1982	226,280.00	144,180.00
486	1638	02/02/2009	12/11/1987	73,060.00	59,060.00
487	1639	02/02/2009	10/24/1986	167,500.00	104,850.00
488	1640	02/02/2009	09/19/1982	171,570.00	120,570.00
489	1646	04/01/2009	03/21/1979	552,200.00	368,000.00
490	1649	03/27/2009	05/03/1980	119,080.00	88,080.00
491	1650	03/27/2009	06/01/1976	134,180.00	92,280.00
492	1651	04/03/2009	09/01/1975	125,780.00	83,880.00
493	1652	05/25/2009	03/02/1971	113,950.00	93,950.00
494	1653	05/14/2009	11/26/1982	122,080.00	88,080.00
495	1654	05/22/2009	06/01/1981	113,950.00	93,950.00
496	1656	05/22/2009	09/18/1976	123,280.00	92,280.00
497	1658	05/22/2009	03/17/1971	235,390.00	170,390.00
498	1659	06/08/2009	12/23/1977	103,890.00	83,890.00
499	1660	06/08/2009	06/04/1984	158,100.00	110,100.00
500	1661	04/03/2009	06/06/1966	86,480.00	72,480.00
501	1662	07/08/2009	07/15/1982	381,720.00	250,880.00
502	1663	06/23/2009	05/11/1975	176,830.00	125,830.00
503	1664	07/08/2009	08/04/1982	212,730.00	150,730.00
504	1665	06/23/2009	10/05/1984	86,480.00	72,480.00
505	1666	08/01/2009	02/17/1985	123,280.00	92,280.00
506	1667	08/01/2009	12/17/1985	125,280.00	92,280.00
507	1668	10/23/2009	04/23/1982	102,420.00	64,420.00
508	1669	10/01/2009	03/31/1965	193,070.00	131,070.00
509	1670	01/06/2010	09/27/1969	129,470.00	96,470.00
510	1673	04/04/2011	03/30/1983	209,180.00	144,180.00
511	1674	04/04/2011	06/21/1981	201,180.00	144,180.00
512	1675	04/04/2011	01/03/1985	215,730.00	150,730.00
513	1677	04/04/2011	08/21/1985	242,840.00	163,840.00
514	1678	04/04/2011	04/04/1984	242,840.00	163,840.00
515	1679	04/04/2011	08/16/1984	242,840.00	163,840.00
516	1680	04/04/2011	04/07/1984	206,180.00	144,180.00
517	1681	04/04/2011	06/02/1986	212,730.00	150,730.00
518	1682	05/03/2011	08/12/1984	129,470.00	96,470.00
519	1683	04/11/2011	06/01/1984	193,070.00	131,070.00
520	1684	04/04/2011	06/18/1986	147,850.00	104,850.00
521	1685	04/04/2011	08/03/1984	88,525.00	54,525.00
522	1687	04/04/2011	11/21/1976	150,850.00	104,850.00
523	1688	04/04/2011	10/03/1984	158,100.00	110,100.00
524	1689	04/04/2011	06/14/1984	155,850.00	104,850.00
525	1691	04/04/2011	02/23/1985	161,340.00	115,340.00
526	1692	04/04/2011	06/20/1985	152,850.00	104,850.00
527	1693	04/04/2011	10/10/1985	168,570.00	120,570.00

528	1694	04/04/2011	03/03/1985	171,570.00	120,570.00
529	1695	04/04/2011	03/03/1982	166,340.00	115,340.00
530	1696	04/04/2011	06/18/1983	161,340.00	115,340.00
531	1697	04/04/2011	06/05/1987	166,340.00	115,340.00
532	1698	04/04/2011	11/28/1986	121,080.00	88,080.00
533	1699	04/04/2011	01/28/1983	158,100.00	110,100.00
534	1701	04/04/2011	03/05/1985	242,840.00	163,840.00
535	1702	07/04/2011	10/20/1985	168,570.00	120,570.00
536	1703	07/04/2011	02/01/1984	147,850.00	104,850.00
537	1704	07/04/2011	10/14/1975	166,340.00	115,340.00
538	1706	11/07/2011	06/06/1985	202,630.00	137,630.00
539	1707	11/07/2011	12/24/1985	152,850.00	104,850.00
540	1708	11/07/2011	03/13/1983	242,840.00	163,840.00
541	1709	11/07/2011	12/13/1976	161,100.00	110,100.00
542	1710	11/07/2011	03/27/1984	242,840.00	163,840.00
543	1711	11/07/2011	04/04/1987	199,630.00	137,630.00
544	1712	03/01/2012	08/22/1978	154,850.00	104,850.00
545	1714	07/04/2012	05/21/1986	193,070.00	131,070.00
546	1715	07/02/2012	11/25/1986	123,280.00	92,280.00
547	1716	07/02/2012	08/28/1978	105,059.75	54,059.75
548	1718	07/04/2012	10/12/1969	189,560.00	141,560.00
549	1719	07/04/2012	06/13/1984	152,850.00	104,850.00
550	1720	07/04/2012	12/24/1984	90,460.00	70,460.00
551	1722	10/29/2012	10/15/1987	152,850.00	104,850.00
552	1723	10/29/2012	12/30/1974	154,850.00	104,850.00
553	1724	10/29/2012	01/20/1984	168,570.00	120,570.00
554	1725	10/29/2012	01/03/1981	193,070.00	131,070.00
555	1726	10/29/2012	03/18/1985	193,070.00	131,070.00
556	1727	10/29/2012	04/21/1970	95,160.00	75,160.00
557	1728	10/29/2012	01/02/1990	193,070.00	131,070.00
558	1729	10/29/2012	08/25/1989	193,070.00	131,070.00
559	1730	10/29/2012	12/12/1985	127,470.00	96,470.00
560	1731	10/22/2012	02/27/1983	114,880.00	83,880.00
561	1732	10/22/2012	09/13/1986	152,850.00	104,850.00
562	1733	10/22/2012	05/12/1987	127,470.00	96,470.00
563	1734	10/22/2012	04/10/1988	193,070.00	131,070.00
564	1735	10/22/2012	01/11/1984	168,570.00	120,570.00
565	1736	10/22/2012	02/22/1987	196,070.00	131,070.00
566	1737	10/22/2012	08/15/1984	196,070.00	131,070.00
567	1739	10/22/2012	11/23/1982	242,840.00	163,840.00
568	1740	10/22/2012	01/12/1985	152,850.00	104,850.00
569	1741	10/22/2012	08/20/1984	196,070.00	131,070.00
570	1742	10/22/2012	09/30/1984	193,070.00	131,070.00
571	1743	10/22/2012	09/05/1986	242,840.00	163,840.00
572	1745	10/22/2012	07/25/1985	152,850.00	104,850.00
573	1746	10/22/2012	12/12/1984	152,850.00	104,850.00
574	1747	10/22/2012	11/11/1989	168,570.00	120,570.00
575	1748	10/29/2012	02/14/1983	121,080.00	88,080.00
576	1749	10/29/2012	04/14/1988	119,080.00	88,080.00
577	1750	10/29/2012	04/05/1980	155,850.00	104,850.00
578	1751	10/29/2012	01/01/1978	149,850.00	104,850.00
579	1752	10/29/2012	05/14/1983	121,080.00	88,080.00
580	1753	10/22/2012	08/22/1987	114,880.00	83,880.00

581	1754	10/22/2012	05/26/1974	127,470.00	96,470.00
582	1755	10/22/2012	12/31/1985	127,470.00	96,470.00
583	1756	10/22/2012	08/26/1976	152,850.00	104,850.00
584	1757	10/29/2012	10/31/1984	283,800.00	204,800.00
585	1758	10/29/2012	05/07/1986	173,830.00	125,830.00
586	1759	10/29/2012	12/27/1986	196,070.00	131,070.00
587	1760	10/29/2012	08/02/1986	300,000.00	204,800.00
588	1761	10/29/2012	07/02/1987	300,000.00	204,800.00
589	1762	10/22/2012	12/30/1985	89,160.00	75,160.00
590	1763	10/22/2012	08/18/1985	103,050.00	55,050.00
591	1764	10/22/2012	07/07/1985	193,070.00	131,070.00
592	1765	10/22/2012	05/17/1986	193,070.00	131,070.00
593	1766	10/22/2012	08/25/1980	193,070.00	131,070.00
594	1767	10/22/2012	03/15/1985	171,570.00	120,570.00
595	1769	04/02/2013	08/04/1974	125,600.00	90,600.00
596	1770	04/02/2013	07/13/1980	110,600.00	90,600.00
597	1771	04/02/2013	08/10/1970	107,240.00	87,240.00
598	1772	04/02/2013	12/16/1966	129,950.00	93,950.00
599	1773	04/02/2013	12/11/1980	103,890.00	83,890.00
600	1775	04/15/2013	01/31/1987	196,070.00	131,070.00
601	1776	04/15/2013	04/12/1974	196,070.00	131,070.00
602	1777	04/15/2013	06/26/1991	119,080.00	88,080.00
603	1778	05/27/2013	07/01/1984	75,740.00	61,740.00
604	1779	05/27/2013	10/03/1990	75,740.00	61,740.00
605	1780	08/01/2013	04/02/1976	97,180.00	77,180.00
606	1781	08/01/2013	08/03/1980	90,460.00	70,460.00
607	1784	11/01/2013	09/01/1987	118,800.00	90,600.00
608	1786	01/05/2015	05/19/1989	242,840.00	163,840.00
609	1787	03/02/2015	10/01/1986	86,430.00	52,430.00
610	1788	03/02/2015	05/31/1984	155,850.00	104,850.00
611	1789	03/02/2015	07/04/1973	161,100.00	110,100.00
612	1790	03/02/2015	11/20/1986	155,850.00	104,850.00
613	1791	03/02/2015	05/03/1979	155,850.00	104,850.00
614	1792	03/02/2015	01/01/1988	196,070.00	131,070.00
615	1793	03/02/2015	06/12/1988	161,100.00	110,100.00
616	1794	03/02/2015	01/26/1989	155,850.00	104,850.00
617	1795	03/02/2015	07/14/1986	152,850.00	104,850.00
618	1796	03/02/2015	07/09/1988	152,850.00	104,850.00
619	1797	03/02/2015	01/15/1988	155,850.00	104,850.00
620	1799	03/02/2015	06/15/1984	123,280.00	92,280.00
621	1800	03/02/2015	08/04/1988	121,080.00	88,080.00
622	1801	03/02/2015	04/16/1992	116,880.00	83,880.00
623	1802	03/02/2015	06/01/1985	155,850.00	104,850.00
624	1803	03/02/2015	08/22/1975	155,850.00	104,850.00
625	1805	03/02/2015	03/24/1985	161,100.00	110,100.00
626	1806	03/02/2015	05/05/1985	147,850.00	104,850.00
627	1807	03/02/2015	02/06/1987	114,880.00	83,880.00
628	1808	03/02/2015	06/14/1984	242,840.00	163,840.00
629	1809	03/02/2015	08/17/1984	152,850.00	104,850.00
630	1810	03/02/2015	09/03/1979	164,240.00	113,240.00
631	1811	03/02/2015	04/25/1986	155,850.00	104,850.00
632	1812	03/02/2015	09/11/1984	163,340.00	115,340.00
633	1813	03/02/2015	02/12/1985	338,100.00	204,800.00

634	1814	03/02/2015	05/28/1985	161,100.00	110,100.00
635	1815	03/02/2015	08/06/1990	119,080.00	88,080.00
636	1816	03/02/2015	02/02/1986	155,850.00	104,850.00
637	1817	03/02/2015	08/29/1990	161,100.00	110,100.00
638	1818	03/02/2015	07/27/1985	158,100.00	110,100.00
639	1819	03/02/2015	08/17/1985	155,850.00	104,850.00
640	1820	03/02/2015	07/17/1989	155,850.00	104,850.00
641	1821	03/02/2015	06/20/1987	161,100.00	110,100.00
642	1822	03/02/2015	03/05/1989	152,850.00	104,850.00
643	1823	03/02/2015	03/23/1989	155,850.00	104,850.00
644	1824	03/02/2015	02/16/1988	161,100.00	110,100.00
645	1825	03/02/2015	07/15/1988	138,860.00	104,860.00
646	1826	03/02/2015	10/10/1988	156,100.00	110,100.00
647	1829	03/02/2015	06/01/1974	155,850.00	104,850.00
648	1830	03/02/2015	08/10/1989	161,100.00	110,100.00
649	1831	03/02/2015	11/13/1983	114,880.00	83,880.00
650	1832	03/02/2015	08/05/1975	121,080.00	88,080.00
651	1833	03/02/2015	06/21/1984	116,880.00	83,880.00
652	1834	03/02/2015	06/01/1977	121,080.00	88,080.00
653	1835	03/02/2015	01/01/1977	119,080.00	88,080.00
654	1836	03/02/2015	03/24/1986	114,880.00	83,880.00
655	1837	03/02/2015	11/10/1986	161,100.00	110,100.00
656	1838	03/02/2015	06/01/1983	154,850.00	104,850.00
657	1839	03/02/2015	03/24/1991	116,880.00	83,880.00
658	1840	03/02/2015	12/30/1980	161,100.00	110,100.00
659	1841	03/02/2015	07/01/1979	123,280.00	92,280.00
660	1842	04/20/2015	01/15/1989	152,850.00	104,850.00
661	1843	04/01/2015	04/23/1989	158,100.00	110,100.00
662	1844	04/01/2015	06/15/1990	161,100.00	110,100.00
663	1845	04/01/2015	11/20/1987	161,100.00	110,100.00
664	1846	04/01/2015	06/01/1980	116,880.00	83,880.00
665	1847	04/01/2015	05/07/1987	161,100.00	110,100.00
666	1848	04/01/2015	05/27/1985	196,070.00	131,070.00
667	1851	05/01/2015	02/01/1987	155,850.00	104,850.00
668	1852	05/01/2015	01/02/1986	114,880.00	83,880.00
669	1853	06/02/2015	08/16/1987	155,850.00	104,850.00
670	1855	06/02/2015	08/10/1990	155,850.00	104,850.00
671	1856	08/03/2015	03/15/1986	152,850.00	104,850.00
672	1858	10/01/2015	01/01/1973	320,480.00	225,280.00
673	1860	01/04/2016	07/22/1991	152,850.00	104,850.00
674	1861	01/04/2016	12/23/1987	155,850.00	104,850.00
675	1862	01/04/2016	12/01/1988	152,850.00	104,850.00
676	1863	01/04/2016	08/05/1989	152,850.00	104,850.00
677	1865	01/04/2016	09/27/1988	152,850.00	104,850.00
678	1867	01/04/2016	12/09/1992	152,850.00	104,850.00
679	1868	01/04/2016	06/09/1979	114,880.00	83,880.00
680	1869	01/04/2016	10/10/1987	115,280.00	92,280.00
681	1871	01/04/2016	09/29/1980	242,840.00	163,840.00
682	1872	01/04/2016	08/18/1990	152,850.00	104,850.00
683	1873	01/04/2016	02/28/1992	152,850.00	104,850.00
684	1874	01/04/2016	09/02/1989	152,850.00	104,850.00
685	1875	01/04/2016	02/14/1989	152,850.00	104,850.00
686	1876	01/04/2016	01/01/1984	152,850.00	104,850.00

687	1878	07/18/2016	01/23/1982	320,600.00	140,800.00
688	1879	08/01/2016	06/01/1974	383,768.00	252,928.00
689	1880	07/18/2016	09/24/1982	320,480.00	225,280.00
690	1881	07/18/2016	04/15/1986	390,800.00	256,000.00
691	1883	07/18/2016	11/27/1984	193,070.00	131,070.00
692	1884	08/01/2016	03/29/1983	196,070.00	131,070.00
693	1885	07/01/2016	02/01/1987	67,690.00	53,690.00
694	1886	07/01/2016	12/28/1978	58,740.00	47,240.00
695	1887	07/01/2016	03/07/1981	87,110.00	67,110.00
696	1888	07/01/2016	01/01/1980	87,110.00	67,110.00
697	1889	07/01/2016	10/01/1989	155,850.00	104,850.00
698	1890	07/01/2016	06/01/1988	98,660.00	70,460.00
699	1891	07/01/2016	01/01/1990	152,850.00	104,850.00
700	1892	07/01/2016	05/06/1987	114,880.00	83,880.00
701	1893	07/01/2016	06/01/1985	73,060.00	59,060.00
702	1894	07/01/2016	11/16/1991	75,690.00	53,690.00
703	1895	07/01/2016	03/02/1971	93,820.00	73,820.00
704	1896	07/01/2016	11/26/1990	93,820.00	73,820.00
705	1897	07/01/2016	01/19/1981	152,850.00	104,850.00
706	1898	07/01/2016	12/04/1988	90,460.00	70,460.00
707	1899	07/01/2016	10/08/1988	70,434.00	56,434.00
708	1900	07/01/2016	12/07/1978	70,434.00	56,434.00
709	1901	07/01/2016	03/15/1986	152,850.00	104,850.00
710	1902	07/01/2016	10/16/1988	114,880.00	83,880.00
711	1903	07/01/2016	01/20/1982	123,280.00	92,280.00
712	1904	07/01/2016	11/10/1994	152,850.00	104,850.00
713	1905	07/01/2016	11/17/1984	152,850.00	104,850.00
714	1906	07/01/2016	11/09/1991	67,690.00	53,690.00
715	1907	07/01/2016	11/04/1980	67,690.00	53,690.00
716	1908	07/01/2016	09/08/1989	152,850.00	104,850.00
717	1909	07/01/2016	09/07/1990	155,850.00	104,850.00
718	1910	07/01/2016	09/08/1991	100,425.00	52,425.00
719	1911	07/01/2016	01/30/1991	150,850.00	104,850.00
720	1912	07/01/2016	07/07/1990	155,850.00	104,850.00
721	1913	07/01/2016	05/07/1991	152,850.00	104,850.00
722	1914	07/01/2016	12/07/1989	152,850.00	104,850.00
723	1915	07/01/2016	02/05/1991	155,850.00	104,850.00
724	1916	07/01/2016	11/08/1986	73,060.00	59,060.00
725	1917	07/01/2016	09/08/1984	114,880.00	83,880.00
726	1918	07/01/2016	05/11/1992	147,850.00	104,850.00
727	1919	07/01/2016	10/12/1982	155,850.00	104,850.00
728	1920	07/01/2016	06/13/1989	85,027.41	71,027.41
729	1921	07/01/2016	01/23/1988	155,850.00	104,850.00
730	1922	07/01/2016	03/13/1993	152,850.00	104,850.00
731	1923	07/01/2016	03/31/1989	152,850.00	104,850.00
732	1925	07/01/2016	04/03/1985	155,850.00	104,850.00
733	1927	07/01/2016	05/06/1982	152,850.00	104,850.00
734	1928	07/01/2016	09/18/1978	114,880.00	83,880.00
735	1929	07/01/2016	12/12/1992	72,940.00	41,940.00
736	1930	07/01/2016	05/08/1981	58,740.00	47,240.00
737	1931	07/01/2016	08/06/1982	67,690.00	53,690.00
738	1932	07/01/2016	04/04/1993	152,850.00	104,850.00
739	1933	07/01/2016	06/26/1992	152,850.00	104,850.00

740	1934	07/01/2016	03/15/1986	152,850.00	104,850.00
741	1935	07/01/2016	05/27/1991	152,850.00	104,850.00
742	1936	07/01/2016	05/15/1989	152,850.00	104,850.00
743	1937	07/01/2016	02/21/1990	152,850.00	104,850.00
744	1938	07/01/2016	09/01/1986	67,690.00	53,690.00
745	1939	07/01/2016	01/27/1988	67,690.00	53,690.00
746	1940	07/01/2016	08/20/1988	67,690.00	53,690.00
747	1941	07/01/2016	06/06/1981	87,110.00	67,110.00
748	1943	07/01/2016	01/09/1980	67,690.00	53,690.00
749	1944	07/01/2016	04/20/1990	152,850.00	104,850.00
750	1945	07/01/2016	04/01/1990	152,850.00	104,850.00
751	1946	07/01/2016	01/10/1989	152,850.00	104,850.00
752	1947	07/01/2016	12/24/1989	58,740.00	47,240.00
753	1948	07/01/2016	08/09/1988	152,850.00	104,850.00
754	1949	07/01/2016	12/10/1993	90,460.00	70,460.00
755	1950	07/01/2016	02/12/1995	114,880.00	83,880.00
756	1951	07/01/2016	11/12/1989	152,850.00	104,850.00
757	1952	07/01/2016	07/17/1988	155,850.00	104,850.00
758	1953	07/01/2016	06/13/1984	114,880.00	83,880.00
759	1954	07/01/2016	10/26/1972	87,110.00	67,110.00
760	1955	07/01/2016	04/07/1982	67,690.00	53,690.00
761	1956	07/01/2016	12/17/1965	155,850.00	104,850.00
762	1957	07/01/2016	02/27/1990	110,600.00	90,600.00
763	1958	07/01/2016	09/13/1988	67,690.00	53,690.00
764	1959	07/01/2016	08/24/1990	114,880.00	83,880.00
765	1960	07/01/2016	02/06/1994	67,690.00	53,690.00
766	1961	07/01/2016	02/06/1982	67,690.00	53,690.00
767	1962	07/01/2016	08/10/1984	152,850.00	104,850.00
768	1963	07/01/2016	01/03/1990	152,850.00	104,850.00
769	1964	07/01/2016	02/23/1993	73,060.00	59,060.00
770	1965	07/01/2016	12/23/1987	152,850.00	104,850.00
771	1967	07/01/2016	01/01/1986	152,850.00	104,850.00
772	1968	07/01/2016	08/28/1974	90,460.00	70,460.00
773	1969	07/01/2016	12/31/1989	114,880.00	83,880.00
774	1970	07/01/2016	09/01/1979	67,690.00	53,690.00
775	1971	07/01/2016	06/26/1983	67,690.00	53,690.00
776	1972	07/01/2016	03/15/1993	155,850.00	104,850.00
777	1973	07/01/2016	11/14/1977	114,880.00	83,880.00
778	1976	07/01/2016	09/03/1986	152,850.00	104,850.00
779	1977	09/15/2016	01/06/1987	152,850.00	104,850.00
780	1978	07/01/2016	06/04/1993	67,690.00	53,690.00
781	1979	07/01/2016	06/01/1973	152,850.00	104,850.00
782	1980	07/01/2016	08/15/1991	114,880.00	83,880.00
783	1981	10/03/2016	12/25/1979	632,200.00	448,000.00
784	1982	10/01/2016	08/04/1989	155,850.00	104,850.00
785	1985	01/03/2017	08/04/1983	90,460.00	70,460.00
786	1986	01/03/2017	05/20/1974	90,460.00	70,460.00
787	1988	01/03/2017	01/01/1977	87,110.00	67,110.00
788	1989	01/03/2017	07/05/1994	90,460.00	70,460.00
789	1990	01/03/2017	03/18/1976	87,110.00	67,110.00
790	1991	06/02/2017	12/28/1976	90,460.00	70,460.00
791	1992	06/02/2017	06/11/1987	90,460.00	70,460.00
792	1993	06/02/2017	12/10/1981	87,110.00	67,110.00

793	1994	06/02/2017	05/30/1983	90,460.00	70,460.00
794	1995	06/02/2017	09/01/1978	90,460.00	70,460.00
795	1996	06/02/2017	01/01/1990	90,460.00	70,460.00
796	1997	06/02/2017	06/01/1985	95,310.00	67,110.00
797	1998	07/03/2017	10/15/1990	75,040.00	44,040.00
798	1999	05/01/2017	02/09/1980	124,380.00	83,880.00
799	2000	05/01/2017	03/09/1987	114,880.00	83,880.00
800	2002	01/02/2018	02/20/1988	152,850.00	104,850.00
801	2003	01/02/2018	03/22/1994	152,850.00	104,850.00
802	2004	01/02/2018	12/20/1990	132,980.00	88,080.00
803	2005	01/02/2018	04/04/1987	147,850.00	104,850.00
804	2006	01/02/2018	05/02/1990	152,850.00	104,850.00
805	2007	01/02/2018	10/30/1990	155,850.00	104,850.00
806	2008	01/02/2018	04/03/1990	152,850.00	104,850.00
807	2011	01/02/2018	06/24/1990	155,850.00	104,850.00
808	2012	01/02/2018	10/01/1993	152,850.00	104,850.00
809	2013	01/02/2018	06/12/1992	119,080.00	88,080.00
810	2014	01/02/2018	12/09/1991	152,850.00	104,850.00
811	2015	01/02/2018	09/27/1991	152,850.00	104,850.00
812	2016	01/02/2018	04/05/1992	152,850.00	104,850.00
813	2017	01/02/2018	08/01/1991	152,850.00	104,850.00
814	2018	01/02/2018	04/01/1994	98,660.00	70,460.00
815	2019	01/02/2018	01/01/1991	98,660.00	70,460.00
816	2020	01/02/2018	06/01/1987	100,425.00	52,425.00
817	2021	01/02/2018	07/05/1988	152,850.00	104,850.00
818	2022	01/02/2018	09/14/1991	152,850.00	104,850.00
819	2023	01/02/2018	06/13/1992	152,850.00	104,850.00
820	2024	01/02/2018	01/20/1987	152,850.00	104,850.00
821	2025	01/02/2018	08/07/1992	152,850.00	104,850.00
822	2026	01/02/2018	11/07/1984	122,080.00	88,080.00
823	2028	01/02/2018	04/08/1990	119,080.00	88,080.00
824	2029	01/02/2018	04/15/1982	122,080.00	88,080.00
825	2030	01/02/2018	06/03/1989	56,590.00	45,090.00
826	2031	01/02/2018	08/04/1990	56,590.00	45,090.00
827	2032	01/02/2018	01/25/1993	152,850.00	104,850.00
828	2034	01/02/2018	08/08/1988	122,080.00	88,080.00
829	2035	01/02/2018	11/11/1988	117,880.00	83,880.00
830	2036	01/02/2018	09/02/1994	56,590.00	45,090.00
831	2038	01/02/2018	10/20/1993	70,370.00	56,370.00
832	2039	01/02/2018	07/31/1983	56,590.00	45,090.00
833	2040	04/17/2019	09/30/1973	760,000.00	560,000.00
834	2041	07/01/2019	06/01/1971	371,680.00	276,480.00
835	2042	09/02/2019	06/20/1969	616,200.00	432,000.00
836	2043	08/01/2019	02/23/1993	114,880.00	83,880.00
837	2044	08/01/2019	08/15/1995	117,880.00	83,880.00
838	2045	08/01/2019	06/01/1989	117,880.00	83,880.00
839	2046	08/01/2019	02/08/1990	114,880.00	83,880.00
840	2047	08/01/2019	01/21/1986	114,880.00	83,880.00
841	2048	08/01/2019	06/28/1995	117,880.00	83,880.00
842	2049	08/01/2019	02/28/1990	75,940.00	41,940.00
843	2050	08/01/2019	07/14/1992	114,880.00	83,880.00
844	2051	08/01/2019	12/23/1985	114,880.00	83,880.00
845	2052	08/01/2019	09/02/1986	117,880.00	83,880.00

846	2053	08/01/2019	02/17/1990	117,880.00	83,880.00
847	2054	08/01/2019	08/01/1995	117,880.00	83,880.00
848	2055	08/01/2019	02/28/1995	117,880.00	83,880.00
849	2056	08/01/2019	08/17/1991	117,880.00	83,880.00
850	2057	08/01/2019	03/10/1995	114,880.00	83,880.00
851	2058	08/01/2019	12/14/1984	114,880.00	83,880.00
852	2059	08/01/2019	03/18/1994	117,880.00	83,880.00
853	2060	08/01/2019	04/02/1992	117,880.00	83,880.00
854	2061	08/01/2019	02/08/1992	117,880.00	83,880.00
855	2062	08/01/2019	10/06/1989	117,880.00	83,880.00
856	2063	08/01/2019	03/01/1992	117,880.00	83,880.00
857	2064	08/01/2019	03/07/1992	114,880.00	83,880.00
858	2065	08/01/2019	08/21/1991	117,880.00	83,880.00
859	2067	08/01/2019	12/12/1994	87,110.00	67,110.00
860	2068	08/01/2019	04/17/1994	87,110.00	67,110.00
861	2069	08/01/2019	05/06/1992	117,880.00	83,880.00
862	2070	08/01/2019	06/12/1988	114,880.00	83,880.00
863	2071	08/01/2019	11/03/1989	114,880.00	83,880.00
864	2072	08/01/2019	08/25/1992	117,880.00	83,880.00
865	2073	08/01/2019	06/11/1993	117,880.00	83,880.00
866	2074	08/01/2019	05/14/1993	114,880.00	83,880.00
867	2075	08/01/2019	09/10/1987	128,780.00	83,880.00
868	2076	08/01/2019	01/03/1995	114,880.00	83,880.00
869	2077	08/01/2019	10/10/1988	117,880.00	83,880.00
870	2078	08/01/2019	12/28/1990	114,880.00	83,880.00
871	2079	08/01/2019	12/12/1995	114,880.00	83,880.00
872	2080	08/01/2019	06/20/1995	117,880.00	83,880.00
873	2081	08/01/2019	09/09/1994	117,880.00	83,880.00
874	2082	08/01/2019	11/16/1993	117,880.00	83,880.00
875	2083	08/01/2019	06/13/1991	117,880.00	83,880.00
876	2084	08/01/2019	02/24/1992	117,880.00	83,880.00
877	2085	08/01/2019	12/05/1980	114,880.00	83,880.00
878	2086	08/01/2019	08/01/1994	117,880.00	83,880.00
879	2087	08/01/2019	01/01/1994	114,880.00	83,880.00
880	2088	08/01/2019	09/18/1992	114,880.00	83,880.00
881	2090	08/01/2019	09/15/1992	114,880.00	83,880.00
882	2091	08/01/2019	07/27/1991	114,880.00	83,880.00
883	2092	08/01/2019	02/04/1991	117,880.00	83,880.00
884	2093	08/01/2019	02/27/1990	117,880.00	83,880.00
885	2094	08/01/2019	05/06/1989	117,880.00	83,880.00
886	2095	08/01/2019	11/29/1990	117,880.00	83,880.00
887	2097	08/01/2019	04/11/1991	117,880.00	83,880.00
888	2098	08/01/2019	02/02/1992	114,880.00	83,880.00
889	2099	08/01/2019	12/26/1992	117,880.00	83,880.00
890	2100	08/01/2019	08/28/1994	117,880.00	83,880.00
891	2101	08/01/2019	07/01/1994	128,780.00	83,880.00
892	2102	08/01/2019	07/29/1991	117,880.00	83,880.00
893	2103	08/01/2019	07/21/1988	114,880.00	83,880.00
894	2104	08/01/2019	11/01/1992	117,880.00	83,880.00
895	2105	08/01/2019	05/06/1990	117,880.00	83,880.00
896	2106	08/01/2019	10/11/1990	114,880.00	83,880.00
897	2108	08/01/2019	10/10/1986	114,880.00	83,880.00
898	2109	08/01/2019	11/18/1982	117,880.00	83,880.00

899	2110	08/01/2019	04/05/1987	117,880.00	83,880.00
900	2111	08/01/2019	02/26/1994	114,880.00	83,880.00
901	2112	08/01/2019	11/17/1978	114,880.00	83,880.00
902	2115	06/01/2020	06/26/1990	117,880.00	83,880.00
903	2116	10/01/2020	03/15/1975	390,800.00	256,000.00
904	2117	01/04/2021	01/30/1979	300,000.00	204,800.00
905	2118	01/14/2021	01/18/1982	300,000.00	204,800.00
906	2121	08/24/2021	04/12/1984	616,200.00	432,000.00
907	2122	04/04/2022	09/27/1984	87,110.00	67,110.00
908	2123	04/04/2022	02/28/1994	117,880.00	83,880.00
909	2124	04/04/2022	11/11/1984	117,880.00	83,880.00
910	2125	04/04/2022	03/20/1988	117,880.00	83,880.00
911	2126	04/04/2022	04/04/1982	87,110.00	67,110.00
912	2127	04/04/2022	11/19/1990	117,880.00	83,880.00
913	2128	04/04/2022	02/07/1988	114,880.00	83,880.00
914	2129	04/04/2022	01/02/1998	87,110.00	67,110.00
915	2130	04/04/2022	03/21/1995	114,880.00	83,880.00
916	2131	04/04/2022	07/14/1988	117,880.00	83,880.00
917	2132	04/04/2022	06/23/1996	87,110.00	67,110.00
918	2133	04/04/2022	08/09/1992	117,880.00	83,880.00
919	2134	04/04/2022	09/18/1997	114,880.00	83,880.00
920	2135	04/04/2022	10/09/1991	87,110.00	67,110.00
921	2136	04/04/2022	07/27/1992	87,110.00	67,110.00
922	2137	04/04/2022	09/06/1992	114,880.00	83,880.00
923	2138	04/04/2022	04/12/1989	117,880.00	83,880.00
924	2139	04/04/2022	06/01/1993	117,880.00	83,880.00
925	2140	04/04/2022	10/21/1987	114,880.00	83,880.00
926	2141	04/04/2022	09/11/1993	117,880.00	83,880.00
927	2142	04/04/2022	05/31/1992	87,110.00	67,110.00
928	2143	04/04/2022	02/02/1994	114,880.00	83,880.00
929	2144	04/04/2022	12/12/1997	114,880.00	83,880.00
930	2145	04/04/2022	04/15/1996	117,880.00	83,880.00
931	2146	04/04/2022	02/25/1998	87,110.00	67,110.00
932	2147	04/04/2022	03/10/1992	87,110.00	67,110.00
933	2148	04/04/2022	01/06/1995	117,880.00	83,880.00
934	2149	04/04/2022	03/20/1996	114,880.00	83,880.00
935	2150	04/04/2022	07/28/1994	114,880.00	83,880.00
936	2151	04/04/2022	11/27/1994	89,110.00	67,110.00
937	2152	04/04/2022	12/20/1997	117,880.00	83,880.00
938	2153	04/04/2022	12/27/1997	87,110.00	67,110.00
939	2154	04/04/2022	06/24/1988	114,880.00	83,880.00
940	2155	04/04/2022	10/30/1993	117,880.00	83,880.00
941	2156	04/04/2022	05/26/1995	114,880.00	83,880.00
942	2157	04/04/2022	05/28/1996	114,880.00	83,880.00
943	2158	04/04/2022	06/08/1994	87,110.00	67,110.00
944	2159	04/04/2022	08/17/1994	117,880.00	83,880.00
945	2160	04/04/2022	02/24/1993	117,880.00	83,880.00
946	2161	04/04/2022	03/10/1983	114,880.00	83,880.00
947	2162	04/04/2022	08/12/1993	67,690.00	53,690.00
948	2163	04/04/2022	10/07/1983	117,880.00	83,880.00
949	2164	04/04/2022	12/28/1989	114,880.00	83,880.00
950	2165	04/04/2022	02/01/1994	114,880.00	83,880.00
951	2166	04/04/2022	01/02/1996	87,110.00	67,110.00

952	2167	04/04/2022	02/05/1994	117,880.00	83,880.00
953	2168	04/04/2022	11/08/1994	114,880.00	83,880.00
954	2169	04/04/2022	02/03/1991	114,880.00	83,880.00
955	2170	04/04/2022	07/12/1992	117,880.00	83,880.00
956	2171	04/04/2022	12/16/1993	117,880.00	83,880.00
957	2172	04/04/2022	10/10/1994	117,880.00	83,880.00
958	2173	04/04/2022	10/07/1994	87,110.00	67,110.00
959	2174	04/04/2022	03/19/1992	87,110.00	67,110.00
960	2175	04/04/2022	07/14/1993	117,880.00	83,880.00
961	2176	04/04/2022	03/23/1996	117,880.00	83,880.00
962	2177	04/04/2022	06/23/1990	87,110.00	67,110.00
963	2178	04/04/2022	05/03/1993	117,880.00	83,880.00
964	2179	04/04/2022	06/23/1989	87,110.00	67,110.00
965	2180	04/04/2022	07/27/1997	117,880.00	83,880.00
966	2181	04/04/2022	01/22/1997	114,880.00	83,880.00
967	2182	04/04/2022	07/28/1987	117,880.00	83,880.00
968	2183	04/04/2022	08/03/1993	87,110.00	67,110.00
969	2184	04/04/2022	01/01/1990	87,110.00	67,110.00
970	2185	04/04/2022	10/17/1992	114,880.00	83,880.00
971	2186	04/04/2022	02/01/1992	114,880.00	83,880.00
972	2187	04/04/2022	01/01/1983	87,110.00	67,110.00
973	2188	04/04/2022	06/30/1987	114,880.00	83,880.00
974	2189	04/04/2022	01/21/1985	117,880.00	83,880.00
975	2191	04/04/2022	04/05/1991	114,880.00	83,880.00
976	2192	04/04/2022	09/10/1993	89,110.00	67,110.00
977	2193	04/04/2022	12/03/1996	117,880.00	83,880.00
978	2194	04/04/2022	01/04/1996	117,880.00	83,880.00
979	2195	04/04/2022	08/08/1991	87,110.00	67,110.00
980	2196	04/04/2022	04/01/1996	114,880.00	83,880.00
981	2197	04/04/2022	07/25/1992	87,110.00	67,110.00
982	2198	04/04/2022	05/24/1990	117,880.00	83,880.00
983	2199	04/04/2022	05/17/1986	87,110.00	67,110.00
984	2200	04/04/2022	11/07/1991	124,380.00	83,880.00
985	2201	04/04/2022	02/02/1992	87,110.00	67,110.00
986	2202	04/04/2022	12/12/1998	114,880.00	83,880.00
987	2203	04/04/2022	05/08/1986	117,880.00	83,880.00
988	2204	04/04/2022	03/29/1973	87,110.00	67,110.00
989	2205	04/04/2022	05/27/1994	117,880.00	83,880.00
990	2206	04/04/2022	09/15/1979	87,110.00	67,110.00
991	2207	04/04/2022	06/26/1993	87,110.00	67,110.00
992	2208	04/04/2022	01/01/1985	114,880.00	83,880.00
993	2209	04/04/2022	01/19/1992	117,880.00	83,880.00
994	2210	04/04/2022	07/20/1997	87,110.00	67,110.00
995	2211	04/04/2022	07/09/1986	87,110.00	67,110.00
996	2212	04/04/2022	02/14/1995	125,780.00	83,880.00
997	2214	04/19/2022	08/04/1985	114,880.00	83,880.00
998	2215	04/19/2022	12/15/1993	117,880.00	83,880.00
999	2216	04/19/2022	06/19/1993	87,110.00	67,110.00
1000	2217	05/04/2022	02/10/2000	67,690.00	53,690.00
1001	2218	04/19/2022	12/29/1993	114,880.00	83,880.00
1002	2219	04/25/2022	07/18/1992	117,880.00	83,880.00
1003	2220	05/04/2022	12/23/1985	87,110.00	67,110.00
1004	2221	05/04/2022	12/12/1990	114,880.00	83,880.00

1005	2222	05/04/2022	06/24/1984	117,880.00	83,880.00
1006	2223	10/16/2023	08/07/1968	600,200.00	416,000.00
1007	2224	10/16/2023	04/14/1993	67,690.00	53,690.00
1008	2225	10/16/2023	09/25/1981	67,690.00	53,690.00
1009	2226	10/16/2023	12/09/1989	87,110.00	67,110.00
1010	2227	10/16/2023	09/17/1991	197,570.00	131,070.00
1011	2228	10/16/2023	09/27/1990	114,880.00	83,880.00
1012	2229	10/16/2023	06/24/1991	114,880.00	83,880.00
1013	2230	10/16/2023	09/08/1986	114,880.00	83,880.00
1014	2231	10/16/2023	05/02/1995	114,880.00	83,880.00
1015	2232	10/16/2023	08/06/1998	114,880.00	83,880.00
1016	2233	10/16/2023	05/15/1986	114,880.00	83,880.00
1017	2234	10/16/2023	10/18/1990	114,880.00	83,880.00
1018	2235	10/16/2023	06/17/1980	114,880.00	83,880.00
1019	2236	10/16/2023	03/18/1984	114,880.00	83,880.00
1020	2237	10/16/2023	11/19/1994	114,880.00	83,880.00
1021	2238	10/16/2023	06/29/1987	114,880.00	83,880.00
1022	2239	10/25/2023	03/02/1997	114,880.00	83,880.00
1023	2240	10/16/2023	05/07/1992	114,880.00	83,880.00
1024	2241	10/16/2023	03/02/1999	114,880.00	83,880.00
1025	2242	10/16/2023	08/10/1999	114,880.00	83,880.00
1026	2243	10/16/2023	05/04/1997	114,880.00	83,880.00
1027	2244	10/16/2023	03/10/1995	114,880.00	83,880.00
1028	2245	10/16/2023	03/24/1995	114,880.00	83,880.00
1029	2246	10/16/2023	03/14/1998	114,880.00	83,880.00
1030	2247	10/16/2023	05/19/1992	114,880.00	83,880.00
1031	2248	10/16/2023	07/24/1996	114,880.00	83,880.00
1032	2249	10/16/2023	07/01/2000	114,880.00	83,880.00
1033	2250	10/16/2023	12/14/1994	114,880.00	83,880.00
1034	2251	10/16/2023	10/11/1997	114,880.00	83,880.00
1035	2252	10/16/2023	10/04/1998	114,880.00	83,880.00
1036	2253	10/16/2023	02/09/1992	117,880.00	83,880.00
1037	2254	10/16/2023	04/05/1995	117,880.00	83,880.00
1038	2255	10/16/2023	09/19/1994	117,880.00	83,880.00
1039	2256	10/16/2023	12/14/1985	114,880.00	83,880.00
1040	2257	10/16/2023	04/18/1993	114,880.00	83,880.00
1041	2258	10/16/2023	03/31/1996	114,880.00	83,880.00
1042	2259	10/16/2023	10/13/1996	114,880.00	83,880.00
1043	2260	10/16/2023	10/26/1992	117,880.00	83,880.00
1044	2261	10/26/2023	01/07/1994	114,880.00	83,880.00
1045	2262	10/16/2023	08/17/1991	114,880.00	83,880.00
1046	2263	10/16/2023	07/02/1992	117,880.00	83,880.00
1047	2264	10/16/2023	06/15/1995	117,880.00	83,880.00
1048	2265	10/16/2023	01/25/1983	117,880.00	83,880.00
1049	2266	10/16/2023	05/25/1995	117,880.00	83,880.00
1050	2267	10/16/2023	10/05/1992	117,880.00	83,880.00
1051	2268	10/16/2023	03/24/1993	114,880.00	83,880.00
1052	2269	10/16/2023	05/22/1996	114,880.00	83,880.00
1053	2270	10/16/2023	02/02/1984	114,880.00	83,880.00
1054	2271	10/16/2023	12/20/1985	117,880.00	83,880.00
1055	2272	10/16/2023	05/13/1994	117,880.00	83,880.00
1056	2273	10/16/2023	12/23/1994	114,880.00	83,880.00
1057	2274	10/16/2023	10/07/1991	117,880.00	83,880.00

1058	2275	10/16/2023	09/18/1991	117,880.00	83,880.00
1059	2276	10/16/2023	09/11/1989	114,880.00	83,880.00
1060	2277	10/16/2023	10/18/1995	114,880.00	83,880.00
1061	2278	10/16/2023	11/20/1990	114,880.00	83,880.00
1062	2279	10/16/2023	10/05/1982	114,880.00	83,880.00
1063	2280	10/16/2023	05/16/1997	114,880.00	83,880.00
1064	2281	10/16/2023	09/19/1988	114,880.00	83,880.00
1065	2282	10/16/2023	06/14/1990	114,880.00	83,880.00
1066	2283	10/16/2023	10/04/1982	117,880.00	83,880.00
1067	2284	10/16/2023	12/12/1990	117,880.00	83,880.00
1068	2285	10/16/2023	03/07/1996	117,880.00	83,880.00
1069	2286	10/16/2023	02/27/1987	117,880.00	83,880.00
1070	2287	10/16/2023	11/22/1997	117,880.00	83,880.00
1071	2288	10/16/2023	03/05/1993	114,880.00	83,880.00
1072	2289	10/16/2023	06/16/1982	117,880.00	83,880.00
1073	2290	10/16/2023	08/08/1989	117,880.00	83,880.00
1074	2291	10/16/2023	05/17/1994	117,880.00	83,880.00
1075	2292	10/16/2023	01/12/1993	114,880.00	83,880.00
1076	2293	10/16/2023	05/20/1993	117,880.00	83,880.00
1077	2294	10/16/2023	05/08/1994	117,880.00	83,880.00
1078	2295	10/16/2023	08/08/1994	114,880.00	83,880.00
1079	2296	10/16/2023	08/11/1988	114,880.00	83,880.00
1080	2297	10/16/2023	11/03/1990	114,880.00	83,880.00
1081	2298	10/16/2023	09/13/1993	114,880.00	83,880.00
1082	2299	10/16/2023	03/17/1986	114,880.00	83,880.00
1083	2300	10/16/2023	07/12/1992	117,880.00	83,880.00
1084	2301	10/16/2023	12/27/1988	117,880.00	83,880.00
1085	2302	10/16/2023	01/11/1998	114,880.00	83,880.00
1086	2303	10/16/2023	08/18/1997	114,880.00	83,880.00
1087	2304	10/16/2023	09/10/1994	114,880.00	83,880.00
1088	2305	10/16/2023	06/21/1996	114,880.00	83,880.00
1089	2306	10/16/2023	09/28/1985	117,880.00	83,880.00
1090	2307	10/16/2023	06/18/1997	117,880.00	83,880.00
1091	2308	10/16/2023	03/04/1990	114,880.00	83,880.00
1092	2309	10/16/2023	09/08/1996	114,880.00	83,880.00
1093	2310	10/16/2023	04/17/1998	87,110.00	67,110.00
1094	2311	10/16/2023	11/23/1990	87,110.00	67,110.00
1095	2313	10/16/2023	12/18/1986	87,110.00	67,110.00
1096	2314	10/16/2023	07/11/1983	87,110.00	67,110.00
1097	2315	10/16/2023	02/21/2000	87,110.00	67,110.00
1098	2316	10/16/2023	03/09/1980	87,110.00	67,110.00
1099	2317	10/16/2023	02/17/1995	87,110.00	67,110.00
1100	2318	10/16/2023	01/05/1993	87,110.00	67,110.00
1101	2319	10/16/2023	01/08/1976	87,110.00	67,110.00
1102	2320	10/16/2023	09/21/1986	87,110.00	67,110.00
1103	2321	10/16/2023	11/26/1985	87,110.00	67,110.00
1104	2322	10/16/2023	04/05/1994	114,880.00	83,880.00
1105	2323	10/16/2023	06/21/1996	114,880.00	83,880.00
1106	2324	10/16/2023	07/16/1987	114,880.00	83,880.00
1107	2325	10/16/2023	11/30/1994	114,880.00	83,880.00
1108	2326	10/16/2023	06/02/1982	114,880.00	83,880.00
1109	2327	11/01/2023	03/27/1995	114,880.00	83,880.00
1110	2328	10/16/2023	06/10/1984	114,880.00	83,880.00

1111	2329	11/01/2023	04/10/1991	114,880.00	83,880.00
1112	2330	11/01/2023	12/30/1973	117,880.00	83,880.00
1113	2331	02/01/2024	03/13/1979	390,800.00	256,000.00
1114	2332	03/01/2024	11/05/1990	67,690.00	53,690.00
1115	2333	03/01/2024	11/21/1997	67,690.00	53,690.00
1116	2334	03/01/2024	03/24/1993	67,690.00	53,690.00
1117	2335	03/01/2024	08/01/1992	67,690.00	53,690.00
1118	2336	03/01/2024	06/26/1988	67,690.00	53,690.00
1119	2337	03/01/2024	01/11/1978	67,690.00	53,690.00
1120	2338	03/01/2024	11/01/1985	67,690.00	53,690.00
1121	2339	03/01/2024	07/14/1991	67,690.00	53,690.00
1122	2340	03/01/2024	09/24/1973	67,690.00	53,690.00
1123	2341	03/01/2024	02/25/1992	67,690.00	53,690.00
1124	2342	03/01/2024	08/12/1983	67,690.00	53,690.00
1125	2343	03/01/2024	12/08/1970	67,690.00	53,690.00
				186,685,842.06	134,166,462.06
Annual				2,240,230,104.72	1,609,997,544.72

1. SCHEDULE OF REQUIREMENTS

[The Procuring Entity shall fill in this Form to indicate the List of Insurance Services required by the Procuring Entity [Columns 1-4 and the Tenderer shall complete columns 5- 7 as his/her Tender].

1	2	3	4	5	6	7	8
No of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Insurance Premium per specified period (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service (Col. 6-7)
No 1	As in Table 1 page 54	As in Table 1 page 54		One year			
No 2	As in Table 2-page 57	As in Table 2-page 57		One year			
No 3	As in Table 3-page 58	As in Table 3-page 58		One year			
No 4	As in Table 4-page 59	As in Table 4-page 59		One year			
No 5	As in Table 5-page 59	As in Table 5-page 59		One year			
No 6	As in Table 6-page 60	As in Table 6-page 60		One year			
No 7	As in Table 7-page 60	As in Table 7-page 60		One year			
No 8	As in Table 8-page 61	As in Table 8-page 61		One year			
No 9	As in Table 9-page 62	As in Table 9-page 62		One year			
No 10	As in Table 10-page 63	As in Table 10-page 63		One year			
No 11	As in Table 11 Page 64	As in Table 11 Page 64		One year			
No 12	As in Table 12-page 65	As in Table 12-page 65		One year			
No 13	As in Table 13-page 65	As in Table 13-page 65		One year			

Name of Tenderer.....*[insert complete name of Tenderer]*

Signature of Tenderer.....*[signature of person signing the Tender]*

Date*[insert date]*

**PART III – CONDITIONS OF CONTRACT
AND CONTRACT FORMS**

SECTION VI - GENERAL CONDITIONS OF CONTRACT

A. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Schedule of Requirements" is the priced and completed list of items of Services to be performed by the Insurance Provider forming part of his Tender.
- b) "Completion Date" means the date of completion of the Services by the Insurance Provider as certified by the Procuring Entity
- c) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract.
- d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- e) "Procuring Entity" means the Procuring Entity or party who employs the Insurance Provider
- f) "Foreign Currency" means any currency other than the currency of Kenya.
- g) "GCC" means these General Conditions of Contract.
- h) "Government" means the Government of Kenya.
- i) "Local Currency" means Kenya shilling.
- j) "Party" means the Procuring Entity or the Insurance Provider, as the case may be, and "Parties" means both of them.
- k) "Personnel" means persons hired by the Insurance Provider.
- l) "Insurance Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity.
- m) "Insurance Provider's Tender" means the completed Tendering Document submitted by the Insurance Provider to the Procuring Entity
- n) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- o) "Services" means the work to be performed by the Insurance Provider pursuant to this Contract, as described in Schedule of Requirements included in the Insurance Provider's Tender.
- p) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Insurance Provider may be taken or executed by the officials **specified in the SCC**.

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2e. of Attachment1 to the General Conditions, the Insurance Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/ or persons appointed by PPRA to inspect the Site and/ or the accounts and records relating to the procurement process, selection and/ or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Insurance Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties, e t c

The Insurance Provider shall pay such taxes, duties, fees, levies and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

2.2 Duration and Commencement of Services the Commencement date and duration of the insurance cover shall be **specified in the SCC**.

2.3. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.4 Force Majeure

2.4.1 Definition

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.4.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.4.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.4.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Insurance Provider shall be titled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.5. Termination

2.5.1 By the Procuring Entity

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Insurance Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through of this Sub-Clause 2.5.1:

- a) If the Insurance Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing.
- b) If the Insurance Provider become insolvent or bankrupt.
- c) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Insurance Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment 1 to the GCC, in competing for or in executing the Contract.

2.5.2 By the Insurance Provider

The Insurance Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.5.2:

- a) If the Procuring Entity fails to pay any monies due to the Insurance Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Insurance Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.5.3 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.5.1 or 2.5.2, the Procuring Entity shall make the following payments to the Insurance Provider:

- a) remuneration pursuant to Clause 5 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.5.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
- c) The Insurance provider shall pay or refund to the Procuring Entity any moneys paid but for which no consume rate services were provided.

3. Obligations of the Insurance Provider

3.1 General

The Insurance Provider shall perform the Services in accordance with the terms of the signed Insurance Policy and the Schedule of Requirements, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Insurance Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Insurance Provider pursuant to Clause 6 shall constitute the Insurance Provider's sole remuneration in connection with this Contract or the Services, and the Insurance Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant

to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Insurance Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Insurance Provider and Affiliates Not to be Otherwise Interested in Services other than the insurance Services

The Insurance Provider agree that, during the term of this Contract and after its termination, the Insurance Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the insurance Services and any continuation thereof) for any contingency resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Insurance Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities as signed to them under this Contract;
- b) during the term of this Contract, neither the Insurance Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Insurance Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

3.4 Reporting Obligations

The Insurance Provider shall submit to the Procuring Entity there ports and documents specified in Appendix B in the form, in the numbers, and within the periods set for thin the said Appendix.

3.5 Documents Prepared by the Insurance Provider to Be the Property of the Procuring Entity.

All reports, and other documents and software submitted by the Insurance Provider in accordance with Sub-Clause 3.4 shall become and remain the property of the Procuring Entity, and the Insurance Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Insurance Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.6 Liquidated Damages

3.6.1 Payments of Liquidated Damages

The Insurance Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Insurance Provider fails to pay the agreed compensation costs beyond or later the agreed date when such compensation should be made. The date by when the compensation costs should be made is specified in **the SCC**. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Insurance Provider. Payment of liquidated damages shall not affect the Insurance Provider's liabilities.

3.6.2 Correction for Over-payment

The Procuring Entity shall correct any overpayment of liquidated damages by the Insurance Provider by adjusting the next payment premium or certificate. The Insurance Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.7 Performance Security

The Insurance Provider shall be required to provide Performance Security 10% *of the Total premium* to the Procuring Entity **FOURTEEN** (14) days after award

3.8 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Insurance Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

4 Insurance Provider's Personnel

The Contract shall not obligate the Insurance Provider to provide any specific personnel for carrying out of the Services.

5 Obligations of the Procuring Entity

5.1 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Insurance Provider, then the remuneration and reimbursable expenses otherwise payable to the Insurance Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

6 Payments to the Insurance Provider

6.1 Lump-Sum Remuneration

The Insurance Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Sub-Clause 5.1, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.3 and 6.3.

6.2 Contract Price

The price payable is **set forth in the SCC**.

6.3 Terms and Conditions of Payment

Payments will be made to the Insurance Provider according to the payment schedule **stated in the SCC**.

6.4 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Insurance Provider for each day of delay at the rate stated in **the SCC**.

7 Quality Control

The contract shall not have any quality control modalities as this is not envisaged in the industry

8 Settlement of Disputes

8.1 Amicable Settlement

Any party with dispute against the other party shall give notice to the other party, requesting the party to make Good the matters of the dispute. The Parties shall attempt to settle the dispute amicably. If the dispute cannot be settled amicably, the complaining party should move to commence arbitration after thirty days from the day on which a notice was given, even if no attempt at an amicable settlement has been made.

8.2 Arbitration if the Insurance Provider is a Kenyan firm

- 8.2.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.1 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.
- 8.2.2 The arbitrators shall have full power to open up, review all matters relevant to the dispute. Nothing shall disqualify representatives of the Parties from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 8.2.3 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the services.
- 8.2.4 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.
- 8.2.5 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following institutions the:
- i) Law Society of Kenya, or
 - ii) Chartered Institute of Arbitrators (Kenya Branch), or
 - iii) Insurance Institute of Kenya, or
 - iv) The Actuarial Society of Kenya.
- 8.2.6 The institution written to first by the aggrieved party shall take precedence over all other institutions.
- 8.2.7 The award of such Arbitrator shall be final and binding upon the parties.

8.3 Failure to Comply with Arbitrator's Decision

- 8.3.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other right it may have, refer the matter to a competent Court of law.

8.4 Arbitration if the Insurance Provider is a foreign firm

- 8.4.1 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	<p>The Parties to the Contract are:</p> <p>The Procuring Entity is KENYA BUREAU OF STANDARDS</p> <p>The Insurance Provider is:</p> <p>The contract name is TENDER FOR PROVISION OF GENERAL INSURANCE FOR THE YEAR 2024-2025</p>
1.4	<p>For notices, the Procuring Entity's address shall be:</p> <p>Attention: Chief Manager – Supply Chain</p> <p>Postal address P. O. Box 54974 – 00200</p> <p>Physical Address: Kenya Bureau of Standards, Headquarters</p> <p>Location Address: Nairobi, Popo Road off Mombasa Road, Supply Chain Department</p> <p>Telephone: +254 (020) 69048000</p> <p>Electronic mail address: procurement@kebs.org and info@kebs.org</p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: _____</p> <p><i>[Name, Postal Address, Email, Telephone Number]</i></p> <p>For the Insurance Provider: _____</p> <p><i>[Name, Postal Address, Email, Telephone Number]</i></p>
2.1	<p>The date on which this Contract shall come into effect is 1st September, 2024</p>
2.2	<p>The Commencement date and duration of the insurance cover shall be:</p> <p>Commencement date: 1st September, 2024</p> <p>Completion or Expiry Date: 31st August, 2025</p> <p>Duration of the coverage: One Year.</p>
3.2.3 (c)	<p>After the termination of this Contract, the activities are:</p> <p>_____</p> <p>_____</p>
3.6.1	<p>The liquidated damages per day is _____</p> <p>The date by when the compensation costs should be made is _____ days.</p> <p>The total amount of liquidated damages shall not exceed _____</p>
6.2 – 6.3	<p>Contract Price is _____</p> <p>The price shall be made in one lump sum on contract signature.</p> <p>or the price shall be made on monthly installments of _____</p>
6.4	<p>Interest shall be paid to the Insurance Provider for each day of delayed payment at the rate of _____% per month.</p>
8.4.1	<p>The rules of procedure for arbitration proceedings <i>with a foreign Insurance Provider</i> shall be as follows:</p> <p><i>[For contracts entered into with foreign sellers, International commercial arbitration may have practical advantages over other dispute settlement methods].</i></p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>(i) <i>If the Procuring Entity chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</i></p> <p>Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p>(ii) <i>If the Procuring Entity chooses the Rules of ICC, the following sample clause should be inserted:</i></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of <i>the International Chamber of Commerce</i> by one or more arbitrators appointed in accordance with said Rules.</p> <p>(iii) <i>If the Procuring Entity chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:</i></p> <p>Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.</p> <p>(iv) <i>If the Procuring Entity chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:</i></p> <p>Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.</p>

APPENDIX TO THE CONTRACT

The Appendix to the contract shall be an **Insurance Policy** that shall provide a description of the Services, compensation procedure and all the contingencies that shall lead to the compensation claim. The Policy is an industry form (the norm) but would be negotiated before signature to ensure all parties concerns are taken into account. No provision or Clause in the Insurance Policy shall negate any Condition of Contract.

BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

*This Beneficial Ownership Disclosure Form (“Form”) is to be completed by the **successful tenderer** pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification no]
 Name of the Tender Title/Description: _____ [insert name of the assignment]
 to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

D) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No---- 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect.....
	National identity card number or Passport number					
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- -----% of voting rights		
	Nationality					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					

Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)	
	Email address					
	Occupation or profession					
2.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No----
	National identity card number or Passport number			Indirectly----- % of voting rights	2. Is this right held directly or indirectly?: Direct.....	2. Is this influence or control exercised directly or indirectly? Direct.....
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares		Indirect.....	Indirect.....
	Nationality(ies)					
	Date of birth [dd/mm/yyyy]					
	Postal address					
	Residential address					
	Telephone number					
	Email address					
	Occupation or profession					
3.						
e.t.c						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp