

**CAPITAL MARKETS AUTHORITY**



**TENDER DOCUMENT**

**FOR**

**PROVISION OF INSURANCE BROKERAGE SERVICES**

**TENDER NO. CMA/ONT 004 /2018-2019**

**MARCH 26,2019**

**CAPITAL MARKETS AUTHORITY**

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**SECTION I - INVITATION FOR TENDERS**  
**Date: 26/3/2019**

**INVITATION TO TENDER**

The Capital Markets Authority invites sealed tenders from interested bidders for supply of the following service;

S/No	Tender No.	Item Description	Tender Sale Commencement Date	Closing Date
1	<b>CMA/ONT 004/2018-2019</b>	Provision of Insurance Brokerage Services	March 26 <sup>th</sup> 2019	April 9 <sup>th</sup> , 2019 AT 11.00 AM

Interested eligible candidates may obtain further information from and inspect the tender documents at **CMA Procurement Office, Tel: 254-20- 2264900/ 2221910/ 2213730/ 2226225 Fax: 254-020-2228254 Email: [procurementteam@cma.or.ke](mailto:procurementteam@cma.or.ke), 6<sup>th</sup> Floor, Embankment Plaza, Longonot Road, Upper Hill Nairobi** on working days from **Tuesday 26<sup>th</sup> April 2019** between **9.00am to 12.30pm** and **2.00pm to 4.30pm**.

A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of One thousand Kenya shillings (**Kshs. 1,000**) in cash or bankers cheque payable to Capital Markets Authority or **downloaded free of charge** from the following websites; [www.cma.or.ke](http://www.cma.or.ke) or <https://tenders.go.ke>

All Insurance Brokerage Services bids must be accompanied by a bid security of Ksh 50,000. Completed Tender documents in plain sealed envelopes clearly marked on top with the tender Number and name for the Tender should be addressed to: -

**The Chief Executive**  
**Capital Markets Authority**  
**P.O Box 74800 – 00200**  
**NAIROBI.**

and must be deposited in the **Tender Box at 3<sup>rd</sup> floor, Embankment Plaza, Longonot Road, Upper hill, Nairobi** so as to be received on or before April 9<sup>th</sup>, 2019 at 11.00 A.M. Tenders will be opened immediately thereafter at 11.30 am local time in the presence of the candidates/representatives who choose to attend in the Conference Room 4<sup>th</sup> floor, Embankment Plaza. Late bids shall be rejected

**Chief Executive**

## SECTION II - INSTRUCTION TO TENDERERS

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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process.
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs. 1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

### **2.3 Contents of Tender Document**

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.
- (i) Instructions to Tenderers
  - (ii) General Conditions of Contract
  - (iii) Special Conditions of Contract
  - (iv) Schedule of Requirements
  - (v) Details of Insurance Cover

- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

#### **2.4 Clarification of Tender Documents**

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%

#### **2.5 Amendment of Tender Documents**

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing and addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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

## **2.6 Language of Tenders**

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7. Documents Comprising the Tender**

2.7.1 The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
- (d) Declaration Form.

## **2.8. Form of Tender**

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

## **2.9. Tender Prices**

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable

price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10. Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Tenderers Eligibility and Qualifications**

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

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

## **2.12. Tender Security**

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed Ksh. 50,000.

2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity



2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity.
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.29 or
  - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

### **2.13. Validity of Tenders**

2.13.1 Tenders shall remain valid for 90 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

### **2.14. Format and Signing of Tenders**

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

- 2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.
- 2.15.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.
  - (b) bear tender number and name in the invitation to tender and the words, "DO NOT OPEN BEFORE APRIL 9<sup>TH</sup>, 2019 AT 11:00 AM"
- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

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

- 2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than April 9<sup>th</sup>, 2019 at 11:00am.
- 2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

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

- 2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.
- 2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed

confirmation copy, postmarked not later than the deadline for submission of tenders.

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

## **2.18. Opening of Tenders**

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at 11:00am April 9<sup>th</sup>, 2019 and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

## **2.21. Conversion to single currency**

- 2.21.1 Where other currencies are used, the Procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **2.22. Evaluation and Comparison of Tenders**

- 2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The Procuring entity's evaluation of a tender will consider, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.
- (a) operational plan proposed in the tender;
  - (b) deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2. the following evaluation methods will be applied.

**(a) Operational Plan**

The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

**(b) Deviation in payment schedule**

Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

**2.23. Contacting the Procuring entity**

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

**2.24 Post-qualification**

2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will consider the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph

2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate.

- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

## **2.25 Award Criteria**

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.25.2 To qualify for contract awards, the tenderer shall have the following:

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter a contract for procurement.
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

## **2.26. Procuring entity's Right to accept or Reject any or all Tenders**

2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about is qualification or who refuses to enter a contract after notification of contract

award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

- 2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.29 Performance Security**

- 2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.
- 2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

### **2.30 Corrupt or Fraudulent Practices**

- 2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question
- 2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.



## Appendix to Instructions to Tenderers

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1 Eligible tenderers	All competent insurance brokerage firms
2.12 Tender security	The tender security will be in form of a bank guarantee from a reputable bank operating in Kenya or from an approved insurance firm and shall be Ksh. 50,000 valid for 90 days from the date of tender opening
2.15.2 (b) closing date	<b>Tender Closing date shall be April 9<sup>th</sup>, 2019 at 11:00 am</b>
2.21	<p>The evaluation and comparison of tenders shall be as follows: -</p> <p><b>a) Confirmation of compliance with mandatory requirements.</b> Bidders who fail to comply with any of the mandatory requirements shall be treated as non-responsive and rejected at this stage.</p> <p><b>b) Technical evaluation (70 % of the total marks).</b> Bidders who were responsive under the mandatory evaluation criteria shall be evaluated as per the Technical Evaluation Criteria set out in the table below. Bidders are required to score more than 70% to qualify for further evaluation under the Commercial Evaluation Criteria.</p> <p><b>c) Commercial Evaluation.</b> The quotations received from the prequalified bidders shall be evaluated and ranked from the lowest to the highest provided that the quotations were obtained from the eligible insurers as specified in Section 2.1. The commercial evaluation shall also take into consideration any conditions e.g. Excess attached to the quotations for each class of insurance specified in the table of Schedule of Insurance Requirements and the Price Schedule Form.</p> <p><b>d) Financial Evaluation (30% of the total Mark)</b> The Quoted Premium shall be considered, the Excess and Free Cover where applicable and the lowest evaluated bid considered.</p>

<b>Technical evaluation criteria will be as follows: -</b>			
<b>Criteria</b>	<b>Method of Evaluation</b>	<b>Maximum Points</b>	<b>Percentage Score</b>
Firm experience as shown by number of years in insurance brokerage business	1 point for every year's experience	10	
Professional qualifications and experience of the Principal Officer	ACII/AIHK –2 points	10	
	Relevant degree – 3 points		
	Relevant experience – Half point for every year's experience after qualification		
Professional qualifications and experience of three (3) other technical personnel	ACII/AIHK – 3 points for each person	30	
	Relevant degree – 3 points for each person		
	Relevant experience – half a point for every year's experience after qualification, max. 4 points for each person		
Gross premium turnover of broker	Average premium turnover for the last two years - 2 points for every Kshs. 10 million handled	10	
Claims Administration	Based on Client Reference FORM CMA 3	10	
Financial performance of recommended underwriters	Gross premium turnover of underwriter (2 marks for every 100 Million)	10	
Responsiveness to CMA's requirements as per scope of cover	All the 16 classes of insurance	20	
<b>Total</b>		<b>100</b>	<b>70%</b>

Pass mark for Technical evaluation will be 70 of 100 marks or 49% of the possible 70%.

### SECTION III - GENERAL CONDITIONS OF CONTRACT

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## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1. Definitions**

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

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

### **3.2. Application**

3.2.1 These General Conditions shall apply to the extent that they are not superceded by provisions of other part of the contract

### **3.3. Standards**

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

### **3.4. Use of Contract Documents and Information**

- 3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.
- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

### **3.5. Patent Rights**

- 3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

### **3.6 Performance Security**

- 3.6.1 Within twenty- eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

### **3.7. Delivery of services and Documents**

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

### **3.8. Payment**

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

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

### **3.9. Prices**

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

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

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

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

### **3.10. Assignment**

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

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

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

- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
  - (b) If the Contractor fails to perform any other obligation(s) under the Contract
  - (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract
- 3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However, the contractor shall continue performance of the contract to extent not terminated.

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

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

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

- 3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

### **3.14. Resolution of Disputes**

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

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

**3.15. Governing Language**

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

**3.16. Applicable Law**

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

**3.17 Force Majeure**

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

**3.18 Notices**

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

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



## SECTION IV – SPECIAL CONDITIONS OF CONTRACT

### 4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.1.2 Must have done annual gross premiums in preceding year of Kshs. 500,000,000
- 4.1.3 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year.
- 4.1.4 Must submit copies of the audited accounts for the 2 previous years i.e. 2017 and 2018.
- 4.1.5 Must submit copies of the following documents;
  - (a) Tax Compliance Certificate for the year 2018
  - (b) Certificate of Registration/Incorporation
- 4.1.6 Must be a member of the Association of Kenya Insurance (AKI)

### 4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

- 4.2.1 Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- 4.2.2 Must give a list of 5 (five) reputable clients and the total clients premium in the previous year.
- 4.2.3 Must have total number of at least three management staff.
- 4.2.4 Must submit a copy of the audited accounts for the 2 preceding years; 2017 and 2018.
- 4.2.5 Must be a current member of the Association of Insurance Brokers (AIBK)

### 4.2.6 MORE DETAILS ON CONDITIONS

The following documents are **mandatory and must be submitted by the Bidders, failure to which the tender will be treated by CMA as non-responsive and rejected;**

- a) Copy of Certificate of Incorporation.
- b) Valid Copy of Certificate of Registration as broker for the current period.
- c) Current Tax Compliance certificate from the Kenya Revenue Authority.
- d) Professional Indemnity Policy Schedule for the current period.
- e) Copy of Current Membership Certificate of Association of Insurance Brokers of Kenya (AIBK).
- f) Audited financial statements for the last 2 years – 2017 and 2018. The accounts must be signed by a Certified Public Accountant. The bidder must also submit documentary evidence of the gross premium turnover for the last two years. CMA reserves the right to verify this information with the brokers' clients.

- g) Details of professional qualifications for principal officer and at least three other senior officers in the prescribed format FORM CMA 1 attached.
- h) Completed Client Reference Forms – FORM CMA 3 from five (5) corporate clients. The insurance portfolio handled for each of the clients must be at least six million shillings (Kshs. 6,000,000.00)
- i) Panel of proposed underwriters who meet the eligibility requirements specified in paragraph 4.1. The original copy of FORM CMA 2 in respect of each proposed underwriter must be submitted.
- j) Must have experience of at least five (5) years.

4.3 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special conditions of contract
3.6 Performance security	Not applicable to this tender
3.7 Delivery of Services	The insurance broker shall be required to confirm cover before the commencement date by delivering the insurer's confirmation endorsements and insurance certificates where applicable. The policy document shall be prepared and delivered within 30 days from the cover commencement date
3.8 Payment	Payment of premium shall be made by CMA as specified under clause 3.82
3.9 Price adjustment	There shall be no price adjustment
3.16 Applicable law	The laws of Kenya
3.18 Notices	Capital Markets Authority P. O. Box 74800 -00200 Nairobi

## SECTION V - SCHEDULE OF REQUIREMENTS

### Schedule of Insurance Requirements

Clearly indicate your Annual Premium, Excess applicable, Insurer and any other remarks you may wish to state in each CLASS OF INSURANCE:

The insurance covers will run for a period of **THREE (3) YEARS FROM JULY 1, 2019 TO JUNE 30, 2022**

No.	Cover	Description
1.	<b>FIRE AND ALLIED PERILS</b>	Loss or damage to CMA property through fire and related perils. To cover office partitions, furniture, fixtures, fittings, stock and other property not specifically mentioned. Sum to be insured: <b>Kshs. 234,317,303</b>
2.	<b>All RISKS</b>	Loss or damage to CMA property from whatsoever cause. To cover office partitions, furniture, fixtures, fittings, stock and other property not specifically mentioned. Sum to be insured: <b>Kshs. 234,317,303</b>
3.	<b>BURGLARY</b>	Loss or damage to CMA property arising from forcible or violent entry and or exit from the premises. To cover office furniture, office equipment, fixtures and fittings and all other contents belonging to the insured. Sum to be insured: <b>Kshs. 234,317,303</b>
4.	<b>PUBLIC LIABILITY</b>	Indemnity against legal liability to third parties in respect of accidental death, bodily injury, illness and/ or damage to property belonging to third parties incurred by the insured in the course of business.  Any one event: <b>Kshs. 10, 000,000</b>
5	<b>GROUP PERSONAL ACCIDENT (DIRECTORS)</b>	This policy is expected to cover the members of the Board of Directors and CMA Tribunal Members. The expected benefits are: <ul style="list-style-type: none"> <li>• Death – Kshs. 2,000,000</li> <li>• Permanent Total Disability - Kshs. 2,000,000</li> <li>• Temporary Total Disability - Kshs. 8,000 per week for 104 weeks</li> <li>• Last Expense - Kshs. 100,000 per Director</li> <li>• Medical expenses – Kshs. 500,000 per person per accident</li> <li>• Acceleration limit - Ksh, 12,000,000</li> <li>• Airfare for treatment - Ksh. 500,000</li> </ul>

		<ul style="list-style-type: none"> <li>Repatriation expenses - Ksh, 500,000</li> </ul>
6.	<b>GROUP PERSONAL ACCIDENT (STAFF)</b>	<p>The cover addresses the work place as well as off duty risks and covers permanent employees (115). The expected benefits are: -</p> <ul style="list-style-type: none"> <li>Accidental death - 5 years' basic salary</li> <li>Permanent Total Disability - Kshs. 2,000,000.00</li> <li>Temporary Total Disability - Actual weekly earnings per week for 104 weeks</li> <li>Last Expense - Kshs. 100,000</li> <li>Medical expenses – Kshs. 100,000 per person per accident</li> <li>Air fare for treatment - Ksh. 500,000 for the patient and care giver</li> </ul>
7.	<b>GROUP LIFE INSURANCE</b>	<p>The cover caters for compensation for death while in service for the insured member of staff.</p> <p>To cover 115 employees  Free cover limit Kshs. 15,000,000  Last Expense Kshs 100,000  Benefit: 4 years' basic salary</p> <p>Total Basic Earnings – <b>Ksh. 290,412,804.00</b></p>
8.	<b>TRAVEL INSURANCE</b>	<p>Covers risk associated with unexpected events during domestic and international travel which may include: cost of repatriation; emergency medical expenses; baggage loss or delay; hijack; delayed flights and personal liability.</p> <p><i>The underwriter should be able to provide an inclusive travel cover that does not exclude some countries.</i></p> <p>Death \$50,000  Permanent Total Disability \$ 50,000  Medical Expenses \$ 100,000  Loss of luggage \$ 1,000  Personal liability \$ 250,000  Flight cancellation \$ 1,000</p>
9.	<b>MONEY INSURANCE</b>	<p>Covers loss of money and damage to safes. Money is deemed to include cash, bank and currency notes, uncrossed and bearer cheques. It also, covers money in CMA premises and money on transit up to a maximum value of Ksh.500, 000 and money on transit in form of per diems carried from bank by staff estimated at Ksh. 110, 000,000 per annum.</p>

		Estimated annual carry is Ksh. 10,500,000																					
10.	<b>WORK INJURIES BENEFITS ACT (WIBA) PLUS</b>	<p>The cover is meant to compensate any employee who is injured out of and in the course of employment. Total – 158 staff</p> <p>Expected benefits:</p> <ul style="list-style-type: none"> <li>• Death – 8 years’ earnings</li> <li>• Permanent Total Disability - 8 years’ earnings</li> <li>• Temporary Total Disability - weekly earning – 104 weeks</li> <li>• Total Partial Disability - weekly earning – 104 weeks</li> <li>• Last Expense - Kshs. 100,000</li> <li>• Medical expenses - Kshs. 100,000 per person per accident</li> <li>• Estimated annual earnings (EAE) - Kshs. <b>405,247,164 p.a</b></li> </ul>																					
11.	<b>EMPLOYER’S LIABILITY</b>	<p>To cover legal liability to members of the public for illness, injury, death or damage to property belonging to third party</p> <p>Limit of liability - Ksh. <b>20,000,000</b></p>																					
12.	<b>TRUSTEES LIABILITY COVER</b>	<p>To indemnify Board of trustees against legal liability in the course of their duties.</p> <p>Limit of liability - Ksh. <b>20,000,000</b></p>																					
13.	<b>DIRECTORS LIABILITY COVER</b>	<p>The cover is to Indemnify Board members, members of CMA Tribunal and Senior Management against legal liability in the course of their duties.</p> <p>Sum insured: <b>Ksh. 20,000,000</b></p>																					
14.	<b>LAST EXPENSE COVER FOR BOARD OF DIRECTORS AND MEMBERS OF CMA TRIBUNAL</b>	<p>To cover last expenses for Board of Directors and members of CMA Tribunal.</p> <p>Benefit - Ksh. 100,000</p>																					
15.	<b>PRIVATE CAR MOTOR VEHICLE INSURANCE POLICY (COMPANY)</b>	<table border="1"> <thead> <tr> <th>Owner</th> <th>Registration Number</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>CMA</td> <td>KBJ 068U</td> <td>1,000,460</td> </tr> <tr> <td>CMA</td> <td>KBU 261T</td> <td>1,800,000</td> </tr> <tr> <td>CMA</td> <td>KBL 395G</td> <td>1,460,000</td> </tr> <tr> <td>CMA</td> <td>KBW 012V</td> <td>1,450,000</td> </tr> <tr> <td>CMA</td> <td>KCH 683Q</td> <td>5,400,000</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>11,110,460</b></td> </tr> </tbody> </table>	Owner	Registration Number	Value	CMA	KBJ 068U	1,000,460	CMA	KBU 261T	1,800,000	CMA	KBL 395G	1,460,000	CMA	KBW 012V	1,450,000	CMA	KCH 683Q	5,400,000		<b>Total</b>	<b>11,110,460</b>
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		<p>Comprehensive cover to cater for loss or damage to the motor vehicle and death or bodily injuries to third parties including passenger liability and third-party property damage arising out of use of motor vehicle.</p> <p>Passenger Liability: Kshs. 4,000,000 per person and Kshs. 8,000,000.00 per event  Third Party Property damage: Kshs. 5,000,000  Towing charges: Kshs. 50,000  Authorized repairs: Kshs. 50,000  Windscreen: Kshs. 70,000  Radio cassette Kshs: 50,000  Medical Expense: Kshs. 60,000</p> <p>Sum to be insured: <b>Ksh. 11,110,460</b></p>									
16.	<b>COMMERCIAL MOTOR VEHICLES POLICY</b>	<table border="1" data-bbox="673 798 1429 913"> <thead> <tr> <th>Registration No.</th> <th>Make/Model</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>C M A</td> <td>KBW 146V</td> <td>3,200,000</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total</b></td> <td><b>3,200,000</b></td> </tr> </tbody> </table> <p>Loss or damage to the motor vehicle and death or bodily injuries to third parties including passenger liability and third party property damage.</p> <p>Comprehensive Insurance to cover:</p> <p>Passenger Liability: Kshs. 4,000,000 per person and Kshs. 8,000,000 per event  Third party property damage: Kshs. 5,000,000  Towing charges: Kshs. 80,000  Authorized repairs: Kshs 100,000  Windscreen: Kshs. 100,000  Radio cassette: Kshs. 50,000  Medical Expense: Kshs. 50,000</p> <p><b>Sum to be insured: 3,200,000</b></p>	Registration No.	Make/Model	Value	C M A	KBW 146V	3,200,000	<b>Total</b>		<b>3,200,000</b>
Registration No.	Make/Model	Value									
C M A	KBW 146V	3,200,000									
<b>Total</b>		<b>3,200,000</b>									

## SECTION VI - STANDARD FORMS

### Notes on the standard Forms

1. **Form of Tender** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

**Form of Tender**

To:

Name and address of procuring entity

Date

Tender No.

Tender Name

Gentlemen and/or Ladies: -

1. Having examined the Tender documents including Addenda No. (Insert numbers) ..... the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of .....[Total Tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of .....[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

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

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

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



**SECTION VII - PRICE SCHEDULE FORM**

No.	Class of Insurance	Premium (Inclusive of All Levies)	Excess	Insurer
1.	Fire and Allied Perils			
2.	All Risks			
3.	Burglary			
4.	Public Liability			
5.	Group Personal Accident (Directors)			
6.	Group Personal Accident (Staff)			
7.	Group Life Assurance			
8.	Travel Insurance			
9.	Money Insurance			
10.	Work Injuries Benefit Act (WIBA) PLUS			
11.	Employer's Liability			
12.	Trustees Liability Cover			
13.	Directors Liability Cover			
14.	Last Expense Cover for Board of Directors and Members of CMA Tribunal			
15.	Motor Vehicle Insurance (Company)			
16.	Commercial Motor Vehicle policy (Company)			
<b>Total Premium (Kshs)</b>				

**Total Premium in Words.....**

## Contract Form

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

WHEREAS the Procuring entity invited tenders for the GPA cover and has accepted a tender by the tenderer for the supply of the services in the sum of \_\_\_\_\_  
\_\_\_\_\_ [contract price in words in figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - (a) the Tender Form and the Price Schedule submitted by the tenderer;
  - (b) the Schedule of Requirements
  - (c) the Details of cover
  - (d) the General Conditions of Contract
  - (e) the Special Conditions of Contract; and
  - (f) the Procuring entity's Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer) in the presence of \_\_\_\_\_

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

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

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

Business Name .....

Location of business premises .....

Plot No. .... Street/Road .....

Postal Address ..... Tel. No. ....Fax ..... Email .....

Nature of business .....

Registration Certificate No. ....

Maximum value of business which you can handle at any one time Kshs. ....

Name of your bankers ..... Branch .....

Part 2(a) – Sole Proprietor:

Your name in full ..... Age .....

Nationality ..... Country of origin .....

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

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

Part 2(c) – Registered Company:

Private or public .....

State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Tenderer .....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

## TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

*(Amend accordingly if provided by Insurance Company)*

**PERFORMANCE SECURITY FORM**

To: .....  
*[Name of procuring entity]*

WHEREAS ..... *[name of tenderer]*  
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. \_\_\_\_\_  
\_\_\_\_\_ *[reference number of the contract]* dated \_\_\_\_\_ 20 \_\_\_\_\_  
\_\_\_\_\_ to supply .....  
*[description of insurance services]* (Hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....  
*[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of .....  
..... *[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

Signature and seal of the Guarantors

\_\_\_\_\_  
*[Name of bank of financial institution]*

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

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

*(Amend accordingly if provided by Insurance Company)*

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO..... OF.....20.....

BETWEEN

..... APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of  
.....dated the...day of .....20.....in the matter of Tender No.....of  
.....20...

**REQUEST FOR REVIEW**

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

- 1.
- 2.
- etc.

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

- 1.
- 2.

SIGNED ..... (Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary

**CAPITAL MARKETS AUTHORITY**



**CMA 1 – PROFESSIONAL QUALIFICATIONS**

Officer's Name	Position Held	Professional Qualifications (list)	Date of Qualification	Educational Qualification – Highest only e.g., University degree (Specify)

Signature \_\_\_\_\_  
 Chief Executive Officer/Principal Office

\_\_\_\_\_ Date



**CMA 2 – Requirements for Proposed Underwriters**

We (Name of insurer) .....having received a request for quotations for Capital Markets Authority insurance tender, from M/S.....(Name of Insurance Broker), hereby confirm our commitment to deliver the documents listed below as per the tender requirements:-

- (i) Copy of certificate of incorporation.
- (ii) Copy of current certificate of registration as an insurer.
- (iii) Audited financial statements for the last two years.
- (v) Original quotations submitted to the insurance broker.

This Form shall be submitted in a plain sealed envelope marked **“CMA/ONT 002/2014/2015”– INSURERS’ REQUIREMENTS’ CMA 2”** and delivered/posted to the following address: -

**The Chief Executive  
Capital Markets Authority  
P. O. Box 74800 - 00200  
NAIROBI**

And must be placed in **Tender Box at CMA procurement offices, located at 3<sup>rd</sup> floor Embankment Plaza, Upper Hill Longonot Road, Nairobi**, so as to be received on or before **April 9<sup>th</sup>, 2019 at 11:00am**

Signature \_\_\_\_\_

Authorized Signatory

Date

Official Stamp



**CMA 3 - CLIENT REFERENCE FORM**

Name of Insurance Broker.....

Name and address of Insured (Client).....

.....

.....

Insurance Policies handled

Class of Insurance	Period of Cover

Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the insurance broker as per their responsiveness to the following:-	Excellent	Good	Average	Poor
1. Claims handling				
2. Underwriting responsiveness				
3. General customer care				

Declaration

**We confirm that the above insurance brokerage firm is currently engaged to handle our insurance policies and the total annual premium paid is more than Kshs. 6,000,000.00 (Shillings Six Million).**

Name of authorized signatory .....

Title.....

Signature

Date.....

Official stamp of the Insured

Telephone contacts: - .....